

Online Payment Instructions for Account Deposits

Go to <https://family.titank12.com/>

Click on **Sign Up Today!**

You will need to register by typing your First Name, Last Name, an Email, a Password, and Confirming Password.

Click on the green **Next** button

Choose two different secret questions, ensuring you type in your answers for each. Choose Language, choose Time Zone, and click on the box to agree to the Terms of Use.

Click on the green **Create Account** Button.

Once you are done with that, you will need to check your email and find the email from **Titan School Solutions**

Open that email. Within the email, there will be a link you will need to click to verify your email address.

A new window will appear showing you a pop-up box:

Complete Registration

Your account is now verified. Click Okay and then login with your email address and password.

Okay

Press Okay.

You will then Log In with the email and password you chose.

This will take you to the Home Tab.

On the bottom right hand corner, there will a a circle that looks like this:



Click on that button. By doing so you will be given two options. Link Student or Link Staff

Click on Link Staff

It will then ask for district, type in Glendale and a pop up will appear with **Glendale Elementary School District #40 (Arizona)**.

Another line will appear, Staff ID, there you are going to enter your account number and click Link.

After doing this, you will see your account information. Click on the three dots located on the top right corner within this box. Select **Add Money to Meal Account**.

This will take you to a separate screen and ask you for a deposit amount. If you add \$20.00 or more there will be no processing fee, but if you choose to add \$19.99 or less, an additional processing fee will be added to your transaction.

Once you add a **Deposit Amount**, click on the **Add to Cart** button.

This will take you to a new screen. You will enter a Billing Address, a Shipping Address, and Payment Methods. Titan accepts Visa, MasterCard, and Discover Card. Once all this information is complete, you will then click on the **Complete Purchase** button.

After doing this, you will be able to buy your meals and/or waters at any cafeteria within our school district.