

School Payment Portal

www.schoolpaymentportal.com

Parents' Guide to Getting Started

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From any internet browser, enter the URL www.schoolpaymentportal.com

Click **LOGIN** to enter the portal.

The screenshot displays the School Payment Portal website. At the top left, the logo reads "School Payment Portal" with the tagline "Powered by LunchTime Software". To the right, navigation links for "ABOUT", "CONTACT", "LOGIN", and "SIGN UP" are visible, with "LOGIN" highlighted in a yellow box. The main content area features a section titled "Online School Payment System" with a sub-header. Below this, a paragraph describes the system's capabilities: "Pay for school meals, yearbooks, technology fees and everything in between. Also, view/transfer balances, pre-order meals and much more from your computer or any mobile device." A purple button labeled "Schedule Demo" is positioned below the text. To the right of the text, there is an image of a desktop monitor, a smartphone, and a tablet, all displaying the portal's interface. Below this section, a "Mobile App" section is introduced with a sub-header. The text states: "The School Payment Portal mobile application is now available on both Android and IOS to manage your cafeteria accounts." This section includes the Google Play and App Store logos, and a QR code for app download. The background of the mobile app section is a blurred image of a person's hands holding a smartphone.

Creating a New Account

To create a NEW account, click the **Create Account** button.

The screenshot shows the homepage of the School Online Payment Processing website. At the top, there is a navigation bar with three links: HOME, ABOUT, and CONTACT. Below this is a main header section with the title "School Online Payment Processing" and a descriptive paragraph: "The School Payment Portal website allows schools and school districts of all sizes to safely and securely accept online payments from parents for school fees, cafeteria, and more." A green button labeled "Create Account" is prominently displayed and circled in red. Below the header, there are three sections: "Parents" with a "Parent Login" button, "Administrators" with an "Admin Login" button, and "Mobile Applications" which includes links to Google Play and the App Store, along with a QR code.

Fill in the required information, click **Create Account** when finished.

The screenshot shows a web page with a navigation bar at the top containing 'HOME', 'ABOUT', and 'CONTACT'. Below the navigation bar is a grey header area with the title 'Create a New Account' and the instruction 'Fill in the information below to create a new account to use with the School Payment Portal website.' The form contains five input fields: 'First Name:', 'Last Name:', 'Email Address:', 'Password:', and 'Confirm Password:'. Each field has a small icon on the right side. At the bottom left is a 'Cancel' button, and at the bottom right is a blue 'Create Account' button. A green arrow points to the 'Create Account' button.

Once your account has been successfully created, click the **Login Page** button

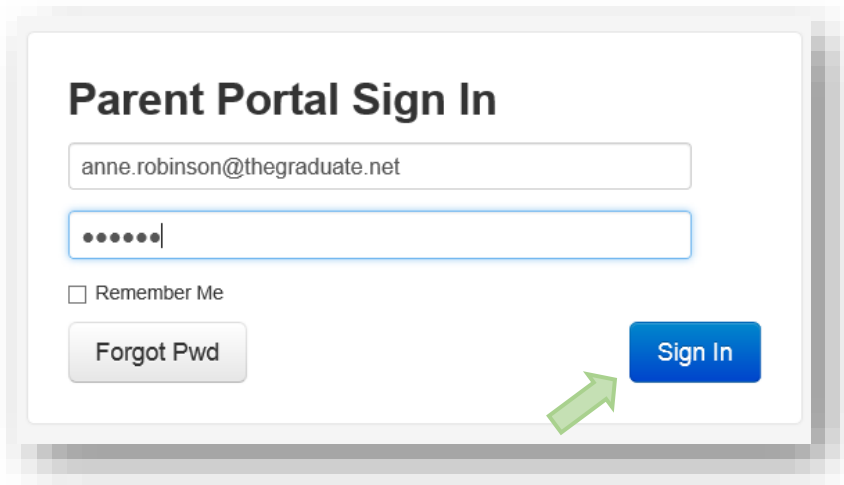
The screenshot shows the same 'Create a New Account' page as above. The form fields are now empty. A green checkmark icon is followed by the text 'Account successfully created.' At the bottom right, there is a blue 'Login Page' button. A green arrow points to the 'Login Page' button.

Logging into the School Payment Portal

Once you've successfully created an account, you will use the Parent Login button to log in and access the account.

