

Hancock County Food Service Credit Card

Payment Instructions

This system lets you pay for your child's Hancock County Food Service bill by credit card. You may also prepay additional amounts for your child's Hancock County Food Service account through this service.

1. Enter your child's Student ID and last name into the appropriate boxes and click Search:

	Student ID	Last Name
Student 1	<input type="text"/>	<input type="text"/>
Student 2	<input type="text"/>	<input type="text"/>
Student 3	<input type="text"/>	<input type="text"/>
Student 4	<input type="text"/>	<input type="text"/>

You may also add additional children on this screen. You may pay up to 4 accounts from this screen. You will only be charged one total transaction fee of \$1 if you add additional children's accounts on this screen.

2. The system will then show you the search results, if your child name was found, it will appear with the word pay under it. Click pay to continue with making a payment.

	Student ID	Last Name
Student 1	<input type="text" value="290000001"/>	<input type="text" value="smith"/>
Student 2	<input type="text"/>	<input type="text"/>
Student 3	<input type="text"/>	<input type="text"/>
Student 4	<input type="text"/>	<input type="text"/>

290000001 **Jane Smith**

[Pay](#)

- Once you have clicked Pay, you will be asked to enter the payment amount. You may also add additional children on this screen. You may pay up to 4 accounts from this screen. You will only be charged one total transaction fee of \$1 if you add additional children's accounts on this screen. Click Finish when complete.

Please accurately complete the following information from your invoice:

Student ID Number
Student Last name
Student First Name
Payment Amount for this student

Second Student Information

Student ID Number
Student Last Name
Student First Name
Payment Amount for this student

Third Student Information

Student ID Number
Student Last Name
Student First Name
Payment Amount for this student

Fourth Student Information

Student ID Number
Student Last Name
Student First Name
Payment Amount for this student

You will need to finish this process - then start over if you have more than four students. There is a one dollar fee each time you use this system to help us offset the cost.

Double Check your entry. Errors may cause delays in crediting your student account.

4. The next page will reconfirm your payment amount and transaction fee. On this page, you will need to enter your information. If you choose to enter an email address, a payment confirmation email will be sent to you for your records. Click on pay when you have completed the screen. A confirmation screen will appear with a confirmation number, click the print button to print a receipt of the transaction.

Hancock County School Lunch Program

Payment Amount:\$26.00
A convenience fee of \$1 has been added.\$25.00 + \$1.00

Company/Employer Name:

First Name:

Last Name:

Card Holder's Name: If different than the first name,
last name

Address Line 1:

Address Line 2:

City:

Country: US

State/Providence: WV

Zip:

Phone Number:

Email Address:

Card Type: Visa

Card Number: Without dash or spaces

Expiration Date: Nov 2008

Please push the pay button only once or you may be double billed

**If you have any questions, please contact Marcia Kobily at
304-748-8101.**