

Simply log in to your account and go to “Manage Profile” in the right hand column:

- Parent Functions
- Home
 - Meal Payment
 - School Fees
 - Transfer Funds
 - Payment History
 - Recurring Payments
 - Manage Profile**
 - Manage Wallet
 - Manage Students
 - District Menu

Scroll Down to Low Balance Notifications. **Make sure to check the box for “Send Low Balance Notification”** and set a dollar amount when you would like to be alerted of a low balance. You may select to receive an email, text message, or both.

Low Balance Notifications

Send Low Balance Notification

When my balance is below

Email **Text Message** **Email & Text Message**

If you choose text message, be sure to scroll up to profile settings and verify your email address and input your text message phone number and carrier.

Profile Settings

District

First Name **Last Name**

E-mail **Phone**

Text Message Phone **Text Message Carrier**

Scroll down to the bottom of your page to save your profile.

Save Profile