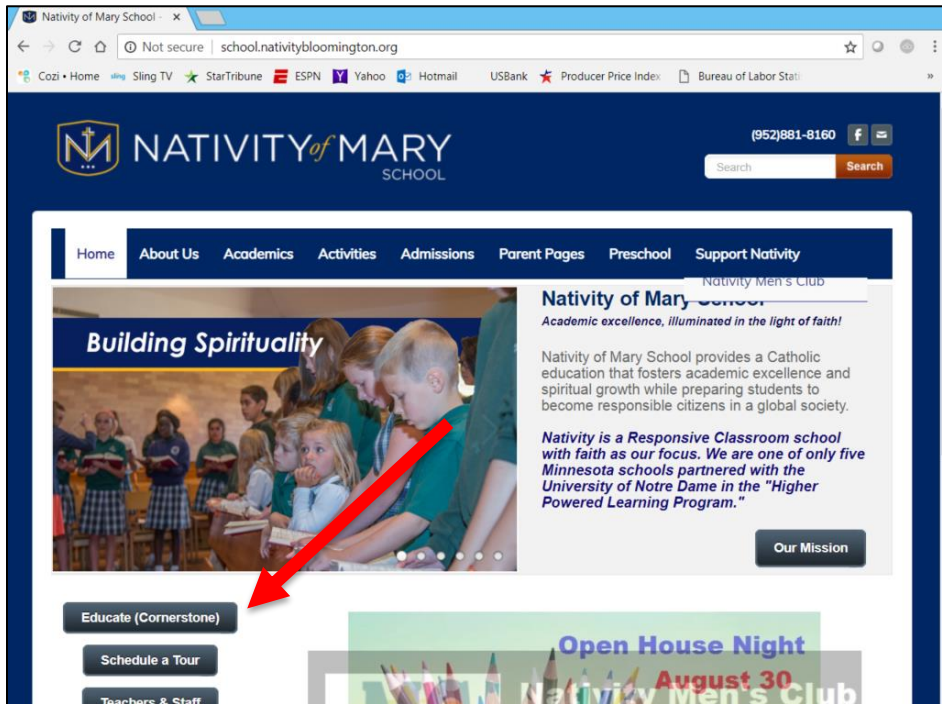




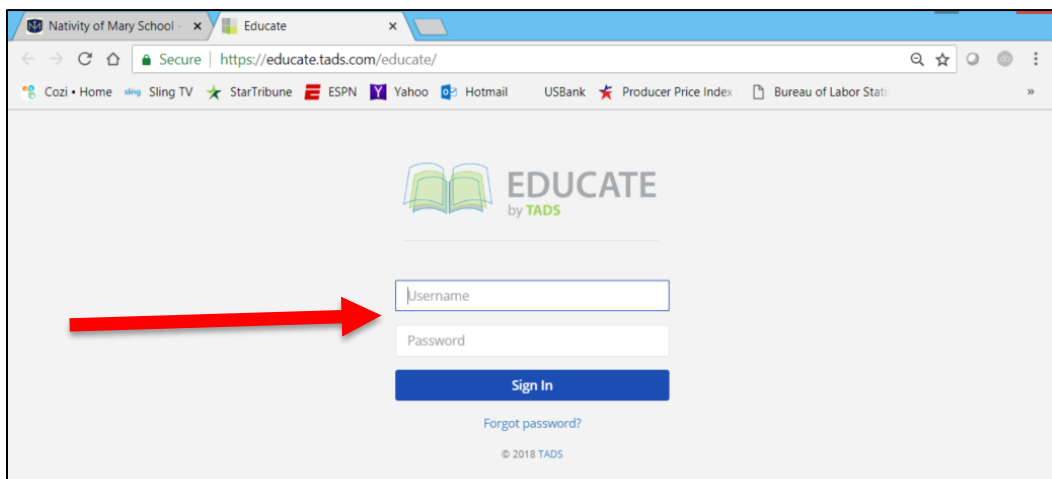
NATIVITY *of* MARY
SCHOOL

Lunch Money On-Line How-to Guide

