How to Setup Low Balance Emails

1. **Go to FBISD's homepage at http://www.fortbendisd.com/**

2. **Select Departments and Services.**
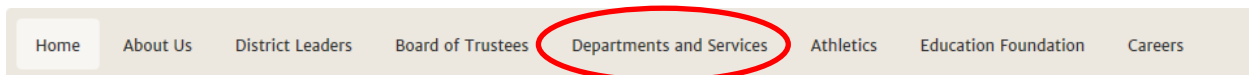
3. **Select Child Nutrition.**

4. **Select Online Meal Payments (This will redirect you to a different area of the website).**
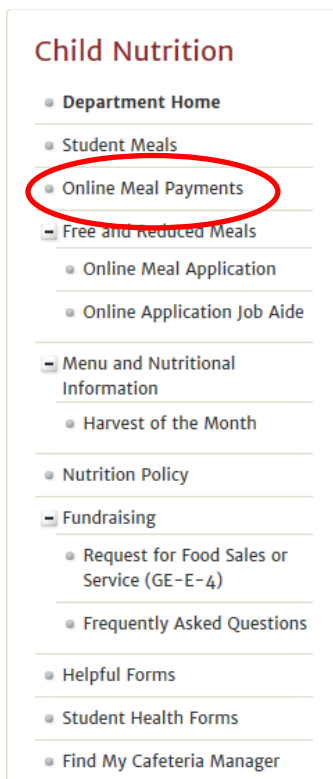
How to Setup Low Balance Emails

5. Sign in to your account or create a new account.

Enter your email address: [   ]

○ **I am a new customer**
   (You'll create a password later)

◉ **I am a returning customer
   and my password is**
   [   ]

[CONTINUE]

Forgot your password? Click here.

6. Once you're logged in select My Account.

Services
*Web Store Home
Payment FAQ
Contact Us
My Account
Password Reset
Policies
Privacy Policy

7. Select Low Balance Emails.

My Account

Main Menu:

- Account Settings
- Order History
- Low Balance Emails
- Card Accounts

Click here to Logout

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8. **To activate each person, check 'Subscribe'. Or, to inactivate them, un-check 'Subscribe'. To delete a person from your low balance emails profile, click on the ✗. Set balance threshold.**

Low Balance Emails for Student

Low Balance Email Settings for ▮▮▮▮▮▮▮▮

Subscribe	Name	ID	Balance
☑	▮▮▮▮▮	▮▮▮▮	$ 10.00

Set the Low Balance Email Frequency for ▮▮▮▮▮▮ :
Once per Occurrence: ⦿ Or, Pick number of days between emails: ○ # of Days: 0

✚ Add a Student to Low Balance Emails for Student

9. **Once you set the balance threshold select Update Low Balance Emails.**

Cancel   Update Low Balance Emails

10. **Once submitted you will see the message below.**

My Account

Main Menu:

- Account Settings
- Order History
- Low Balance Emails *- Low Balance Email Updates Successfully Submitted!*
- Card Accounts

Click here to Logout