The screenshot shows the homepage of the School Online Payment Processing portal. At the top, there is a navigation bar with three links: HOME, ABOUT, and CONTACT. Below this is a main heading "School Online Payment Processing" followed by a descriptive paragraph: "The School Payment Portal website allows schools and school districts of all sizes to safely and securely accept online payments from parents for school fees, cafeteria, and more." A prominent green button labeled "Create Account" is centered below the text. The page is divided into three main sections: "Parents", "Administrators", and "Mobile Applications". The "Parents" section includes the text "Already have an account? Login to the Parent Portal to view information related to your kids and their district." and a blue "Parent Login" button. The "Administrators" section includes the text "The Administrative Portal provides district and school administrators with the ability to view reports and configure items specific to their district." and a blue "Admin Login" button. A green arrow points from the "Parent Login" button towards the "Administrators" section. The "Mobile Applications" section states "The School Payment Portal mobile application is now available for both Android and IOS." and features three elements: a "GET IT ON Google Play" badge, a "Download on the App Store" badge, and a QR code.

Enter your credentials and Click the blue “Sign In” button.



Parent Portal Sign In

anne.robinson@thegraduate.net

.....

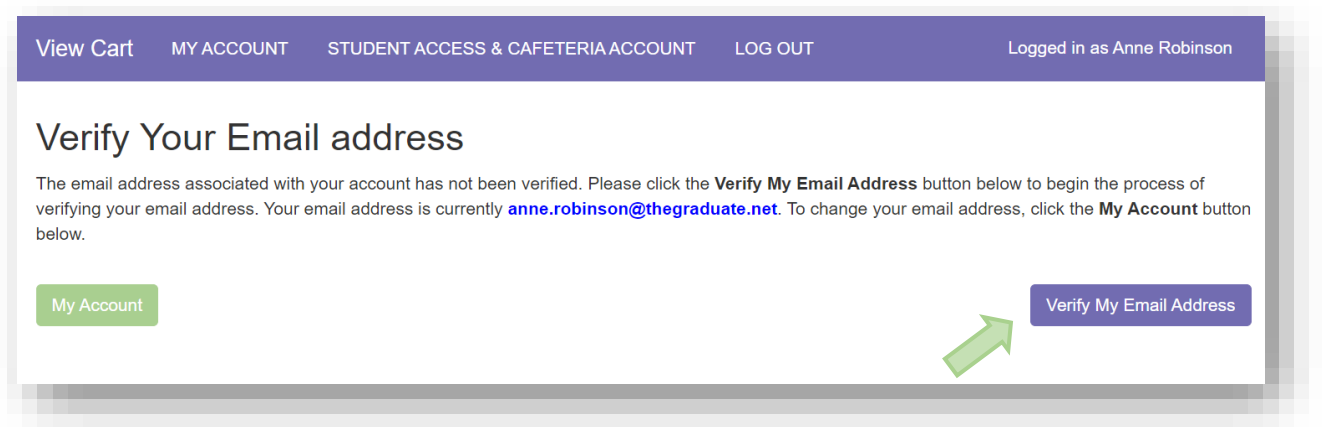
Remember Me

Forgot Pwd

Sign In

Verify Email

The first time a user log’s in with a new account, the user will be asked to Verify the Email Address. An email with a code will be sent to the email address used to create the account. Click **Verify My Email Address** and check your email for this code. It may be in your junk / spam folder.



View Cart MY ACCOUNT STUDENT ACCESS & CAFETERIA ACCOUNT LOG OUT

Logged in as Anne Robinson

Verify Your Email address

The email address associated with your account has not been verified. Please click the **Verify My Email Address** button below to begin the process of verifying your email address. Your email address is currently anne.robinson@thegraduate.net. To change your email address, click the **My Account** button below.

My Account

Verify My Email Address

Enter the code you received in your email on the next screen:

Verify Your Email address

You have been emailed a code from do-not-reply@schoolpaymentportal.com that you can use to verify your email address. If you did not receive an email, check your SPAM folder. The emailed code is valid for 15 minutes.

Enter the code you were emailed:

Once the email has been verified, it will remain verified.

Site Logout

[View Cart](#)

[MY ACCOUNT](#)

[STUDENT ACCESS & CAFETERIA ACCOUNT](#)

[LOG OUT](#)

Logged in as Anne Robinson



Along the top menu bar, click on Log Out to end your session

Adding Students to Account

On the Student Access Page, Click the **Add Student** button. The Student Access Page will be the first page if you have not added any students. This is also found at the top of the Student Access & Cafeteria Account page found using the link on the menu bar at the top of the page

View Cart MY ACCOUNT STUDENT ACCESS & CAFETERIA ACCOUNT LOG OUT Logged in as Anne Robinson

Student Access

Students available to your account are listed below. Click the "Add Student" button to start the process of adding a student to your account.

