

Café Prepay – Access Lunch Account Balance and Pay Lunch Fees

Parents and Guardians of Western students may now view lunch account balances and have the option of paying lunch fees online. You will need to know your student's school ID number (see 3b below). The ability to view account balances is a free service. If you elect to make credit card payments to the lunch account for your student, there is a 6% service fee. Instructions on how to register, add your student(s), view balance, obtain participation report, and make payments are listed below. Payments are posted once a day, so please allow 24 hours for your payment information to be updated.

- 1) Register at CafePrepay.com (First time only)
 - a) Go to the CafePrepay website at www.cafeprepay.com (or www.pay4lunch.com)
 - b) Select the **New User** menu option (3rd choice in the red & white menu bar).
 - c) Complete the 5 Step registration page
 - i) Your email address will be your Login ID
 - ii) Password must be at least 6 characters, is case sensitive, and can only be letters and numbers – no special characters
 - d) Click on the **Submit** button at the bottom of the page
- 2) Add Student(s) to CafePrepay.com account
 - a) Go to the CafePrepay website at www.cafeprepay.com (or www.pay4lunch.com)
 - b) Click on **My Account** (or the **School Fees, Meals & Snacks** icon) and enter the Login ID (email address) and password that you created during the registration process.
 - c) Add Student(s) by selecting **Add Student** from the **My Account** menu on the left hand side of the screen.
 - i) Select Indiana as the state
 - ii) Select Western School Corporation (not Western Wayne)
 - iii) Select building your student is in
 - iv) Enter **last name** of student (grade is optional) and click Find Student – Select your student from list.
 - v) If you have additional students, select **Add Another Student** to repeat the steps above
- 3) View Balance, Participation Report and Pay Lunch Fees
 - a) Login to Café Prepay website at www.cafeprepay.com (or www.pay4lunch.com) following steps a and b in #2 above
 - b) To view Current Balance select **Current Balance** from the My Account menu
 - i) Student ID Number is required (same as HomePlus User ID – can also be found on report card)
 - c) To view Participation report select **Participation Report** from the My Account menu
 - i) Participation report is not available from 10:00 a.m. – 2:00 p.m.
 - d) Select **Make Payments** from the My Account menu on the left hand side of the screen.
 - e) You have two payment options
 - i) Pay lunch fees with Credit Card - \$25.00 minimum (6% service charge added)
 - ii) Schedule Payments by Credit Card - \$25.00 minimum (6% service charge added)

Note: There is no charge to setup your account and check balances. The service charge fee applies only when making an actual credit card payment.