

## **Instructions for How to Pay Non-student Lunch Fees Online With Your Credit Card**

Open your browser and go to the following address:

<https://secure.myschoolfees.com/home.aspx>

There is a link to this on the GCHS homepage.

The first time you do this you must register. Click on the New User Registration link and follow the instructions as you register.

Once you have registered you choose the Sign In link and then select Utah, Grand County and then School Lunch.

Now click on the Other Payments link. Click on Staff Meals and then the school where you eat.

Enter the amount you intend to pay (\$10.00 minimum) and click the Continue to Checkout button.

Fill in the first and last name fields and in the comment box put the account to which you want the payment to apply. (Faculty 999 or Patron 9999)

Check the box that says, "This payment is NOT for a student."

Click the Check Out button.

Enter your credit card information.

Click the Pay Fees button.