Name	School	Grade	ID #	PIN
No records to display.				

Add Student

View Cart MY ACCOUNT STUDENT ACCESS & CAFETERIA ACCOUNT LOG OUT Logged in as Anne Robinson

Add A Student -- Step 1

Enter the zip code of the school the student you wish to add to your account attends.
For schools located in the United States, please enter the 5 digit zip code (ie: 16803).
For schools located in Canada, please enter the 6 digit zip code (ie: T3H 4A8).

Zip Code:


Cancel Continue

Enter the Zip Code of your students' school. Click the **Continue** button on the bottom.

Available schools will be displayed. Click on the **Select** to the left of your students' school.

Add A Student -- Step 2

Select the school of the student you wish to add from the list below. If the school you are looking for is not listed, click the Start Over button to restart the process.



	School	District/Organization
Select	Diocese Elementary	MMS Testing District
Select	MD Area Middle School	MMS Testing District
Select	Middle School	MMS Testing District
Select	Skills Elementary	MMS Testing District
Select	West Elementary	MMS Testing District

Start Over

Enter the Required information and Click on the **Continue** button in the lower right.

Add A Student -- Step 3

Enter the requested information for the student you wish to add to your account.

Last Name:

First Name:

Student ID:

Start Over

Continue



Verify the information and Click on the **Add Student** to the left of your students' name.

Add A Student -- Step 4

Click the Add Student link in the table below to add the selected student to your account.



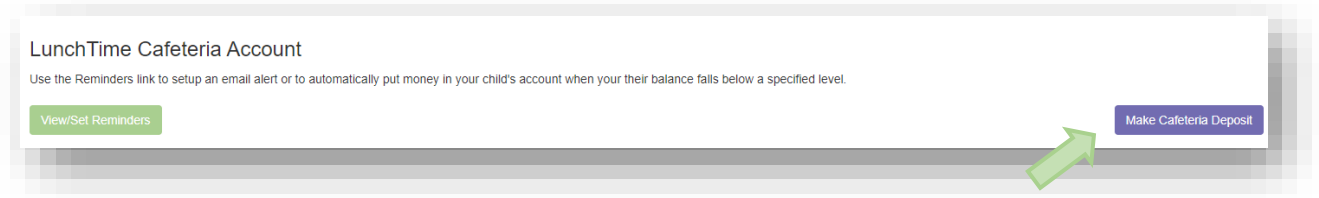
	Name	Grade
Add Student	Alampi, Charles	12

Start Over

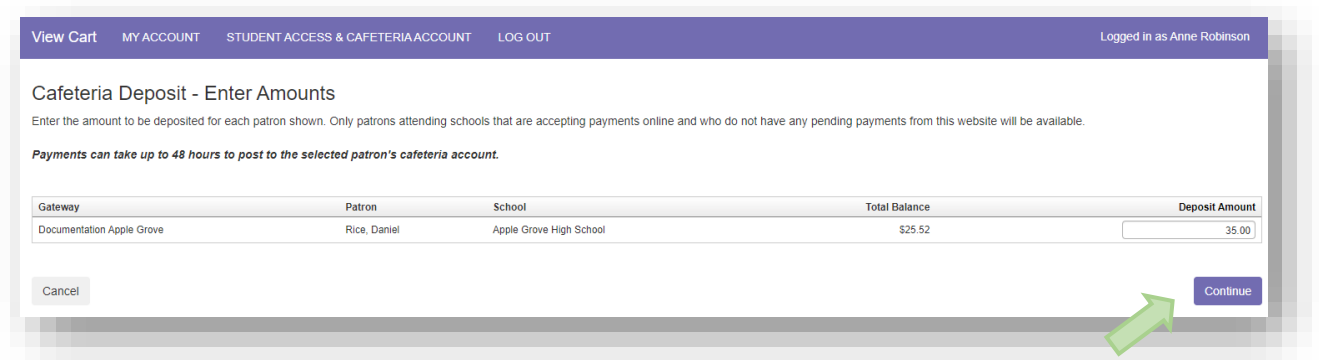
You will be returned to the Student Access page. You can add additional students as needed.

