



WESTSIDE
ATLANTA CHARTER SCHOOL

Cafeteria Autopay Set Up → 2025–2026 School Year

Dear Westside Families,

We kindly ask that you take a moment to register your family for **Cafeteria Autopay** for the **2025–2026 school year** to ensure timely and efficient processing of student meal payments.

To register for Autopay, please follow the step-by-step instructions below:

Step 1: Visit the Website

- Go to our school website: www.wacs.us
- Click on the **Menu** tab
- Scroll down and select **Student Life**
- Under Student Life, click **Meals and Nutrition**
- Then click on the **Check Out Lunch Menu** tab
- Select **Prepayment Options**
- Click the **Online Payments** button

Step 2: Create or Log Into Your Account

- If you are a new user, click **Register for an Account**
- If you already have an account, simply **Sign In**

Step 3: Add Your Student(s)

- After signing in, select: **I am a parent/guardian with students** and click **Next** • Enter your child's **Student ID Number** and **Last Name**, then click **Add Student/Staff** • Once all children are added, click **Done**

Note: You will need your child(ren)'s Student ID number(s) to complete this step. Please contact gwen@wacs.us directly to request these ID numbers if you do not have them.

Step 4: Set Up Autopay

- On the dashboard, click the **Autopay** tab
- Add your preferred payment method (credit/debit card or checking/savings account)
- Enter your payment information and click **Submit**
- From the main screen, scroll down to **Autopay** again and select **Set Up**
- Choose the amount you would like automatically withdrawn
- Customize the frequency and date for withdrawal
- Click **Save Changes** to finalize your setup

Setting up Autopay helps ensure that your child's account remains current and uninterrupted. We appreciate your attention to this matter and your continued support of Westside Atlanta Charter School.

If you have any questions or need assistance, please do not hesitate to contact our School Nutrition Manager, Gwen Johnson at gwen@wacs.us.