

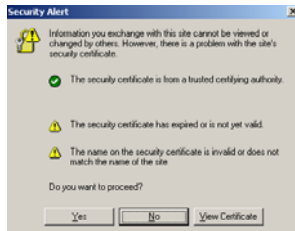
LOW BALANCE LETTERS

1. If you do not have a Websmartt icon on your computer, type <https://websmartt/websmartt>

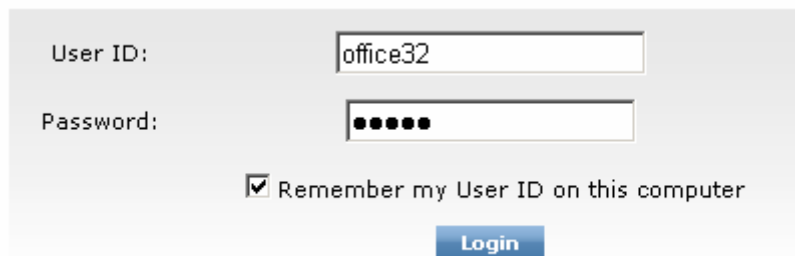


Address

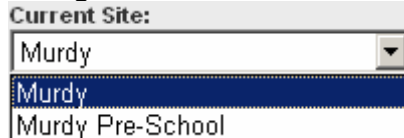
2. Click “Yes” when the Security Alert box appears




3. Type in the user ID and Password, then hit the enter button or click “Login”




4. Using the down arrow , select the appropriate site



5. Click on the “Customers” tab  (located towards the top of page)


6. Choose “Customer Reporting”



7. Using the down arrow , select “Low Balance Letter”
Report Name




8. Using the down arrow , select "**Low Balance**"
Group

Low Balance 


9. Keep Range default "**All**"
Range

All 


10. Using the down arrow , select "**Homeroom**"
Level 1 Sort

Homeroom 

11. Using the down arrow , select "**Last Name**"
Level 2 Sort


Last Name 

12. Using the down arrow , select "**First Name**"
Level 3 Sort



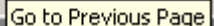
First Name 

13. Click "**View**" 

14. Press **SPACEBAR** or hit **ENTER** to activate/use control

Press SPACEBAR or ENTER to activate and use this control 1 of 1+ 


15. Use back  and forth  arrows to toggle through the pages

 2 of 2+ 


16. Click on the printer icon  to print






17. Click on the "X"  to close list/report

18. Always click on "**Logout**"  before closing WebSMARTT

19. Click on the "X"  to close WebSMARTT webpage

See **Low Balance** sample letter on last page

Print a List of Low Balance Letters (not required)

1. Follow steps **1 thru 6** above
2. Using the down arrow , select "**Customer List with Account Balances**"
Report Name
Balances
3. Using the down arrow , select "**Low Balance**"
Group
4. Keep Range default "**All**"
Range
5. Using the down arrow , select "**Homerom**"
Level 1 Sort
6. Using the down arrow , select "**Last Name**"
Level 2 Sort
7. Using the down arrow , select "**First Name**"
Level 3 Sort
8. Click "**View**"

Sample Low Balance Letter

Murdy

14851 Donegal Dr.
Garden Grove, CA 92644

04/16/2009

To the Parent or Guardian of:
CHRISTINA L. DO
9141 SINCLAIR AVE
WESTMINSTER, CA 92683

Bar Code : 2514
Grade : 04
Homeroom : 044

It is now time to add to your child's meal account. Please send cash or check for a minimum of \$10.00 as soon as possible, so there is no disruption in meal services. Please include your Driver's license number on all checks, **OR go to MyLunchMoney.com**

Ahora es tiempo de agregar a la cuenta de la comida de su niño. Envíe por favor en efectivo o cheque un mínimo de \$10.00 lo más pronto posible para que no haya ninguna interrupción en los servicios de comida. Incluya por favor su número de licencia de conducir en todos los cheques.

Đã đến giờ đóng thêm tiền ăn cho con em quý vị. Để tránh không bị gián đoạn Xin gửi tiền mặt hoặc ngân phiếu tối thiểu là \$10 càng sớm càng tốt đến văn phòng trường, nếu trả bằng ngân phiếu xin ghi số bằng lái xe trên ngân phiếu.

Sincerely,



Karen Papilli
Director, Food Services
714-663-6155

The current account balance for the student listed above is: \$5.00
El balance al corriente de la cuenta listado arriba es: \$5.00
Số tiền còn lại của học sinh tính đến hôm nay là: \$5.00

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly.
In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington DC 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA.
Declaración sobre No Discriminación: Explica qué hacer si usted cree que se le ha tratado injustamente.
De acuerdo con la ley Federal y la política del Departamento de Agricultura, está prohibido que esta institución discrimine por motivo de raza, color, nacionalidad, sexo, edad o incapacidad. Para presentar una queja por discriminación, por favor escriba a USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington DC 20250-9410 o llame al (800) 795-3272 o al (202) 720-6382 (TTY). USDA no discrimina en sus programas y empleo.