

# Katy Independent School District A+ PAY N' GO



## Cafeteria Payment Instructions

The collage includes the following screenshots:

- The main website header with navigation menus and a search bar.
- A login form with fields for Email and Password, and buttons for 'LOG IN' and 'CREATE NEW ACCOUNT'.
- A 'CAFETERIA PAYMENTS' page with an 'Add New Student' form containing 'Last Name' and 'ID' fields.
- A 'One-Time Payment' screen for 'John Smith (\$1234567)' with a balance of \$0.00 and buttons for 'PAY \$25', 'PAY \$50', 'PAY \$100', 'CANCEL', and 'ADD TO CART'.
- An 'AUTO-REPLENISH' settings screen for 'John Smith (\$1234567)' with options for 'When my balance falls below' (\$10.00), 'I would like to add' (\$50.00), 'Payment Method' (VISA), and 'LOW BALANCE EMAIL' settings.
- A 'CART' screen showing two items: 'CAFETERIA PAYMENTS Student: John Smith (\$1234567)' for \$10.00 and 'CAFETERIA PAYMENTS Student: Mary Johnson (\$1234567)' for \$50.00. The subtotal is \$60.00.
- An 'ADD CARD' screen for adding a new payment method with fields for card number, name, expiration date, and pick name.
- A 'CHECKOUT' screen with a 'Review & Submit' section showing billing information for John Smith at 1253 Westheimer Pkwy, Katy, TX 77494, and a list of items with a total of \$60.00.

### Visit the Web Store

- Access the A+ Pay N'Go Web Store from the Katy ISD Website: [www.katyisd.org](http://www.katyisd.org)
- Log in to the **Web Store**.
  - For first time customers, please click **Create New Account**.
  - Your email address and password will be used to log in for future transactions.
- Click on the **Cafeteria Payments** link to make a food payment.
- If you haven't previously paid for your student, their name won't display for you. To add them, enter your student's credentials and click **Add Student**.

### Make Cafeteria Payments

- You may click **Make One-Time Payment** under the student's name to make a standard payment.
- To set up auto-replenish, click **Low Balance Settings**.
  - Toggle **Disabled** to **Enabled**.
  - You may adjust the default settings to your preference and then add or select a payment method.
  - Click **I agree to recurring payments** (hover on the info icon for details.)
  - Click **Save** to complete setup.
- When all payments are in cart, click **Checkout**.
- Enter your payment information and click **CONTINUE**.

### Checkout

- After verifying your information, click **PLACE ORDER** to process your payment and view your receipt.
- An email receipt will automatically be sent to the email address associated with your A+ Pay N' Go account.