

## FOOD SERVICE AT GWYNEDD MERCY ACADEMY HIGH SCHOOL

Gwynedd Mercy Academy High School is pleased to announce Brock & Company as our food service provider. The school partners with Brock in order to provide a wider variety of healthy food options to our students, faculty and visitors. The menu changes weekly and can be accessed on the school website.

Parents have the ability to manage their student's meal account using PaySchoolsCentral.com, an online school management tool which may be accessed via the school's website or directly at

<https://www.payschoolscentral.com/#/user/login>

PaySchoolsCentral offers the convenience of being able to:

- 1) Check your student's current account balance
- 2) See the purchases your student has made in the café
- 3) Set up email notifications when the account falls below a certain dollar amount

For a small fee, PaySchools offers the convenience of being able to make a deposit/set up recurring deposits to your student's account. If you have multiple students enrolled at the school, you can add money to each student's account during the same transaction. *Payments processed before 9pm ET should post to the student's account the next morning, in most cases.*

**Please Note: Your daughter's school lunch account has already been set up using her school ID number which appears on her student ID card that she will receive in September. Funds may be added to her account directly either at the cash register or in the Business Office AT NO COST! All checks should be made payable to GMAHS**

If you have any questions concerning the food service program, please contact Judy Morrissey (x370) in the Business Office.



# PaySchools Central Setting Up Your Account

We have implemented PaySchools Central, an online payment platform, to help make managing lunch and fee payments easier for our students' parents. The portal is easy to set up and use, both online and via the mobile app. To get started, follow the instructions below.

If you need help along the way, please contact us: Phone: 1-877-393-6628 Email: [psc\\_help@payschools.com](mailto:psc_help@payschools.com)

1. Visit our portal using your Internet browser.  
**[www.payschoolscentral.com](http://www.payschoolscentral.com)**
2. Select the "Register" option from the menu. The portal will guide you through the steps you need to follow to establish your account and set up your students.
3. You will be prompted to enter your contact data and a payment method to activate your account.
4. Once all information is entered, you will receive an email from PaySchoolsCentral with a link to confirm the registration and create your password. Once your password is saved, you can log in and begin using PaySchoolsCentral as often as you'd like.

The first time you log in, you will need to indicate which student(s) to attach to your account using the Add/View student tab. Students are already loaded in the PaySchoolsCentral system.

5. PaySchools Central utilizes the same student ID number used for your lunch purchases. If you are unsure of your student's ID number, please contact the school/district registrar. The transaction fees when using an electronic check or credit cards are indicated on PaySchoolsCentral at checkout

**Need help?** Contact us to learn more.

**Email:** [psc\\_help@payschools.com](mailto:psc_help@payschools.com)      **Phone:** 1-877-393-6628

