



Dear Student Families,

Viandas Food, your children cafeteria service, has partnered with MySchoolAccount.com for the managing of lunch payments. This service offers you the ability to make deposits directly into their student account, track what your children have been eating for the past 30 days, transfer funds between students and have an email reminder sent to you when an account balance gets low. Deposits and payments can be made through ACH (checking or savings) or Credit Card payments. Additionally, as part of the new service you can download myschoolaccount app for your convenience.

In order to take advantage of this service, you will need to create a parent account. This requires you to:

1. Go to www.myschoolaccount.com.
2. Click "Create Account" on the top menu bar.
3. Fill in the required information on the "Parent Account Sign-Up page."
4. Select **TX** for the state
5. Create a User ID and Password
6. Choose **Viandas Food** from the "School District" drop down menu.
7. Click the "Accept" box, and then click "Signup." An email will be sent to your email address that will contain a "verification code."

After you receive the "verification code" you may begin to add your children's information. To do this, you will need to:

1. Go to www.myschoolaccount.com and login using your previously created user ID and password.
2. Enter the "verification code" to verify your account and email address.
3. Begin adding your children's information according to the guidelines provided. You will need each of your children's student ID** numbers to add each student (School's student ID #)
4. After the students are added you will be able to view account activity and make payments to the student account.

Note: A parent account can be linked to many children, but a child can only be linked to one parent.

Note: There will be a per transaction convenience fee of \$2.00 for all deposits online.

Any money that is not spent by the end of the school year will be available the following school year. If you have any questions about this or any other food service program, please Viandas Food at [817-312-8113](tel:817-312-8113) / walter@viandasfood.com.

Sincerely,

Walter Bermudez

* Questions regarding the www.myschoolaccount.com service should be directed to support@myschoolaccount.com.

**If you do not remember you children's ID numbers, they can be obtained by contacting the school office or Viandas Food at [817-312-8113](tel:817-312-8113) / walter@viandasfood.com.