## How to View Your Child's Meal Magic® Account Information Online

If you would like to view your child's Meal Magic® account, follow the steps listed below. [By registering for this feature, you will be able to view your child's account history (deposits and purchases), as well as the account balance].

Before you begin, you will need your child's First Name, Last Name, Student ID (which can be obtained from their report card, transcripts or by asking the school office) and Date of Birth. You'll also will need to have a personal email address.

- 1. Go to the district's website at <a href="https://www.eriemason.k12.mi.us">www.eriemason.k12.mi.us</a>
- 2. On the left side of the main page, click on Food Service.
- 3. Scroll down to the section labeled: Meal Magic Point of Sale Service
- 4. Click on <u>Account Balances</u> or you can go directly to:

## https://foodservice.eriemason.k12.mi.us/mealmagic/mylunchaccount

## 5. **First time users:**

- Click on <u>Sign Up</u> You will have to enter your email address and request a password, which will immediately be emailed to you. NOTE: Passwords are pre-assigned, you will not be able to create a password for yourself; however, you can request to have a new password given to you.
- You will need to click on Add Student
- Enter the student's First Name, Last Name, Student ID and Date of Birth

## Once you have established an account:

- 1. Follow Steps #1 and #4 above to get to the: my lunch account website
- 2. Enter your email address and password
- 3. Click on Log In
- 4. This will show you your child's account balance. To view what they purchased, just click on <u>View History</u>
- 5. When finished viewing, click on <u>Log Out</u>