



To Our Most Valued Customer,

We are introducing an online payment system to allow you the opportunity to provide a deposit into your food service debit account, view meal purchase history, low cash notification. This system was developed for our New England school accounts. This is a convenience to you. Enjoy this extended privilege.

Thank You,
Scott Choiniere
V.P. of Operations

Directions

**Please read the following instructions PRIOR to initiating
www.lunchprepay.com**

Select **New User**

**Scroll down screen to the bottom of registration window and
Select start registration.**

****For State Select Vermont****

*****INCLUDING NEW HAMPSHIRE SCHOOLS***.**

For District Select Abbey Group

Create and enter your own user name and password
Enter all other information required

Select premium or basic service.

Agree to privacy policy

Select **Register Me**

Select Manage Students

Select Add New Student.
Enter code 1234. This code will enter your student number into our system.
Enter your First and Last name.
Select Your School.
Select Save.

You can continue to add more family members at this point.

UNDER PARENT FUNCTIONS

Select Manage Wallet
Select Add New Account.
Enter your credit card, checking or savings account information and select save.

UNDER PARENT FUNCTIONS

Select Make Payment
Enter amount of payment.
Choose a wallet account.
Click Terms of Use and Privacy Policy.
Select Make Payment.

You're done!
Next time log directly to www.lunchprepay.com and make payment.

Remember to sign off.
Direct Questions to
Shelley Laroche
1-800-696-4748
shelley@abbeygroup.net

Online Payments update into our system at between 2:00 pm – 10am.