

To Make a Lunchroom Payment Online

1. Sign onto InfoDirect <https://www.infodirect.us/bri04/>
2. Click on **Vouchers** on the left hand side then click on **Purchase voucher credit** link at the top. (See Figure 1)
3. Enter all required information on the **Voucher Checkout Screen** (See Figure 2)

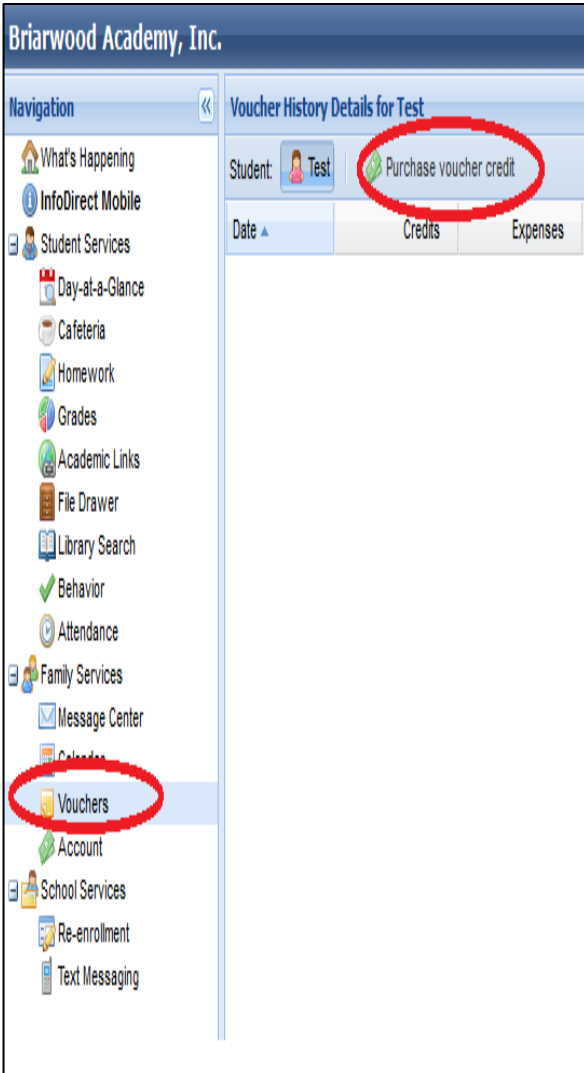


Figure 1

The screenshot shows the 'Voucher Checkout' screen. The 'Purchase voucher credit' link is circled in red. The 'Submit' button is circled in red. A red box highlights the 'Amount' field with the text 'Click inside box and enter amount you wish to pay'. Another red box highlights the credit card information fields with the text 'Enter all credit card information (scroll down if needed to enter in all required information). CCV is located on the back of your credit card.'

Student	Amount
Your child's name	\$0.00
3% Site Fee	\$0.00
Total: \$0.00	

Submit Cancel

Figure 2

To Make Other Account Payments Online (Afterschool, Fees, etc.)

1. Sign onto InfoDirect <https://www.infodirect.us/bri04/>
2. Click on **Account** on the left hand side then click on **Make Payment** link at the top (See Figure1)
3. Enter all required information on the **Account Checkout Screen** (See Figure 2)

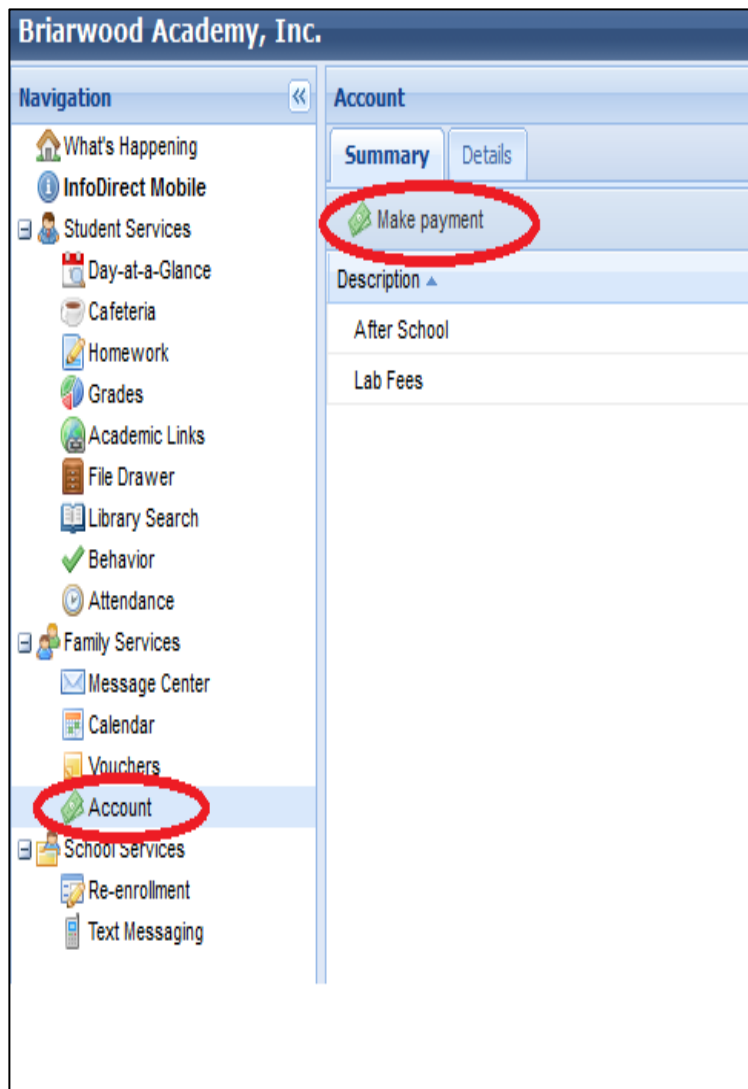


Figure 1

Account Checkout

Billing Information
Please enter your billing information below.

Account Transaction Detail

Description	Balance	Amount
After School	\$3.50	\$0.00
Lab Fees	\$0.00	\$0.00
3% Site Fee	\$0.00	\$0.00
	\$3.50	Total: \$0.00

Credit Card Information

We accept the following cards: VISA, Master Card, American Express, Discover.

Credit card number: CCV:

Expiration date: MM / YY

Billing Information

Name on card: First Last

E-mail address:

Billing address: Address

City State Zip

Submit Cancel

Click inside the box and enter the amount you wish to pay.

Enter all credit card information (scroll down if needed to enter in all required information). CCV is located on the back of your credit card.

Click submit

Figure 2