School Payment Portal

www.schoolpaymentportal.com

Parents' Guide to Getting Started

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Contents

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

Click **LOGIN** to enter the portal.

Creating a New Account

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

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

Once your account has been successfully created, click 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.

HOME	ABOUT	CONTACT

School Online Payment Processing
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.

Create Account

Parents
Already have an account? Login to the Parent Portal to view information related to your kids and their district.

Parent Login

Administrators
The Administrative Portal provides district and school administrators with the ability to view reports and configure items specific to their district.

Admin Login

Mobile Applications
The School Payment Portal mobile application is now available for both Android and IOS.

GET IT ON Google Play

Download on the App Store

Enter your credentials and Click the blue "Sign In" button.
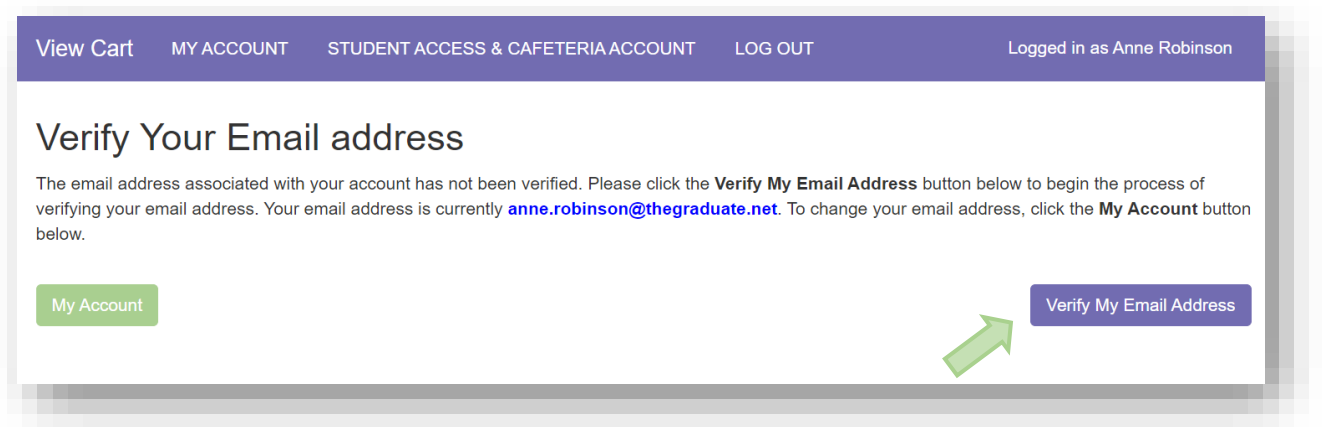
Verify Email

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.

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:

```
Code
```

Verify

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

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.

