

Dear Parents:

With current national attention being focused on children's health and wellness issues, Portsmouth School District's Food Service Department is excited to provide parents a convenient, easy and secure online prepayment service to deposit money into your child's school meal account at any time. This service also provides parents the ability to view your child's account balance through a web site called MyNutrikids.com. By having money in each child's account prior to entering the cafeteria, we find the lunch lines move along much faster so your child has more time to eat and be with friends.

Also, parents will have the ability to print out a copy of their child's eating history report. This history report will show you all dates and times that your child has purchased a breakfast and or lunch within the past thirty days.

These new services will be available November 7, 2011.

To access these services:

1. Simply go to the district web site at www.cityofportsmouth.com/school
2. Click on the School Nutrition Department's link.
3. Click on the MyNutrikids.com link. From this site you will create your account and add money to your child's school meal account. All you need is your child's name, student ID number and school ZIP code. The instructions listed on the back of this page will guide you through the easy online account set up process.

Things to know:

- If you have more than one child in the District you can handle all online prepayments from the same online account.
- Payments may be made through an existing PayPal account or with a major credit or debit card.
- In order to use the online prepayment service, a small convenience fee for each transaction will be assessed to cover the bank fees. The convenience fee is \$1.75 per deposit transaction. Parents placing money into multiple meal accounts will only be assessed the \$1.75 fee once per deposit transaction. Portsmouth School Department will not profit from the use of this site.

We are very excited to offer these new services and we are confident it will benefit you, your child and our District. However, if you choose not to take advantage of the online prepayment service you may continue to make advance payments via check, which should be made payable to the Portsmouth School Department. Please write your **child's full name** on the check.

If you have any questions about these new services, please feel free to contact my office at 603-436-0443 or Donna Sulley at 431-5080 ext. 229.

Best Regards,

Deborah Riso
School Nutrition Director

Registering for MyNutrikids.com

- You will first need your child's student school ID number; you may get this number by contacting your child's school or contacting my office.
- Go to the district website at www.cityofportsmouth.com/school, then click on Food Nutrition Department, click on the link to MyNutrikids.com OR go to www.MyNutrikids.com.
- Click **Sign Up** and enter the required information.
- Click **Finish** to complete the initial registration process.

Add Students to Your Family Account

- When you log in you will be taken to the homepage.
- Click **MyKids** from the main menu OR from the blue navigation bar above.
- This is a listing of the students in your account. It will be empty on your first visit to the site.
- Click **Add Child** and enter the required information.
- Click **Add** (next to your child's name) to continue.
- Click **Add Child** to repeat the process for additional children.
- NOTE: Your child's transaction history report will not display information during the initial account set up process.

How to Make a Deposit

- Click **Deposit Money** located next to **Add Student**.
- Enter an amount in the **Deposit** column next to your child's name.
 - o If you have more than one child, enter the amount you wish to deposit into the column next to each child's name. DO NOT deposit money for your entire family into ONE child's account.
- Click **Calculate**.
- Click **Make Deposit**.
- You will be directed to the PayPal web site to enter your payment information.
 - o You have the option to use your existing PayPal account or a major credit card to make your payment.
 - o If you are using your PayPal account, enter your email address and PayPal password to continue.
 - o If you are using a credit card, enter the required information. For your protection, MyNutrikids.com will not store your financial information.
- Click **Pay Now** when finished.
- Click **Pay** once again to finish the process.

TIPS FOR USING MyNutrikids Website <http://www.mynutrikids.com/>

Registering for MyNutrikids.com

You must create a MyNutrikids account prior to viewing any meal plan activity. You can either go to www.MyNutriKids.com or the district's website, www.cityofportsmouth.com/school click on School Nutrition Department. You will need an e-mail, password and the school ID number of each child.

If you have forgotten your password, click on "**forgot password?**". You will receive an email within 15 minutes with your account information.

If you have more than one child, please enter individual deposits for each child. We are unable to process family payments at this time.

When making a deposit please be sure to click **Pay Now**. You will see a "Transaction Complete" screen with a confirmation number. You may print a receipt if desired. **Please note: Due to PayPal policy your payment may take up to 24 hours to be applied to your student's account.** Please plan accordingly. If you choose the option for e-Check Payment through a U.S. bank account, the payment is held for 3-4 business days.

IF YOU CHOOSE NOT TO USE PAYPAL THROUGH MYNUTRIKIDS.COM, you will still be able to submit payment by sending in a check made payable to the Portsmouth School Nutrition Program. Please write your child's full name on the check.

If you have any questions about your students account you can call the Bookkeeper at each school.

PHS	Deb	431-4185
PMS	Melissa	431-4835
Little Harbour	Karen	431-4831
Dondero	Becky	431-5065
New Franklin	Don	436-8133

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Best Regards,

Deborah Riso
School Nutrition Director