

Wordware Family Website Instructions

Registering on the Family Website

Important: You must fully complete registration in one session in order to guarantee that there are no problems with activating your account. If you think you may not be able to complete registration in a given time, please wait until you know you will not be interrupted. The majority of problems with access to the family site are caused by incomplete registrations.

- With a web browser, go to www.wordwareinc.com
- Enter username and password and click on the **SIGN IN** button
- This will bring you to the **New Account Registration** screen


The screenshot shows the Wordware Inc. Family Account Access Page. At the top left is the Wordware Inc. logo (an orange circle with a white graduation cap) and the text "Wordware Inc. Family Account Access Page". Below this is a header bar with "New Account Registration" and "Connect your family account" on the left, and "Registration Progress: Step 2 of 3" with a progress bar on the right. The main content area is titled "STEP 2" and contains two dashed boxes. The first box is titled "I have a Family Key" and contains a blue plus sign and the text "Connect your family account". The second box is titled "I have a Family ID and PIN" and also contains a blue plus sign and the text "Connect your family account".

- Click on **I HAVE A FAMILY KEY**
 - Click in the **FAMILY KEY** box
 - Enter key numbers
 - Click on the **FINISH CONNECTING NEW FAMILY** button

OR

- Click on **I HAVE A FAMILY ID AND PIN**
- Enter your **Family ID** and **PIN**
- This will bring you to the **New Account Registration** page

Please note: Family IDs, PINs and Family Keys are provided by your school district. If you do not have this information, please contact your school.



Wordware Inc.
Family Account Access Page

New Account Registration Registration Progress: Step 2 of 3
Connect your family account

STEP 2

State Please select a state before entering a school.
The state your child's school is in.


District Name
The name of your child's school district.

Family ID
Your Family ID

Family PIN
Your Family PIN

Finish Connecting Your Family
Finish connecting your family to your account and move on to Step 3. You can always add another family later.

- Click on the drop arrow next to the **STATE** options box and select the appropriate state
- Click on the **SCHOOL NAME** box and enter the appropriate school name
- Click in the **FAMILY ID** box and enter the family ID number
- Click in the **FAMILY PIN** box and enter the family Pin number
- Click on the **FINISH CONNECTING NEW FAMILY** button



Wordware, Inc.
Makers of the Lunch Cashier System...

Registration Complete

Your account was created successfully but needs to be activated before you can use it. Please check your inbox for an activation email and click the link inside it. If you do not receive an email within a few minutes, please also check your spam filter.

At this point, your registration is almost complete; however **your account must be activated.**

To activate your account, simply open your email account inbox and select the Wordware Inc email titled Wordware District Account Activation Required, then click on the contained link. It is very important that you complete activation before leaving this page.



Logging into Wordware Family Account

- With a web browser, go to www.wordwareinc.com
- Enter username and password and click on the **SIGN IN** button
- This will bring you to the **Account Dashboard** home screen

Home User Management Family Accounts Students Sign Out

Account Dashboard
Welcome to Wordware

LYLES PAUL A SCHOOL Account Number: 650697

Account Balance This amount is accurate as of 7/16/2013 \$949.50	These dates reflect the most current date on which any charge or transaction occurred. Please note that it could take up to 24 hours for any payment to be available for your student to use. If you have any questions please contact Your school lunch administrator (320) 282-9232
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Last Deposit
Your last deposit was made on 7/9/2013
\$450.25
[Add Funds](#)

Quick Links

- > [I need to add a child to my family.](#)
- > [I need to add funds to my family's account.](#)
- > [I need Assistance.](#)

Mobile Account Management
Make deposits or track balances and transaction histories seamlessly by browsing our site on your smartphone.

All information provided by Wordwareinc.com is provided by a third party, that third party being either your school district or an online payment vendor. Wordwareinc.com is not responsible for any incorrectly reported information that is listed here. Please contact your school for any assistance in regards to your account.

Adding Funds to the Account

- Click on **ADD FUNDS** button or click on the quick link **I NEED TO ADD FUNDS TO MY FAMILY'S ACCOUNT**
- Complete the transaction using your district's epay provider

Changing User Password

- Click on **USER MANAGEMENT**
- Click on the **CHANGE YOUR PASSWORD** link
- Enter your current password
- Create and confirm your new password
- Click on **CHANGE PASSWORD** button

Changing User Security Question

- Click on **USER MANAGEMENT**
- Click on **CHANGE YOUR SECURITY QUESTION**
- Click on drop the arrow next the **SECURITY QUESTION** options box
- Select desired security question
- Click in the **SECURITY ANSWER** box and enter answer
- Click on the **SAVE SECURITY QUESTION** button

Changing Contact Preferences

- Click on **USER MANAGEMENT**
- Click in the box(es) of desired contact preferences
- Click on the **SAVE CONTACT PREFERENCES** button

Connecting to Other Family Accounts

**Please be aware that at this time, you are able to connect to other family accounts. To remove other family accounts, you will need to contact your school lunch administrator.*

- Click on **FAMILY ACCOUNTS**
- Click on **CONNECT YOUR FAMILY ACCOUNT**
- Click on **I HAVE A FAMILY KEY**
 - Click in the **FAMILY KEY** box
 - Enter key numbers

- Click on the **FINISH CONNECTING NEW FAMILY** button

OR

- Click on **I HAVE A FAMILY ID AND PIN**
 - Click on the drop arrow next to the **STATE** options box and select the appropriate state
 - Click in the **SCHOOL NAME** box and enter the appropriate school name
 - Click in the **FAMILY ID** box and enter the family ID number
 - Click in the **FAMILY PIN** box and enter the family Pin number
 - Click on the **FINISH CONNECTING NEW FAMILY** button

Add Family User

- Click on **FAMILY ACCOUNTS**
- Go to the family account where the user will be added
- Click on the **ADD A FAMILY USER** link
- Click in the box behind **EMAIL** and enter the users email

**The new user will receive an email invitation from WordWareInc. With instructions on completing the process of being added to the account as a user*