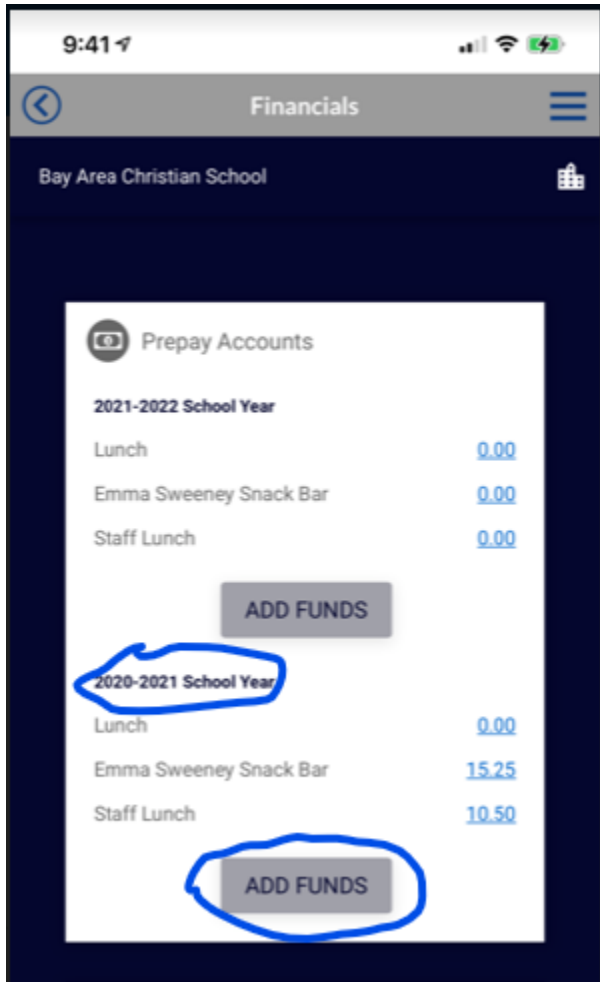


ADD FUNDS TO SNACK BAR ON BACS APP

Go to the BACS app and click on Financials icon (looks like a check with pen).



Make sure you are under the Prepay Accounts and make sure you are under the right school year term. Click on the "Add Funds" button.



Enter the dollar amount you want to add next to the student name and fund name that you want the amount added to. Then click on "Next-Payment Method".

1 2 3

Select Term

Term

2020-2021 School Year

ACCOUNT	PAYMENT AMOUNT
Snack Bar Emma Sweeney Current Balance: \$15.25 New Balance: \$20.25	\$ 5.00
Staff Lunch Christy Sweeney Current Balance: \$10.50	\$

PAYMENT AMOUNT \$5.00

Cancel Next - Payment Method

FACTS will show you the account that the payment will process through. This should be the account that your FACTS agreement is linked to. Click the "Pay Now" button.

FACTS Returned Payment Fee Policy

Total Amount

Institution Amount	\$5.00
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Total \$5.00

A transaction receipt will be sent to:
kevinchristy1997@gmail.com. Add another e-mail address

Cancel Pay \$5.00 Now