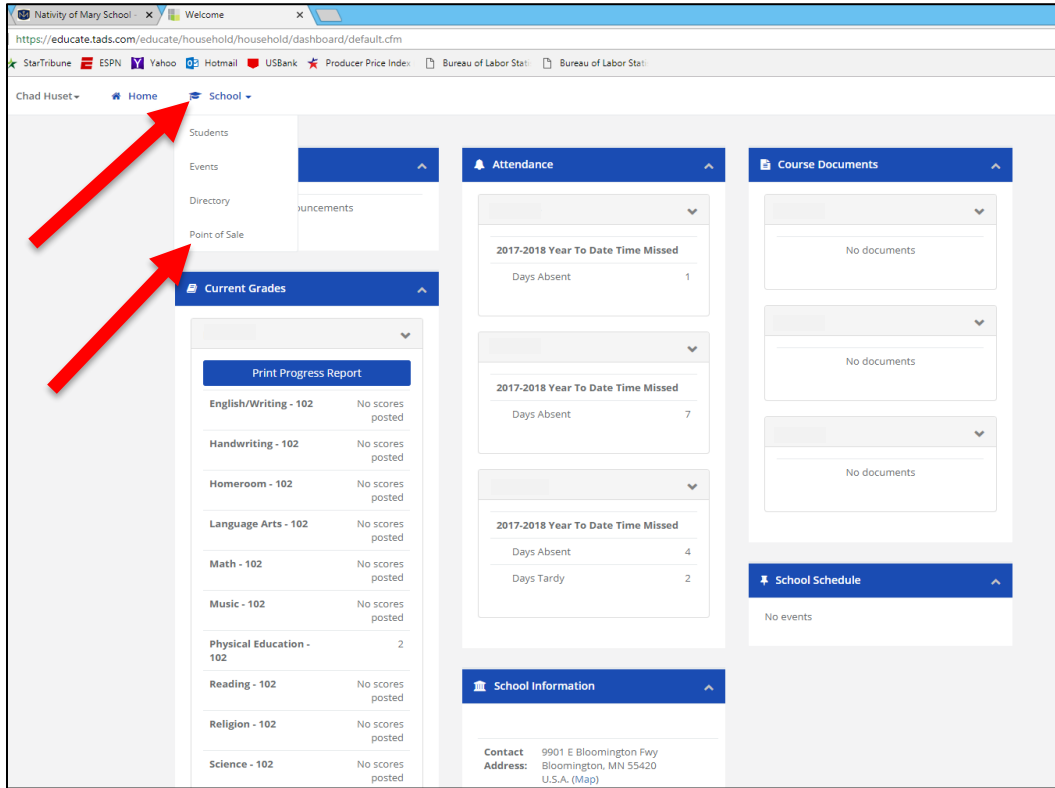
1. From the Nativity of Mary School website, click on “Educate (Cornerstone)”



