

# Blackstone Valley Vocational Regional School District

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## MEMORANDUM


The website link below will allow you to view your child's lunch activity (current balance as well as their food purchases made during the year).

In order to begin viewing this activity, you will need to set your child up in Café Prepay, first.

The process is simple, user friendly, and only takes a matter of minutes to complete.

Go to [WWW.CAFEPREPAY.COM](http://WWW.CAFEPREPAY.COM); you should see the following screen:



A) To begin set-up for yourself, click on  “go” in the green circle.

B) Fill in Steps 1 thru 5.

## Join Now:

### Step 1. Please read the following statement before continuing.

While there is no fee for creating a Café Prepay account, your district may charge a convenience fee for making a payment through this service. This website fee is used to cover all of the costs associated with this service. Any fees will be listed in the checkout cart prior to processing your payment. If you are unwilling to pay this fee when you place an order, please exit Café Prepay. By signing up for Café Prepay, you agree to pay the website fee that your district may be charging for making a payment toward your student's account. There is never a fee for simply checking your student's balance or online Participation Report.

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### Step 2. Please enter a valid email address. This email address will be your Login ID.

First Name\*

Last Name\*

Email Address\*

Reconfirm Email Address\*

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### Step 3. Please enter a Password. NOTE: Passwords can contain only letters and/or numbers, must be 6 to 15 characters long and are case-sensitive.

Password\*

Confirm Password\*

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### Step 4. Please select a Security Question and enter your Answer to that question. If you forget your password, we will identify you with this information before we resend your password.

Security Question\*

Your Answer\*

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### Step 5. Enter the Security Text.

Please Type the characters that you see on the picture below in the text box under it.  
(Note: The image challenge text is not case sensitive.)

[Can't read the image below? Click here to Reload](#)

C) Complete the required information below and click on the update button.

## Update Information:

You have been successfully logged in.  
Please verify that your profile is current and click on "Continue" at the bottom of the page.

First Name:  \*Required Field

Last Name:  \*Required Field

Day Time Phone:   
(Your Phone Number is private. We will only use this number to contact you if there is a question regarding billing or a transaction that you have made.)

Email Address: lboughne@valleytech.k12.ma.us

How would you like your confirmation Email formatted?

HTML  Text

I would like to receive emails about Important Account Information/Website Changes.

I would like to receive promotional emails from Cafeprepay.com

PLEASE NOTE: You will still receive emails related to payments, regardless of the email options selected above.

D) After you click on the update button, the following screen will appear. Select Massachusetts.

Café Prepay®  
A Barr Security Company

Home | My Account | New User | Contact | FAQ

Activity  
Home  
Make Payments  
Download Widget  
Logout

Reports  
Current Balance  
Participation Report  
Transactions

Web Lunch  
Lunch Menu Programs

Maintenance  
Add Student  
Edit/Delete Student  
Edit Credit Card Info  
Edit Scheduled Payments  
Edit Login Info  
Edit Account Info

FAQ  
Information for Parents  
Information for Schools

### Add a New Student.

Step 1. Select a State.

Currently there is no student associated with your account to apply payments to. Please add a student.

All available states are listed below. Click on the state name to see the list of available Districts for that state.

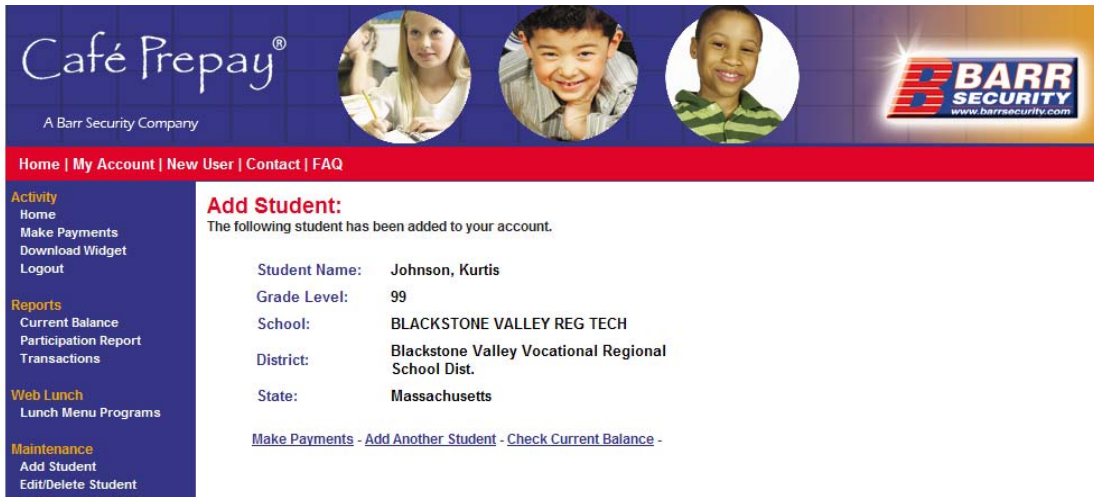
- California
- Connecticut
- Delaware
- District of Columbia
- Florida
- Georgia
- Illinois
- Indiana
- Kansas
- Kentucky
- Mainland
- Massachusetts
- Michigan
- Mississippi
- Missouri
- Nevada
- New Jersey
- New York
- North Carolina
- Ohio
- Oklahoma
- Pennsylvania
- Puerto Rico
- Rhode Island
- South Carolina
- South Dakota
- Texas
- Vermont
- Virginia
- Washington
- West Virginia
- Wisconsin
- ZZ-Comalex

E) Next, Select a District.

F) Select a School.

G) Find the Student by typing in the last name and clicking the “Find Student” button. A list of names will appear. Select your student and click the “add to my students” link.

H) Once you have clicked on the “add to my students link” the following screen appears.



**Now that you have completed the set up of the student, you may now make payments, add another student or check the current balance of the account simply by clicking the appropriate link.**

**Use the reports section on the left hand side of the screen to do the following:**

- To view your child’s current balance
- To view your child’s food purchases. Please note that the transaction description “paid secondary lunch” refers to the daily lunch offering. In order to view the daily menu, go to Blackstone Valley’s Website [www.valleytech.k12.ma.us](http://www.valleytech.k12.ma.us) [look for the Lunch Menu under “Quick Links” on the left hand side of the web page]. Click on the icon and you will see the current month along with the nutrient contents of the meal being served.

**As a security measure so that no one else may view your child’s balance or other information, you will be required to enter your child’s 4 digit personal ID number**

**Please Note:** Although this system is capable of taking payments, there is a \$2.50 per transaction fee. As an alternative, consider using [Unibank’s Secure Website](#) which can be accessed through the schools web page; utilizing the ACH payment method has no associated fees.