

Dear Parents, Students and Staff,

Tommy's Food Service is now accepting payments online via PayPal's secure website!

Much like when you pay a credit card bill by phone, there is a 'Convenience Fee' charged if you decide to use this method of payment. The fee is 2.9% + \$0.30 per transaction, and covers our PayPal Merchant fees. When you send money, PayPal automatically deducts the fees and sends us the adjusted amount. If you send \$10.00, only \$9.41 will be deposited to Tommy's, and only \$9.41 will be transferred to the lunch account. Tommy's Food Service is not charging any service fees on top of the PayPal Merchant fees and is not profiting from your use of this service.

If you do not wish to pay a fee, you may continue to send payment via cash, check or money order to the cafeteria.

To make a payment, go to www.PayPal.com/SendMoney and follow the walk through below.

1



Step One

Enter the amount you wish to deposit
Select 'Buying Something'
Hit Continue

Step Two

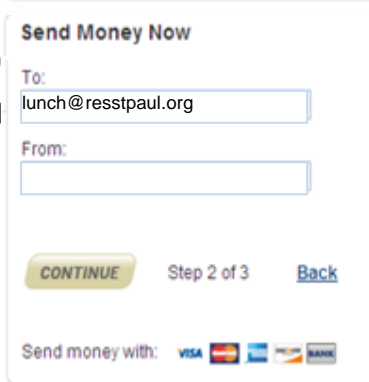
To: **Lunch@resstpaul.org**

From: your email address*

**If you already have PayPal, please enter the email associated with your account.*

If you do not have a PayPal account, enter your email address and you will be prompted to create one on the next page.

2



Step Three

You will be prompted to log into your PayPal account, or create a new account.
Enter your information and click to submit.

Step Four

You will see a screen that resembles an invoice.

In the Message field at the bottom of this screen, please be sure to include the name(s) and account number(s) where funds should be credited.

Please break down amounts as you would like them distributed to each account. Verify the accuracy of all information, and click to submit.

You're all set! Cafeteria staff will then receive an email that you have submitted a payment via PayPal. Online payments will be credited to lunch accounts at the beginning of each business day. You will receive a receipt via email stating that 'the item has been shipped'. This indicates that we have credited your payment to the lunch account. On MyMealMoney.com, online payments will show as a "Credit Card Trans - PPL001".

We hope this feature will make lunch account maintenance easier for you.

Please contact us with any questions regarding this process lunch@resstpaul.org, or suggestions on how we can continue to improve your cafeteria experience.

Thank you for your continued patronage,

Resurrection St. Paul Cafeteria Staff

Tommy's Food Service

"Great Food for Great Kids"