Make a Cafeteria Deposit

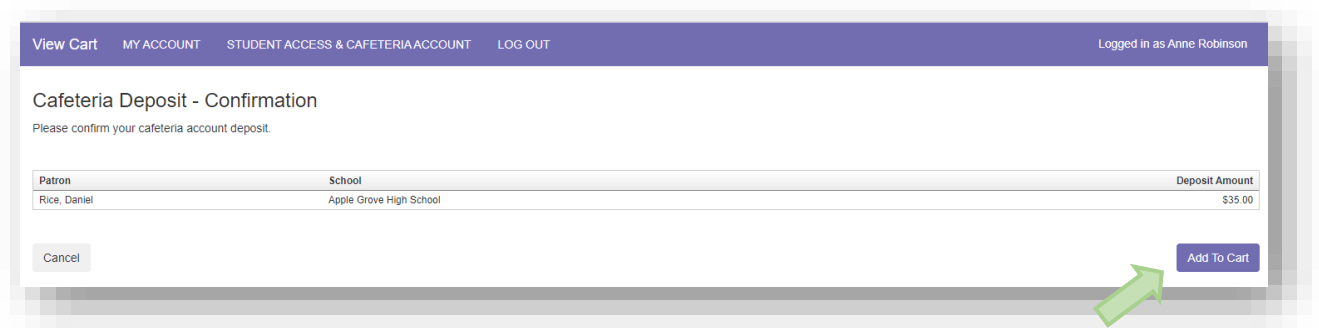
On the Home Screen, click the **Make Cafeteria Deposit** button.



Enter the Deposit Amount for each Student Listed and click the **Continue** button.



Review the Payment Screen and click the **Add To Cart** button.



Once all Cafeteria Deposits have been added to your Shopping Cart, click the **Check Out** button.

View Cart MY ACCOUNT STUDENT ACCESS & CAFETERIA ACCOUNT LOG OUT Logged in as Anne Robinson

Shopping Cart

Note: All items must be associated with the same gateway account in order to be processed as a single transaction.

Item	School	Quantity	Item Price	Total
Remove LunchTime Cafeteria Deposit-Rice, Daniel	Apple Grove High School	1	\$35.00	\$35.00
Total				\$35.00

Student Access & Cafeteria Account [Check Out](#)

Checking Out

The payment options will be displayed. If your school only accepts Credit Cards or ACH you may not see multiple options. If you have not used the payment system, you may not have a Saved Account. Note the Service Fee and associated amounts for each listed payment option. Click on **Select** next to the payment option you wish to use. Please note: The One-Time refers to a payment source intended to be used just this one time and not saved.

View Cart MY ACCOUNT STUDENT ACCESS & CAFETERIA ACCOUNT LOG OUT Logged in as Anne Robinson

Shopping Cart Checkout - Select Payment Method

	Nickname	Type	Account Number	Service Fee
Select	One-Time Credit Card	Credit Card		\$1.81
Select	One-Time ACH	ACH		\$1.50

[View Cart](#)

Enter all the required information in the Billing Information Section

Billing Information

First Name:

Last Name:

Address Line 1:

Address Line 2:

City:

State:

Zip Code:

Country:

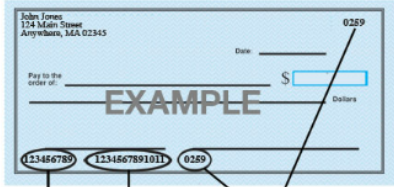
 ▼

Phone:

 x

If ACH was chosen, continue to the Account Information Section, adding information from a printed check. Do not use the numbers on your ATM Card! Confirm the Service Fee and the Total Due.

Account Information



9 digit Routing Number: 123456789
Account Number (1-17 digits): 1234567891011
Check Number (do not include): 0289

Name on Account:

Routing Number:

Account Number:

Account Entity: ▼

Account Type: ▼

Payment Information

Service Fee: \$1.50
Total Due: \$36.50

By checking this box I confirm that I wish to have a total of \$36.50 taken out of my checking/savings account to pay for the items listed above. \$35.00 will be applied to the items purchased and \$1.50 will be applied to the service fee for this transaction.

Cancel

Process Payment

If Credit Card was chosen, enter the required information: Confirm the Service Fee and the Total Due.

