

Guide to Establishing an Account on Café Prepay

1. Go to WWW.CAFEPREPAY.COM
2. Select “New User” and complete all required information.
3. Once the account is established, you will be brought to the “Add a New Student” page
 - a. Select Massachusetts
 - b. Select Middlesex School District
 - c. Select Middlesex School
 - d. Find your student(s)
 - i. NOTE: The way that the system is configured, parents have access to see current student names and even deposit funds into other student accounts, but access to reviewing the fund balances and activity requires the student ID and is thus not public.
4. Making Payments
 - a. Log -n and select “Make Payment” under the Activity header on the left of the page
 - b. Note: there will be a \$2.50 convenience fee for processing the payment
5. Current Balance Review
 - a. Log-in and select “Current Balance” under the Reports header on the left of the page
 - b. Enter the ID for your student
 - i. If you have lost the ID, please contact Martha Wright at mwright@mxschool.edu and make a note of your students ID
6. Participation Report (summary of activity)
 - a. Log-in and select “Participation Report” under the Reports header on the left of the page
 - b. Enter the ID for your student
 - i. Note: Data is only accessible via the on-line system for 30 days