

## INSTRUCTIONS TO CHECK FAMILY LUNCH BALANCE ON-LINE

1. Call the Alcester-Hudson School office to request Family ID and PIN number (names & phone numbers listed below)
2. Single-click <http://www.wordwareinc.com/> link from the Alcester-Hudson School website
3. Single-click top right-hand corner CLICK FOR FAMILY LOGIN button
4. Enter Family ID number
5. Enter PIN number
6. Choose state (South Dakota)
7. Choose school (Alcester-Hudson School)
8. Single-click SIGN-IN button
9. Click CLOSE THIS MESSAGE at the bottom of the first pop-up screen
10. The screen should now display your
  - a. Family name and ID number
  - b. Lunch Account balance on current date
  - c. Your last deposit date & amount
  - d. The number of lunches purchased
11. To view the detail of your account, go to the bottom of the screen & single-click CLICK HERE

If you have questions, please contact:

Robin Haugland (K-6 grades) at 934-2171

Laura McKee (7-12 grades) at 934-1890

Roxanne Clark (K-12 grades) at 934-1890