Account Information



Card Number:

4111111111111111

Expiration:

July



2020



3 Digit Card Verification Number

CVV Code:

466

Payment Information


Service Fee:

\$2.72

Total Due:

\$77.72

You must check the box to confirm the Total Due will be paid using the selected payment source. Click the **Process Payment** button.



By checking this box I confirm that I wish to have a total of \$76.00 taken out of my checking/savings account to pay for the items listed above. \$75.00 will be applied to the items purchased and \$1.00 will be applied to the service fee for this transaction.

Cancel Process Payment

You will receive a Receipt. You may print this for your records or return back to your account.

SchoolPaymentPortal.com Transaction Receipt

Merchant:
HomeTown Public School
123 North Main Street
HomeTown, NE 12345

Customer:
Joe Smith
123 Main Street
HomeTown, NE 68022

#11189 7/27/2016 10:24:25 AM

Item	School	Quantity	Item Price	Total
LunchTime Cafeteria Deposit-Smith, Cody	High School	1	\$25.00	\$25.00
LunchTime Cafeteria Deposit-Smith, Drew		1	\$25.00	\$25.00
LunchTime Cafeteria Deposit-Smith, Sharon	High School	1	\$25.00	\$25.00
Service Fee		1	\$2.72	\$2.72
Total				\$77.72

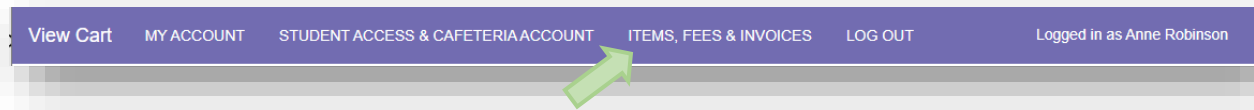
Payment Type: Credit Card
Card Number: 4xxxxxx1111
Expiration: 07/20
Transaction ID: 3211450440
Amount Received: \$75.00

Service Fee Transaction
Transaction ID: 3211450478
Amount Received: \$2.72

Back to My Account Print

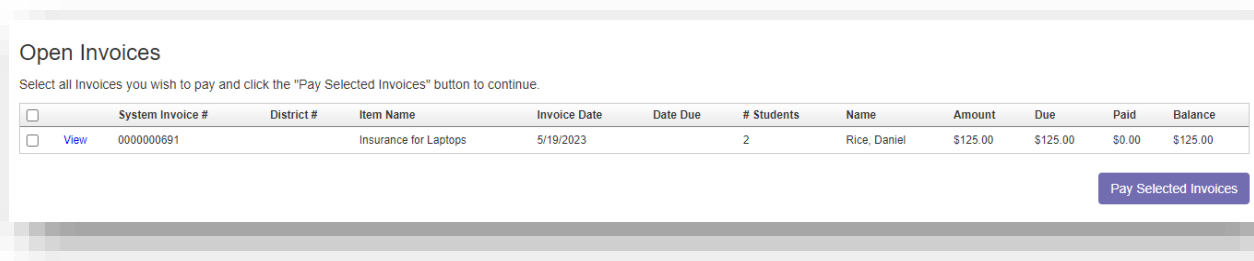
Make a Payment

Click on **Items, Fees & Invoices** on the menu bar at the top of the page if your school accepts payments for additional items.

