

# **EPS is launching a new lunch account portal called Meal Magic**

## **Registering (Creating an Account, click the link below):**

**<https://eastsideprep.familyportal.cloud/>**

Registering an account has two parts. In the first part, you will be asked to enter your email address and agree to the site's Terms of Use and Privacy Policy, after which an email will be sent to you.

Clicking the link that is in the email will return you to the Family Portal enabling you to complete the second part of registration. The second part requires your student(s) name and EPS ID number(s) - (available on their school issued badge or in 411). You will also be asked to create a passphrase to protect your account:

1. Click **My Account**
2. Click **I need to register as a Family Portal user**
3. Enter your email address for the **Username**
4. Click **Next**
5. Read and **Accept** the Terms of Use and Privacy Policy
6. Check your email for activation instructions
7. Click the link in the activation email
8. Enter your student(s) first and last names, their EPS ID number, and set a passphrase
9. Click **Submit**

## **Adding Family Members/Pending Approvals**

When logged into Family Portal, you will have the ability to add family members to your account by using the Add Person button.

Before you can access information for a person attached to your account, your school must approve your access to them. Once approved, you will be able to see balances, settings and histories.

## **Adding Money for Family Members**

When you are logged into your account, click the **Deposit** button when you want to add money for family members. Enter an amount for each person you want to give money to and then click **Check-Out** to see your payment options. Click the payment method you want to use, provide the requested information, and click the **Pay** button. At this time, there are no payment processing fees.

**All questions should be directed to the Dining Services Manager, Lisa Coulter, at [diningservices@eastsideprep.org](mailto:diningservices@eastsideprep.org)**

*For your protection, no credit card, or banking information is stored by Meal Magic Family portal.*