

Staff Lunch Card Instructions

District 34 staff can now add money to their lunch card online. This document will help you set up your account. Use your PowerSchool ID to setup the account.

1. Use the following link to set up your lunch account: <https://www.studentquickpay.com/antioch34/>

A screenshot of the 'Sign In' page. It features a white box with a blue title 'Sign In'. Below the title are two input fields: 'Enter your email' and 'Enter your password'. Underneath these fields are two buttons: a dark blue 'Sign In' button and a light blue 'Create Account' button. A small blue link 'Forgot Password?' is located below the 'Create Account' button. An orange arrow points to the 'Create Account' button.

2. Create your account using your work or personal email and choose your own password:

A screenshot of the 'Create Account' page. It features a white box with a blue title 'Create Account'. Below the title are four input fields: 'First Name', 'Last Name', 'E-Mail', and 'Password'. Below these fields is a small blue link 'By using this site, you agree to the Privacy Policy and Terms of Service.'. Underneath this link are two buttons: a dark blue 'Next' button and a light blue 'Cancel' button. An orange arrow points to the 'Next' button.

3. Click gray arrow on "add student line" (in this software you are considered a student):

A screenshot of the 'Linked Account' page. It features a white box with a blue title 'Linked Account'. Below the title is a gray button labeled 'Add Students' with a right-pointing arrow. Underneath this button are two more buttons: a dark blue 'Done' button and a light blue 'Back' button. An orange arrow points to the 'Add Students' button.

4. Type your PowerSchool ID in the Student ID field and your last name, then click "add Student"

Linked Account

Add Students ▼

For each student you would like to add to your account, complete the information below and click Add Student.

Student ID

Last Name

[Add Student](#)

[Done](#)

[Back](#)

5. Now click Done:

Linked Account


Student ID	Name	Grade	Remove
[REDACTED]	[REDACTED]		-

[Add Students](#) >


[Done](#)

[Back](#)

6. If successful, you will see the below screen:



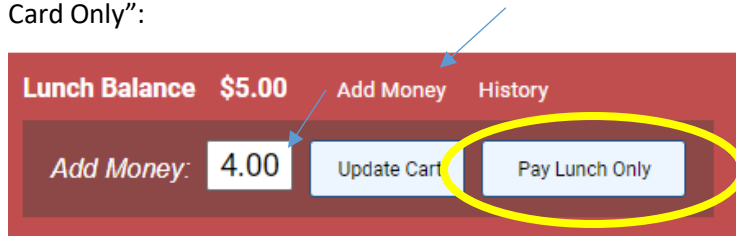
[REDACTED]

[REDACTED] Grade: [REDACTED]

Lunch Balance \$5.00[Add Money](#)[History](#)

Due Now[Future Charges](#)[Paid](#)

7. Click “Add Money”, enter a dollar amount, click “Pay Lunch Card Only”:



8. You are now at the checkout page where you can enter your credit card info & complete your transaction:

The screenshot shows a checkout page with the following sections:

- Total Amount:** \$4.00
- Payment Options:** A section with a note: "If you are unable to make a full payment at this time, you can make a partial payment." and a "Partial Payment" button.
- Payment Method:** Two radio buttons: "No Saved Cards on Profile" (with a link "Manage Saved Cards") and "Credit Card" (selected). Below "Credit Card" are logos for VISA, VISA, and DISCOVER.
- Pay by Credit Card:** A form with fields for "Cardholder Name", "Credit Card Number", "Expiration Date" (set to 01 (Jan) / 2021), and "CVD (# on back of card)".
- Payment Amount:** \$4.00 US
- Buttons:** "Cancel" and "Submit Payment".

On the right side of the page, there is a summary table for the 2021/2022 period:

2021/2022	Due	Pay
Lunch		
Lunch - Adult	(\$5.00)	\$4.00
Total:	(\$5.00)	\$4.00

After you submit payment, you should then receive your confirmation number.