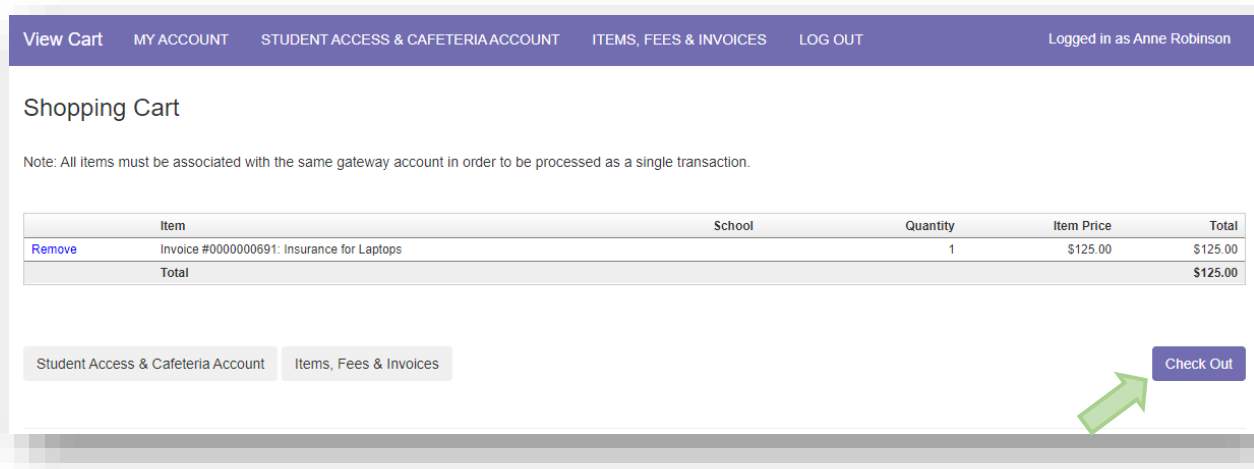


Invoiced Items

If there are currently any Invoices owed by students associated with your account, they will show below:



Click the box next to the item you wish to pay for. Next, click on the **Pay Selected Invoices** button at the bottom right. The invoice will be added to your shopping cart.



Continue to **Check Out** as above (see Checking Out).

General Purchase Items

Instead of using Invoices, your school may have items available for purchase. These items will appear under the Items/Fees section. Click [Select](#) next to the item you wish to purchase.


View Cart MY ACCOUNT STUDENT ACCESS & CAFETERIAACCOUNT ITEMS, FEES & INVOICES LOG OUT Logged in as Anne Robinson

Items/Fees

Below are the list of items available to your account to purchase. Click the Select link next to the item you wish to purchase in order to see more information on it.

Gateway	Item
Select Documentation Apple Grove	Football Tickets
Select Documentation Apple Grove	Laptop Insurance

Page size: 15 2 Items in 1 pages



Additional details may be required such as the student associated with the item and/or Quantity.

View Cart MY ACCOUNT STUDENT ACCESS & CAFETERIAACCOUNT ITEMS, FEES & INVOICES LOG OUT Logged in as Anne Robinson

Item Information


Here are the specifics for the item you wish to add

Item Name: Football Tickets

Patron:

Quantity:

Price: \$12.00




Click **Continue** to view the options selected.

View Cart MY ACCOUNT STUDENT ACCESS & CAFETERIAACCOUNT ITEMS, FEES & INVOICES LOG OUT Logged in as Anne Robinson

Add Item To Cart

Please verify the item information and click Add To Cart to add this item to your shopping cart.

Item Name: Football Tickets
 Student Name: Rice, Daniel
 School: Apple Grove High School
 Quantity: 4
 Item Price: \$12.00
 Total: \$48.00



Confirm the details and click **Add to Cart**.

Review the items in the Shopping Cart

View Cart MY ACCOUNT STUDENT ACCESS & CAFETERIA ACCOUNT ITEMS, FEES & INVOICES LOG OUT Logged in as Anne Robinson

Shopping Cart

Note: All items must be associated with the same gateway account in order to be processed as a single transaction.

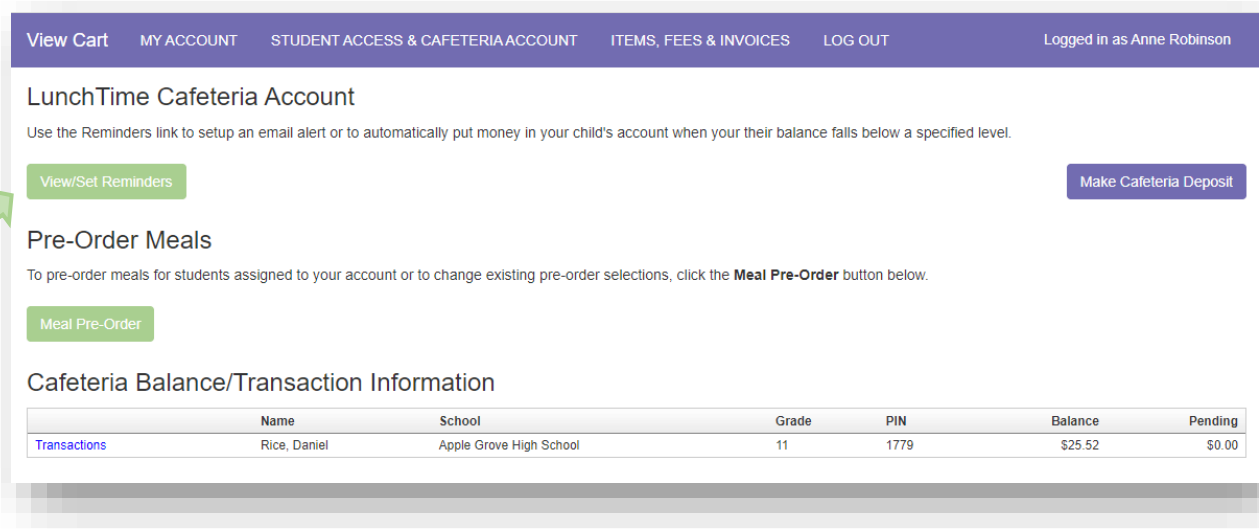
	Item	School	Quantity	Item Price	Total
Remove	Football Tickets-Rice, Daniel	Apple Grove High School	4	\$12.00	\$48.00
	Total				\$48.00

