



Burleson ISD
Food Services
& Nutrition
Information

LOW BALANCE EMAIL NOTIFICATION FOR MEAL ACCOUNTS!

A new feature will soon be available with the **Burleson ISD** web store. We have now added **low balance email notification** to the **convenience of online payments!**

Email notifications will be sent for student meal account balances falling below **\$0.00**. Included in the email will be a link to the **Burleson ISD** web store for you to conveniently make your online payment.

What do I need to do to enroll if I have previously made a payment through the web store?

To receive low balance email notification, please add bisdwebstore@burlesonisd.net to your safe email list. Any online payer, with a student whose meal account balance has gone below **\$0.00**, will receive a low balance email notification.

What if I have never made a payment through the web store?

If you have yet to make a payment through the web store, you will automatically be enrolled in low balance email notification after your first payment into your student's account.

What if I want to make changes to the minimum balances?

Just login to your web store account ("My Account"), click on Low Balance Emails and make the desired changes.

What if I do not wish to receive low balance emails?

If you do not wish to receive the low balance email, an "unsubscribe" link will be included in your low balance email.

*How do I get to the **Burleson ISD** web store?*

Visit our website at <http://www.burlesonisd.net> click on the **Online Payment** link on the left hand menu and then "Meal Payments" or go directly to our web store at <http://burlesonisd.revtrak.net>. Most parents save it as a favorite.



Please see reverse side for instructions on changing low balance settings.

Instructions for Changing Low Balance Email Notification Settings

Step 1: In web store, click “**My Account**”. Enter your web store **email address** and **password**

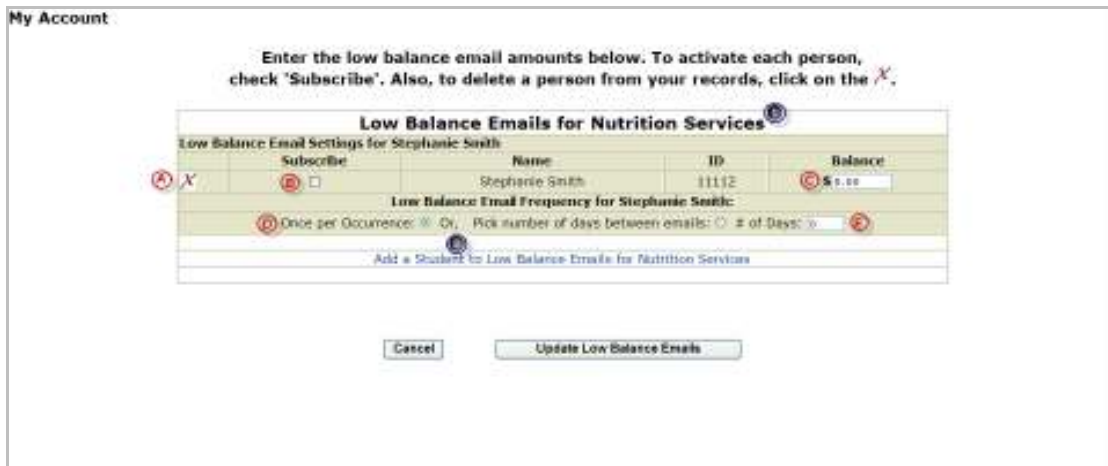


Step 2: Click **Low Balance Emails**

If no student is connected to your account, click “**Add a Student* to Low Balance Emails for Nutrition Services**”.



Step 3: Change Low Balance Email settings



A. Delete: Remove student from account

B. Subscribe: Turn low balance email on/off

C. Balance: Edit low balance trigger

D. Frequency: Set low balance frequency

E. Set # of days between low balance emails