# LUNCH PROGRAM INSTRUCTIONS

Menus, pricing and ordering will be available online through our website: https://www.sapphireatschool.com/.
Complete instructions for setting up your account are included below.

## SETTING UP ACCOUNT
Visit https://portal.sapphireatschool.com/register

1. Select Account Type - "Parent". **Tip!** If you are a Faculty member *and* a parent, sign-up as Faculty.
2. Complete Account Details - Please provide accurate contact information.
3. Prior to log in, check your inbox & spam for the verification email from Sapphire at School. Click on the "Verify" button and you will be prompted to log in.
4. After logging in, add your student's ID issued by the school.
   o If you do not know your Student's ID, please contact the school or email info@sapphireatschool.com

## ADDING PAYMENT

5. Click on the Payment Method + sign to add your payment method.
   o We accept Visa, Mastercard, Amex & ACH. *There is a 4% convenience fee associated with Credit Card Transactions. To avoid this fee, you may set up ACH or submit a check payable to "Sapphire at School" and mail to *32158 Camino Capistrano Suite A #198, San Juan Capistrano, CA 92675*.
6. Once payment method is added, click on "Reload" and input amount.
7. Click on "Manage Auto Reload" to enable auto reload when your account is low.

## LEFTOVER FUNDS
Sapphire at School will transfer leftover funds from the previous school system into our portal. Transfer of funds is dependent on account registration. Please contact us directly upon registration to request the transfer at info@sapphireatschool.com.

## SAINT CAFÉ OPERATIONS
1. Grab-and-go service will be available daily between the hours of 7AM-3PM for breakfast, snack, and lunch.
2. Students and Faculty are to register a Sapphire at School account and present ID to cashier.
3. Pre-load funds to your lunch account in advance to maintain contactless payment. **Tip!** Set *Auto-Reload*
4. Debit/Credit Cards will be accepted as an alternative form of payment.

## VIEWING ORDER HISTORY
1. In the top right-hand corner of your account dashboard, open the drop-down menu next to your account name. Select My Account.
2. Click on "History".
   o "Order History" will have a drop- down button **V** and will list the item details by date per student.

Have questions about how to create an account, place orders or our menu? Contact our team at info@sapphireatschool.com or 949.715.3320.