



**FOOD SERVICE CONSULTANTS, INC.**

*Serving You With Pride*

*Update: It is now possible to send a one-time payment through PayPal without needing to create an account, but we still suggest that you create one for invoices & convenience of future payments.*

### **Here's how to create your free, secure PayPal lunch account:**

To open a Personal or Premier account with PayPal, please complete the following steps:

1. Visit PayPal's website at <https://www.paypal.com/>.
2. Click "**Sign Up.**"
3. Choose "**United States**" from the drop down menu.
4. Select either a "**Personal Account**" or "Premier Account" account and click "**Start Now.**"

(Most Parents will select "Personal Account")

5. Enter your information, including your email address and a password you would like to use.

**You will need your email address and password to log in to your PayPal account.**

Enter your full email address, for example, name@domain.com

- Your password must be at least 8 characters long and is case-sensitive
- Do not enter accented characters in your password
- Complete the Security Measure by typing the characters you see into the blank field,  
without spaces

6. Click "**I Agree. Create My Account.**"
7. Then check your email inbox (also check Spam).
8. Click on the link in the PayPal Confirmation email.
9. Enter your password and click "**Confirm**".

[Check Balances Here!](#)

**That completes the setup process!**

*Please look at the next page for linking your account*





## How to link your Checking or Savings Account to PayPal:

1. Log in to your account at <https://www.paypal.com/>
2. Click "**Profile.**" (Gear Icon in top right corner next to "Log Out").
3. Click "**Link a Bank**" under the "Bank Accounts" section
4. You can "**Link Bank Instantly**" by selecting your bank and signing into bank's website
5. **OR** Select the "**Enter account number manually instead**" option
  - Select the slider option for "Checking" or "Savings" Account
  - Enter your Routing Number (usually found on a check, or you can ask your local branch)
  - Enter your Account number (be sure to include zeros in the front of the number, if applicable)
6. Click "**Agree and Link**"

*If your bank qualifies for instant bank confirmation, you will have two options:*

1. **Instantly confirm your bank account online** - If you have online access to your bank, you can enter your bank log in information to confirm your bank account. This process takes about 2-3 minutes
2. **Confirm your bank account by random deposits** - PayPal sends two deposits to your bank account. The amounts are between \$0.01 USD and \$0.99 USD. After 2-4 business days contact your bank to find out the amounts. To complete the process, follow these steps:
  - Log in to your account at <https://www.paypal.com/>
  - You should see your new account on the main dashboard under "Banks and Cards"
    - Follow the on screen instructions to verify the deposit amounts
  - Alternatively you can select the "Wallet" tab at the top of the screen
    - Click on the account you recently added and follow the on screen instructions to verify the two small deposits you received from PayPal.

***Please check the next page for adding a credit card and making meal card payments***



## How to Link a Credit or Debit card to your PayPal account:

1. Log in to your account at <https://www.paypal.com/>.
2. Click "Profile." (Gear Icon in top right corner by "log out").
3. Click "Wallet" at the top of the screen
4. Select "Link a Card" under the "Credit and Debit Cards" section
5. Select the slider option for "Debit, Prepaid", or "Credit"
6. Enter all of the card information and click "Save".

### Repeat this process for all additional cards you wish to add.

-If you'd like to make any changes to your preferences, select Profile (The Gear Icon at top right)

In the blue banner, you have the option to modify your Account, Security, Payments, and Notifications

## How to Make a Payment for Your Student's Lunch Account:

-Log into your PayPal account from [www.paypal.com](http://www.paypal.com) (using your email and PayPal password) ,  
then select the circular button to "Pay or Send Money".

-Select the left option for "Pay for goods and services"

-Enter the email address: [cafe@olpillar.com](mailto:cafe@olpillar.com) and click "Next"

-Enter the Dollar value you wish to send, and **MAKE SURE** to click the plus sign "+" for  
"Special Instructions to Seller".

In that white box, make sure to include each child's name, lunch ID number, grade, and the  
amounts for each child (if paying for multiple children with one single payment).

Then click "Continue" at the bottom of the window.

It will then display a brief overview of how your payment will appear-

**Verify your information is correct**, then click on "Send Money Now" to complete your payment!

Please also be aware that PayPal *does* charge a small fee for their services, so if you make a payment  
for a flat amount, it will appear as an odd amount just below the original on FSC's website.

Currently, the rate is **2.9% plus 30¢ per transaction**, here is a link to a [PayPal Rate Calculator](#)

## [CHECK MEAL CARD BALANCES HERE!](#)

*(The lunch balance website is meant to be a convenient way to check balances, but a fully  
detailed report is always available upon request from the cafeteria manager).*