Student Access & Cafeteria Account Items, Fees & Invoices [Check Out](#)

Continue to **Check Out** as above (see Checking Out).

Reminders

Users can establish thresholds for each student and receive either email reminders or automatic payments when the threshold has been reached. Under the LunchTime Cafeteria Account section, Click **View/Set Reminders**.



The screenshot shows the 'LunchTime Cafeteria Account' page. At the top, there is a navigation bar with links: 'View Cart', 'MY ACCOUNT', 'STUDENT ACCESS & CAFETERIA ACCOUNT', 'ITEMS, FEES & INVOICES', and 'LOG OUT'. The user is logged in as 'Anne Robinson'. Below the navigation bar, the page title is 'LunchTime Cafeteria Account'. A sub-header reads: 'Use the Reminders link to setup an email alert or to automatically put money in your child's account when your their balance falls below a specified level.' There are two buttons: a green 'View/Set Reminders' button (highlighted with a green arrow) and a purple 'Make Cafeteria Deposit' button. Below this is the 'Pre-Order Meals' section, which says: 'To pre-order meals for students assigned to your account or to change existing pre-order selections, click the **Meal Pre-Order** button below.' There is a green 'Meal Pre-Order' button. The final section is 'Cafeteria Balance/Transaction Information', which contains a table with the following data:

	Name	School	Grade	PIN	Balance	Pending
Transactions	Rice, Daniel	Apple Grove High School	11	1779	\$25.52	\$0.00


Click on **Modify** next to the Student.

Cafeteria Low Balance Reminders

Any item appearing in red has an invalid saved payment source. Please modify the saved payment source from the [My Account](#) page in order for the payment to resume processing.

	Patron	Auto Email	Auto Replenish	Balance Amount	Deposit Amount
Modify	Smith, Cody				
Modify	Smith, Drew				
Modify	Smith, Makenzie				

[Return](#)



From the Reminder Type dropdown, choose either **Auto Email** or **Auto Replenish**. Click the **Continue** button


Set Cafeteria Low Balance Reminder - Step 1

Reminder Types:
Auto Email - receive an email when the patron's balance falls below a specified amount.
Auto Replenish - run a transaction against a saved payment source for a specified amount when the patron's balance falls below a specified level.
Note: not all reminder types are available for every school.

Patron Name: Smith, Drew

Reminder Type:

[Cancel](#) [Continue](#)




Set Cafeteria Low Balance Reminder - Receive an Automatic Email

Receive an email message when the patron's balance falls below a specified level.

Patron Name:
Smith, Drew

Balance Level:

[Cancel](#) [Continue](#)



Enter the requested information and click the **Continue** button


Verify the information and click the **Save Reminder** button. Repeat with additional students if needed.

Set Cafeteria Low Balance Reminder - Confirm Choices

Please verify the reminder information and click Save Reminder to save these choices. You will receive an email each time the patron's balance reaches or falls below the specified level.

Patron Name:
Smith, Drew
Low Balance Level:
\$10.00

[Cancel](#) [Save Reminder](#)



Transactions


Click on the text [Transactions](#) to see a listing of all cafeteria activity for that student.

Cafeteria Account

Use the Reminders link to setup an email alert or to automatically put money in your child's account when your their balance falls below a specified level.

[View/Set Reminders](#) [Make Cafeteria Deposit](#)

		Name	School	Grade	PIN	Balance	Pending
Transactions	Restrict Items	Smith, Cody	Elkhorn High School	9	11959	\$49.50	\$25.00
Transactions	Restrict Items	Smith, Drew	Elkhorn High School	11	21039	\$94.50	\$25.00
Transactions	Restrict Items	Smith, Makenzie	Elkhorn High School	11	9567	\$60.60	\$0.00



Review the information then click the **Return** button.

