



Incarnate Word Academy
2920 South Alameda Corpus Christi, TX 78404

Dear Parents,

Incarnate Word Academy has partnered with Top Choice Catering and My School Account to provide families an online service to prepay for their student's meal account. This service offers families the ability to monitor their children's meal purchases, track what their children have been eating for the past 30 days (available when you make deposits directly into their meal accounts), transfer funds between students, and receive email reminders when an account balance gets low. Student debit account deposits can be made through Checks (ACH) or credit card payments. Each child's account will be updated nightly so account balance information and payments will be current the following day.

Returning families who have already created a My School Account may visit **MySchoolAccount.com** and click on the blue "Log In" icon located in the top right corner to log in and begin utilizing their account.

For new families or for those who would like to create a My School Account:

1. Go to **www.myschoolaccount.com**.
2. Click "Create Account" on the top menu bar.
3. Fill in the required information on the "Parent Account Sign-Up page".
4. When prompted, select "TX" for the state.
5. Choose **Top Choice Catering** from the "**School District**" drop down menu.
6. Create a User ID and Password
7. Click the "Accept" box, and then click "Signup." An email will be sent to your email address that will contain a "verification code."

After you receive the "verification code" you may begin to add your children's information. To do this, you will need to:

1. Go to **www.myschoolaccount.com** and login using your previously created user ID and password.
2. Enter the "verification code" to verify your account and email address.
3. Begin adding your children's information according to the guidelines provided. You will need each child's student ID number** and add "iwa" to ID# (example IWA1234567) which can be **requested from IWA or Top Choice Catering** if unknown.
4. After the students are added you will be able to view the lunch account activity and make payments to the student lunch account.

Note: A parent account can be linked to many children, but a child can only be linked to one parent.

We urge you to take full advantage of this system by making deposits into your children's accounts on a weekly, monthly, or annual basis. You are free to choose the amount of each deposit.

Note: There will be a per transaction convenience fee of \$2.00 associated with each online deposit.

Any money that is not spent by the end of the school year will be available the following school year. If you have any questions about this or any other food service program, please contact the district Food Service Office at (361) 563-0765 or email tony@topchoicecateringofcc.com

Sincerely,
Antonio J. Gonzalez Jr
President
Top Choice Catering

* Questions regarding the www.myschoolaccount.com service should be directed to support@myschoolaccount.com.

**If you do not remember your children's ID numbers, they can be obtained by contacting Incarnate Word Academy or Top Choice Catering at (361) 563-0765.