



To Our Most Valued Customer,

We are introducing a new online payment system to allow you the opportunity to provide a deposit into your food service debit account, view meal purchase history, low cash notification. This system was developed for our New England school accounts. This is a convenience to you. Enjoy this extended privilege.

Direct Questions to
Scott Choiniere
jennifer@abbeygroup.net

Thank You,
Scott Choiniere
V.P. of Operations

Directions

Go to www.lunchprepay.com

Click **New User**

Scroll down screen to registration window

Click **start registration**

Create account, you choose your own user name and password.

Choose VERMONT as the state.

District is Abbey Group

Choose Your School

Choose premium or basic service.

Agree to privacy policy

Click **register me**

Click **manage students**

Add students; this is where you are to add your food service account to the online payment system.

Click the **save** button.

Scroll down the screen

The following must match our system exactly.

Enter Stu#, this is your student id#, not your pin number

(Please call the school and ask for the kitchen to get your student id#)

Enter your last name.

Click the lookup button.

Your account should be found and **click accept.**

Click the **save** button.

Your account has been added to the online payment system.

You can add as many accounts as you wish and make payment with one credit card.

PARENT FUNCTIONS

On left side of screen click My Account and then **Manage Profile.**

Update any account information and click update.

Click My Account and then **manage wallet.**

Add your credit card information and click save.

Click Make Payment.

Enter amount of payment and scroll down and click **Make Payment.**

You're done!

Next time just log onto www.lunchprepay.com and make payment.

Remember to sign off.

Online Payments update into our system at between 2:00 pm – 10am.