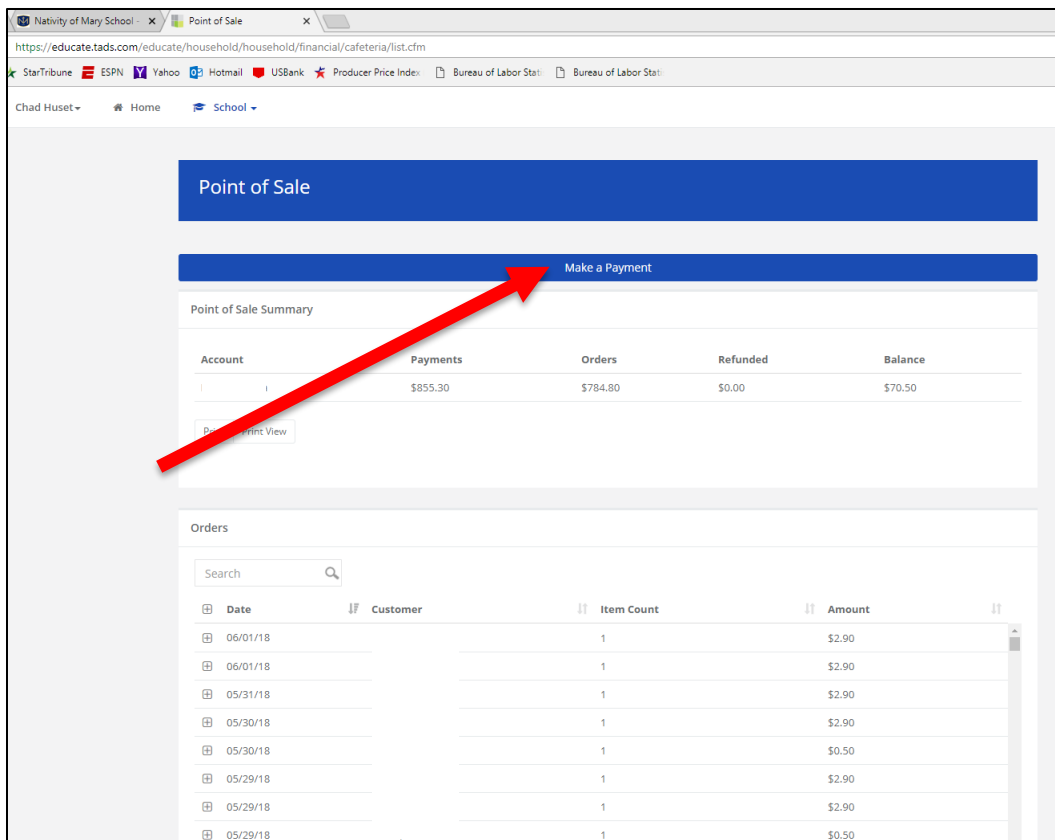
2. Enter your “Username” and “Password”



3. Under “School” dropdown, select “Point of Sale”



4. You see your lunch program. To add more money, select “Make a Payment”



5. Enter your information and select "Submit Billing Information"

The screenshot shows a web browser window with the URL https://educate.tads.com/educate/household/household/financial/cafeteria/NMI_paymentGateway_step_one.cfm?accountID=6E498965-A453-4C98-A9AE-5A3FF9ED9E43. The page title is "Cafeteria Payment". The form contains the following fields:

- *First Name:
- *Last Name:
- *Address Street 1:
- Address Street 2:
- *City:
- *State:
- *Postal Code:
- *Email Address:
- *Amount:
- Total Amount:

Below the form, there is a note: "*This total includes a \$1.50 transaction fee." At the bottom of the page, there is a blue button labeled "Submit Billing Information". Two red arrows point to the "Address Street 1" field and the "Submit Billing Information" button.

6. Enter your information and select "Submit Payment"

The screenshot shows a web browser window with the URL https://educate.tads.com/educate/household/household/financial/cafeteria/NMI_paymentGateway_step_two.cfm?formURL=https://pcisecure.diamondmindschools.com/api/v2/three-step/1d3d2s4g&pos_p. The page title is "Cafeteria Payment". The form contains the following fields:

- Make a Cafeteria Payment
- *Card Type:
- *Card Number:
- *Expiration Month:
- *Expiration Year:
- *Security Code:
- Total Amount:

Below the form, there is a note: "*This total includes a \$1.50 transaction fee." At the bottom of the page, there is a blue button labeled "Submit Payment". Two red arrows point to the "Card Number" field and the "Submit Payment" button.

7. Addition is complete – new balance shows additional funds.

The screenshot displays a web-based Point of Sale interface. At the top, there is a navigation bar with the title "Point of Sale" and a "Make a Payment" button. Below this is a "Point of Sale Summary" section containing a table with the following data:

Account	Payments	Orders	Refunded	Balance
	\$1,155.30	\$784.80	\$0.00	\$370.50

Below the summary table are "Print" and "Print View" buttons. The "Orders" section below features a search bar and a table with columns for Date, Customer, Item Count, and Amount. The orders listed are:

Date	Customer	Item Count	Amount
06/01/18		1	\$2.90
05/01/18		1	\$2.90
05/31/18		1	\$2.90
05/30/18		1	\$2.90
05/30/18		1	\$0.50
05/29/18		1	\$2.90
05/29/18		1	\$2.90
05/29/18		1	\$0.50
05/29/18		1	\$0.50

A red arrow points from the "Orders" section towards the "Balance" cell in the summary table, which contains the value \$370.50.