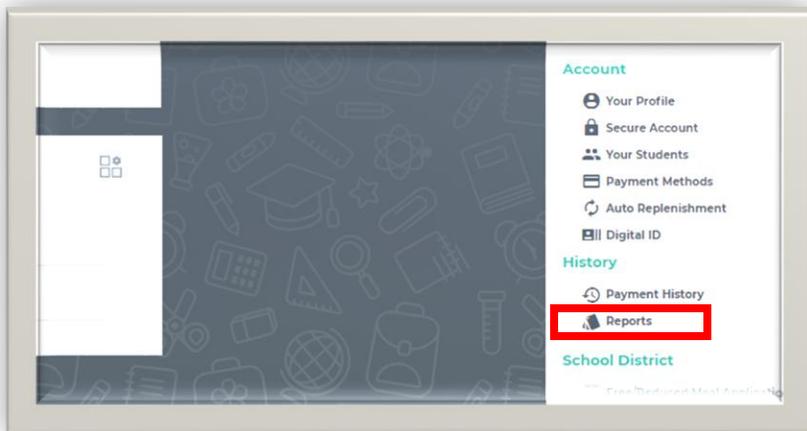
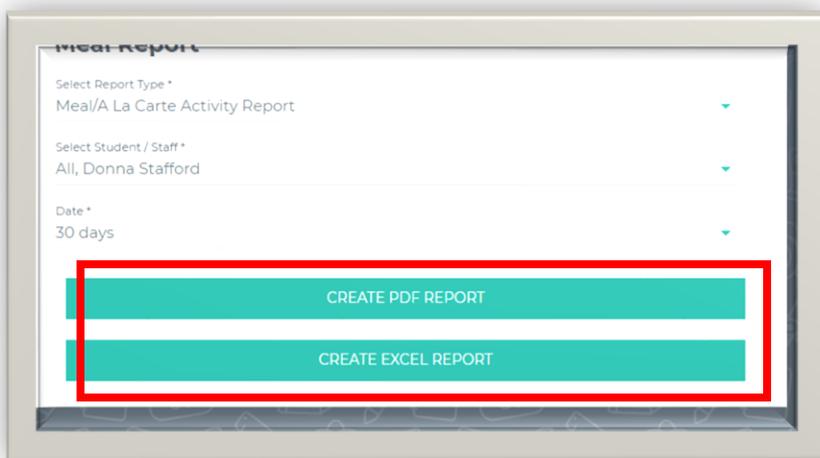


# TO VIEW LUNCH ACCOUNT HISTORY

- Visit the account website at: <https://payschoolscentral.com/>
- Log into your account. This will take you to your dashboard
- Click “Reports” under Payment History on the right-side menu



- In the Reports section, select the variables (report type, student name & dates) and either click “Create PDF Report or Create Excel Report”



- These choices will then give you the option to view the report by downloading it or to have it sent to you via email