Cafeteria Transactions

Name:

[Return](#)

Date	Meal	Item	Quantity	Item Amount	Debit	Credit	Balance
5/13/2016 11:15:20 AM	Lunch	Tray Water	1	\$3.40	\$3.40		\$68.25
5/12/2016 1:36:24 PM	Lunch	Tray Water	1	\$3.40	\$3.40		\$71.65
5/9/2016 11:17:10 AM	Lunch	Tray Water	1	\$3.40	\$3.40		\$75.05
5/6/2016 11:37:56 AM	Lunch	Tray Water	1	\$3.40	\$3.40		\$78.45
5/4/2016 12:26:26 PM	Lunch	Milk - Choc.	1	\$0.65	\$0.65		\$81.85
5/3/2016 10:00:39 AM	Lunch	Milk - Choc.	1	\$0.65	\$0.65		\$82.50
5/2/2016 12:20:20 PM	Lunch	Tray Water	1	\$3.40	\$3.40		\$83.15
4/28/2016 9:00:14 AM	Lunch	Tray Water	1	\$3.40	\$3.40		\$86.55
4/26/2016 12:36:40 PM	Lunch	Tray Water	1	\$3.40	\$3.40		\$89.95
4/21/2016 11:55:55 AM	Lunch	Tray Water	1	\$3.40	\$3.40		\$93.35
4/20/2016 12:20:52 PM	Lunch	Tray Water	1	\$3.40	\$3.40		\$96.75
4/18/2016 12:48:39 PM	Lunch	Tray Water	1	\$3.40	\$3.40		\$100.15
4/12/2016 11:43:26 AM	Lunch	Tray Water	1	\$3.40	\$3.40		\$103.55
4/11/2016 12:16:41 PM	Lunch	Tray Water	1	\$3.40	\$3.40		\$106.95
4/7/2016 1:03:17 PM	Lunch	Tray Water	1	\$3.40	\$3.40		\$110.35
4/4/2016 12:21:28 PM	Lunch	Tray Water	1	\$3.40	\$3.40		\$113.75
4/1/2016 12:17:34 PM	Lunch	Tray Water	1	\$3.40	\$3.40		\$117.15
3/31/2016 1:17:28 PM	Lunch	Tray Water	1	\$3.40	\$3.40		\$120.55
3/29/2016 1:30:09 PM	Lunch	Tray Water	1	\$3.40	\$3.40		\$123.95
3/25/2016 9:10:16 AM	Lunch	Tray Water	1	\$3.40	\$3.40		\$127.35
3/24/2016 1:16:18 PM	Lunch	Tray Water	1	\$3.40	\$3.40		\$130.75
3/23/2016 1:08:34 PM		Online Deposit	1	\$150.00		\$150.00	\$134.15
3/22/2016 9:23:36 AM	Lunch	Tray Water	1	\$3.40	\$3.40		(\$15.85)
3/21/2016 12:22:18 PM	Lunch	Tray Water	1	\$3.40	\$3.40		(\$12.45)
3/11/2016 12:35:25 PM	Lunch	Tray Water	1	\$3.40	\$3.40		(\$9.05)

Restrict Items

Your school may allow Restrict Items. This allows parents/guardians to control cafeteria purchases. You will see all the items available for purchase. Click on the text [Restrict](#) to restrict specific items. Restricted items will show in the upper list. Please be cautious in setting restrictions. If your school does not offer this option online, you may be able to contact the school nurse or food services directly to discuss dietary requirements.

Cafeteria Item Restrictions

Student Name: Arnold, Isaac

Items Restricted From Purchase

Item
No records to display.

Items Allowed for Purchase

Item
Restrict 1.00 Beverage
Restrict Baked Dessert
Restrict Bottled Water- Large
Restrict Bottled Water- Small
Restrict Bread Item
Restrict Bread, 1 Slice
Restrict Breakfast 1
Restrict Breakfast 2
Restrict Breakfast 3
Restrict Breakfast 4
Restrict Breakfast Bread
Restrict Brk Entree
Restrict Brk Meat Sec
Restrict Brk Meat Elem
Restrict Canned Fruit_Side

My Account

You can use the My Account menu to Change Your Password, Change Your Email Address, Review Saved Payment Sources and View Transaction History.

Change Your Password

Change Your Email Address

Review Saved Payment Sources

View Transaction History