



# WWW.SLALUNCH.COM

Online School Lunch Account

## TIPS AND TOOLS FOR MANAGING YOUR STUDENT'S LUNCH ACCOUNT

Customer Service is available:  
M - F 8:30am - 5:00pm  
407-740-7677 or Online@slamgmt.com

### VIEW TRANSACTIONS

It's easier than ever to see what purchases your students are making.

- 1 Log into your account.
- 2 Scroll down and click on **Transactions** to the left of your student's name.

(Your student's transactions will appear by date, description, quantity, charge, and balance)

### SETUP PAYMENT SOURCE

- 1 Login and click on **My Account**.
- 2 Scroll down and click on **New Saved Payment Source** on the right hand side, click **Continue**.
- 3 Select **ACH** or **Credit Card** (dropdown), click **Continue**.
- 4 Enter payment information and click **Continue**.

### SETUP AUTO-PAY

Never have a low balance again!  
Enroll in Auto-Pay!

- 1 Click **Home**.
- 2 Click **View/Set Reminders**.
- 3 Click **Modify** on the left hand side of your student's name.
- 4 Use the drop down menu to choose **Auto Replenish** and click **Continue**.
- 5 Choose a **Balance Level Payment Source** and **Deposit Amount**, click **Continue**.
- 6 Check the box on the left hand side and click on **Save Reminder**.

**NEED HELP  
WITH YOUR ACCOUNT?  
HAVE QUESTIONS, COMMENTS, OR CONCERNS?  
CONTACT OUR CUSTOMER SERVICE DEPARTMENT BY EMAIL  
OR PHONE.**

\*Every Thursday, SLA Management will send a courtesy email to all account holders with balances \$25 and under. If you would like to receive additional reminders, you may setup a separate notification within your lunch account at [www.slalunch.com](http://www.slalunch.com).\*