



Portage Public Schools is pleased to announce a website where parents can now add money to their children's food service accounts with a credit or debit card *. This site also provides balance/transaction information, allows you to place purchasing restrictions on your children's account and transfers funds between your children's account. Send Money To School.com provides access for all grade levels (K-12) and is part of the Meal Magic Food Service software program the district uses.

To create an account on SendMoneyToSchool.com you will need the following pieces of information available: (1) an e-mail address and (2) your child's student ID number.

Instructions for access to Send Money To School.com

1. Click on this link: www.sendmoneytoschool.com
2. Click on "Create A New Account". (When creating your account, you must have access to the e-mail address to receive the confirmation link and progress through the new account set up).
3. Enter your e-mail address and confirm it by typing it a second time.
4. Enter your password, then confirm it by entering it a second time.
5. Scroll down and review the "Terms of Use", then check mark the box.
6. Click on create account. An e-mail message from "no-reply@mealmagic.com" will be sent to you to confirm your account set-up.
7. Open the e-mail message that contains your confirmation link.
8. Click on the confirmation link.
9. Enter the password you created in Step 4.
10. Type in the school districts name – Portage Public Schools and select that district when it appears on the screen.
11. Click on "Add student to your account".
12. Enter your child's 8 digit student ID number and click continue.
13. Enter your students name and birthdate.
14. Click on "Add Student".
15. Congratulations! You may now view your child's transaction history or add money to your child's account with a Visa, MasterCard, Discover or American Express credit card *. You may also use a debit card that has the Visa or MasterCard logo *.

* Please note there is a \$1 convenience fee charged to your credit/debit card when placing money on your children's account.

If you have any questions about your child's account please contact the food service office at 269-323-5155.