

Dear Parents,

Welcome to Linfield Christian School Online Payment System for JP Foods.. Using this safe and secure system you can pre-order and pre-pay your children's school meal. At your convenience, you can place order online 24/7. You can view report of your children's meals and get information on foods your children eat at school.

At Linfield Christian School, the online payment system is set up to be ordered monthly. Please place your order at least 5 days before the first of each month.

Due to Different price charged for Middle school Students lunches, Please sign in your Student by look up for the Assigned School from the sign in Drop Box.  
For example: Middle School will look for LINFIELD MIDDLE SCHOOL AND  
Elementary will look for LINFIELD MIDDLE SCHOOL.

All the lunch substitutions are remained the same. Please note on "comment" section if you would like to substitution lunch.

Instructions of how to use the system:

### **1/ Sign up**

Go to <https://www.happyschoolmeals.com/linfieldchristianschool/ParentSignUp.aspx>

Enter first name, last name, email, your password, and re-type password.

Click on Save

After your sign up, your account must be approved by school admin for you to log in.

When your signup is approved, you will get a notification via e-mail.

### **2/ Log in**

Go to <https://www.happyschoolmeals.com/linfieldchristianschool/Login.aspx>

Enter your e-mail address and password to login

Forgot password?

Click on forgot password and enter your email address. A new password will send to you via e-mail.

### **3/ Add Your Children**

This requires you to log in

Click on Dashboard

Click on Add Children

Select Class, and enter your child name.

Click on Save

#### **4/ To Edit Children**

This requires you to log in  
Click on Dashboard  
Click on Children  
Click on Edit on student that you would like to edit.  
You can change Class and your child name.  
Click on Save

#### **5/ To Order Meals**

This requires you to log in  
Click on Dashboard  
Click on Order Meals  
Click on Student's name  
Click on check box to purchase meal for that day  
You can also click on Meal name to view meal details  
You can put note on note field  
Click Continue  
You will review the total before you pay.  
Click on Continue  
Click on Continue to pay.  
Repeat these steps if you have more than one student

#### **6/ View Transaction**

This requires you to log in  
Click on Dashboard  
Click on Payment History

#### **7/ View your balance**

If your student doesn't eat meal on the day you order and you notify the school cafeteria before 9 am that day. The amount of that meal will return to your balance.

#### **To view your balance**

This requires you to log in  
Click on Dashboard  
The balance will be shown at User Information.

Please contact us if you have any question in regarding to this new order system.  
This is only an addition ordering method. However, you may continue to order by send in an order form with either Cash or Check like you used to do.  
We appreciate your business, and Thank you for all your supports.

Blessing,  
JP Food Services  
858-348-7716

