

## STEPS ON HOW TO SET UP EMAIL NOTIFICATION FOR BREAKFAST/LUNCH ACCOUNT BALANCES

1. Log into teacherease [www.teacherease.com](http://www.teacherease.com)
2. **Miscellaneous** drop down tab at top
3. Click on **Update Password/Profile**
4. Click on blue box that says **Preferences**
5. The section that says **Enable automatic email notification** you will see a drop down that says Yes or No and you will want to click on **Yes**
6. The section that says **Receive email for low lunch balance** you will see a drop down that says Yes or No and you will want to click on **Yes**
7. Underneath that you will see **Low balance threshold** and then in the box to the right of that you will put the amount on your child's account that you wish to be notified of. **Example \$5.00**
8. The section that says Notification frequency choose **Immediate, Once per hour, Once per day or Once per week**
9. Last step you will want to click on the green box at the bottom that says **SAVE**