



**Maschio Food Service** is our School Dining Services vendor. Maschio's utilizes **PaySchoolsCentral** as their cashless point-of-service (prepaid accounts) system. Maschio's also accepts cash and checks at the register. Checks must be made payable to "Maschio's Food Service, Inc." Cashiers do not accept debit or credit cards for payment at the register.

**NOTE:** Lunch may be purchased as a meal for \$6. This includes the entrée, fruit/juice/vegetable, and a bottle of water. Other items may be purchased a la carte.

#### **Registering for an account—**

**\*\*Spanish-speaking families please note: when you create your profile you can change the language preference in PaySchoolsCentral from English to Espanol.**

1. Go to the PaySchoolsCentral site: <https://www.payschoolscentral.com/>.
2. Click on "Register".
3. Complete the registration page, check the box for the User Agreement, then click the button to register (begin) your new account.
  - i. Note: You must choose your state from the drop-down menu.
4. PaySchools will email you a link for setting your account password. The link is active for only 30 minutes. Once you've set your password, log in on the PaySchoolsCentral home page.
5. You will be asked to choose 3 security questions and list the answers.
6. Next page is "Add Student or Staff". Here is where you add either your student or yourself to the account.
  - i. District Name is Trinity Catholic HS
  - ii. Use the field for "Student ID #" – You will enter YOUR STUDENT (OR STAFF) ID# -- no space between. EXAMPLE: 99999 (this is a fake ID number just for this example)
7. Next page is for payment information.
  - i. Please note you may add more than one payment method.
  - ii. Checks are acceptable and must be made payable to "Maschio's Food Service, Inc." Give checks to one of the cashiers in the TC Café.

8. Last page is for setting notifications (optional) for low balance, balance reminders, and monthly statements.

### **Using PrePaid Lunch Account in TC Café—**

Student (or Staff member) must know his/her Student (or Staff) ID#.

***Please contact Josh Stonecypher at Maschio's Food Services 814-421-8377 and/or [jstonecypher@maschiofood.com](mailto:jstonecypher@maschiofood.com) for any customer service needed to set up or update existing PaySchool Central accounts.***