



St. Mary's School

140 South 10th Street ~ PO Box 500
Bird Island, MN 55310-0500

www.stmarysschoolbirdisland.com

320-365-3693

320-365-3142 Fax

St. Mary's School continues to move forward in the digital world that we live within. We are excited to announce that families now have the ability to pay for your child's daily lunch and milk for milk break through our Renweb program.

For families who already have used Renweb you will want to complete the following steps:

1. Login into your Renweb account
2. Click on **Family Information** – Go to the **Family Billing** section on the bottom right corner
3. Now you can click on **Details** to get an itemized family account statement. Please notice at the bottom of the statement is your balance. Note that a negative amount indicates a credit.
4. You may also make a payment from the **Family Billing** by clicking on **PayNow**
5. After selecting the **PayNow** option you will have to enter the amount you wish to pay into the Lunch Accounting System. You must enter your "Lunch" payment under the Lunch Account System. **DO NOT enter it into the General Accounting System.**
6. Select the desired payment method and click the "Continue" button
 - a. If you chose to use a credit card for payment you will need to fill in the required credit card information. (Please note that a 3.75% service charge will be added to your account due to using a credit card. If using an echeck/debit card the charge is \$0.85 per payment)
7. The next message you will receive will state that your payment has been submitted. An email will be sent to you to confirm your payment.

Once a payment is received, Renweb will record the payment and it will be posted to your account.

For families who already have not been on Renweb yet you will want to complete the following steps:

1. Go to www.renweb.com
2. Go to the "Logins" tab on far right side of the top of the Home Page and select Parentsweb.

3. Enter our school “**District Code**”: **SM-MN**
4. Enter your **user name & password** if you have one (your **user name** will initially be your email address that the school has on file), otherwise go to the “**Create New Parentsweb Account**” and follow the instructions.
5. Press “**Login**” tab
6. Once you are on the page that you can access schedules, classrooms, etc., please go to “**Change Password**”. Back space out your email address out of **user name** and enter something unique to you and then enter your password or create a new password...remember at least 6 characters, letters and numbers, and hit **submit**. If you have any questions, please call the school office at **320-365-3693**.
7. **After you have created your account, you may then log on again to**
www.renweb.com
 - a. Go to the “**Logins**” tab on far right side of the top of the Home Page and select Parentsweb.
 - b. Enter the School ID: **SM-MN**
 - c. Enter **User Name & Password**, and select **Parent (where Parent, Student, Staff boxes are listed)**
 - d. Press “**Login**” tab
 - e. You have now entered ParentsWeb...from here you should be able to see grades for grades 3rd – 8th or your Family Billing as directed up above.

Parents will also get an email from RenWeb notifying you if your account balance is showing a credit of \$15.00 or less. These email notifications will come to you daily until a payment is either done online or payment is sent to the school with your child.

IF YOU HAVE ANY QUESTIONS, YOU MAY CALL ME AT (320)365-3693.

Thank you,

Karen Smith
St. Mary’s School