



## CCSC FOOD SERVICES DEPARTMENT

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[www.SendMoneyToSchool.com](http://www.SendMoneyToSchool.com)



Getting Started- \* ANY balance from the previous year is already in your CCSC student's account, negative or positive.

**Creating a new account\*-CCSC is providing this service at NO COST to all users. No fees are charged even to use the online deposit system but a minimum deposit of \$10 is required. You will also need your student's 6-digit lunch ID. Please call 812-704-5525 or contact your child's cafeteria manager if you do not have this.**

Part 1:

1. Go to [www.sendmoneytoschool.com](http://www.sendmoneytoschool.com) **OR** [www.ccsc.k12.in.us](http://www.ccsc.k12.in.us) & go to the \$ icon.
2. Click on "Create a new account"
3. Provide requested information.
4. Once you have read & agreed with the terms of use click the "I agree" box
5. Click the "Create Account" button
6. A confirmation e-mail will be sent to you. Please check your junk mail if you do not see this in your inbox.

Part 2:

7. Check your e-mail & junk mail
8. Click the provided link
9. Enter your e-mail & password
10. Click the log-in button
11. Start typing the name of your school district
12. When your district is displayed, click on it
13. Click on the "ADD a student to your account" button
14. Enter the student's 6-digit ID number & click "continue"
15. If the ID number is valid you will be asked for your child's first name, last name & birthdate
16. Once entered click the "ADD Student to your account" button
17. To add additional students follow steps 13 thru 16 again

### **Viewing Balances & Activity**

1. Go to [www.sendmoneytoschool.com](http://www.sendmoneytoschool.com) & sign in to your account
2. All students assigned to this account will be displayed with their balances
3. To view history click the "View Activity" button next to the student's name

### **Making a Deposit**

1. Go to [www.sendmoneytoschool.com](http://www.sendmoneytoschool.com) & sign in to your account
2. Click the "Make a Deposit" button
3. Enter the amount you wish to deposit for each student-**a minimum deposit of \$10 is required.**
4. Click the "Check Out" button

### **Viewing Past Account Activity & Charges**

1. Go to [www.sendmoneytoschool.com](http://www.sendmoneytoschool.com) & sign in to your account
2. Click on "Your Account" button from the menu to view the account history

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