

Choice Academies, Inc. Pay Online Instructions

- In order to pay for lunch online, you must link your family information from our lunch system to the school pay online website.
- To link your family to the school pay online site, contact Donna Maddox, Lunch Coordinator, at (602) 938-5517 ext. 105.
- Mrs. Maddox will provide you with a family key and instructions.

When linked to the pay online site you will have the ability to:

- 1. Add money to your lunch account.**
- 2. Set up low lunch balance email notifications.**
- 3. Set up recurring lunch payments.**
- 4. Make payments to all school programs.**

If you do not want to pay for lunch, but want to pay online for other school programs, such as Eagles' Nest, Preschool Tuition, Kindergarten Enrichment or Extracurricular Activities, please follow the steps below:

1. Go to www.choiceacademiespayonline.org.
2. If you already have a user name and password, login as a returning customer.
3. If you are a new user and wish to make a payment please login as a new user.
4. On the home page of www.choiceacademiespayonline.org you will see the school names listed on the left side of the screen. Click on your school. Then choose the program you would like to pay for.
5. New users will need to add their payment method (Visa, MasterCard, Discover, American Express or debit card). We do not accept "e" check/direct debit charges.
6. Continue with check out process. Please note there is a \$2.00 convenience fee per transaction.