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

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.
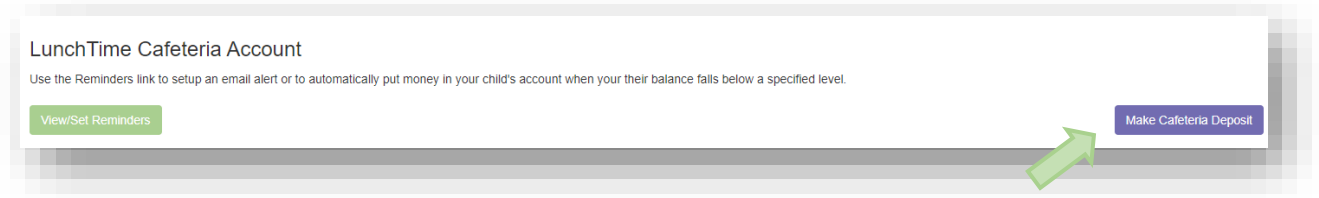
Enter the Deposit Amount for each Student Listed and click the **Continue** button.
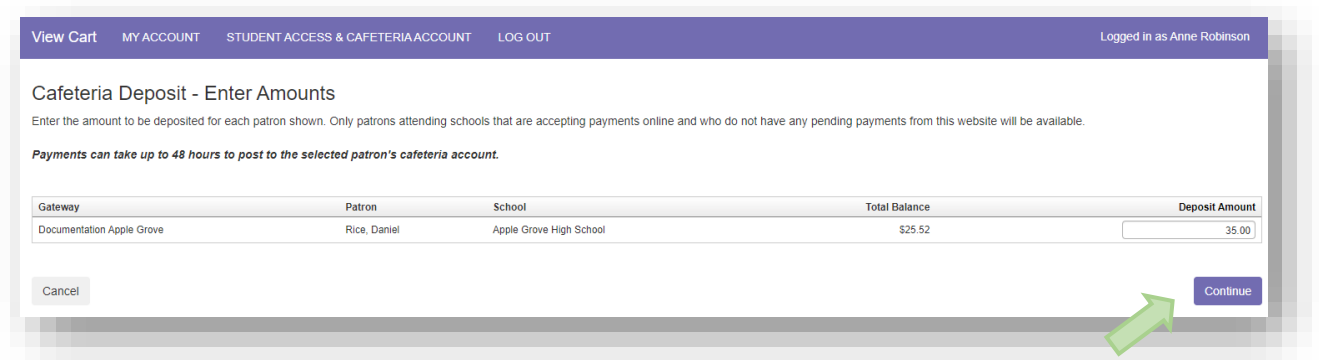
Review the Payment Screen and click the **Add To Cart** button.
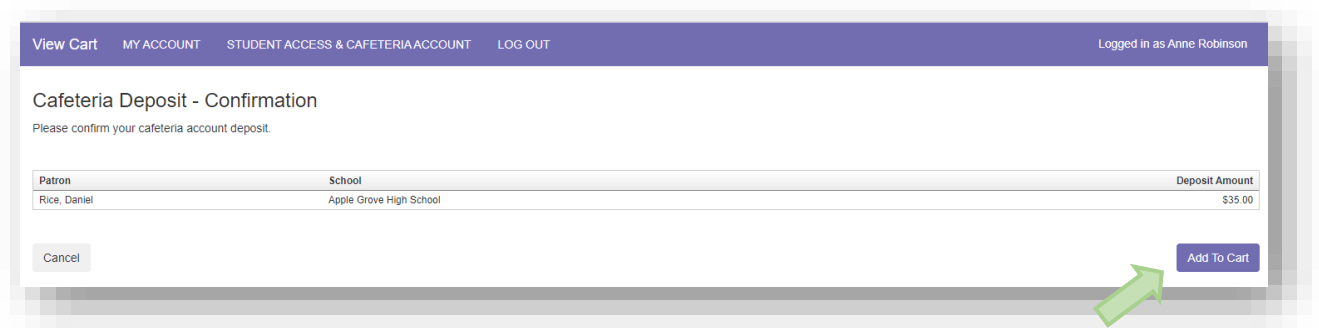
Once all Cafeteria Deposits have been added to your Shopping Cart, click the **Check Out** button.

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.

Enter all the required information in the Billing Information Section

Billing Information

First Name:

John

Last Name:

Smith

Address Line 1:

123 Main Street

Address Line 2:

City:

Hometown

State:

AB

Zip Code:

12345

Country:

USA

Phone:

800-555-1212

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.
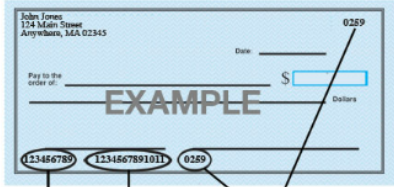
Account Information

Name on Account: Anne Robinson

Routing Number:

Account Number:

Account Entity: Personal

Account Type: Checking

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.

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

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.
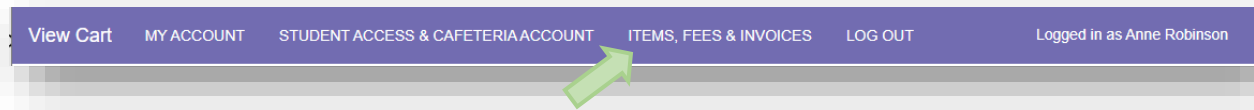
Invoiced Items

If there are currently any Invoices owed by students associated with your account, they will show below:
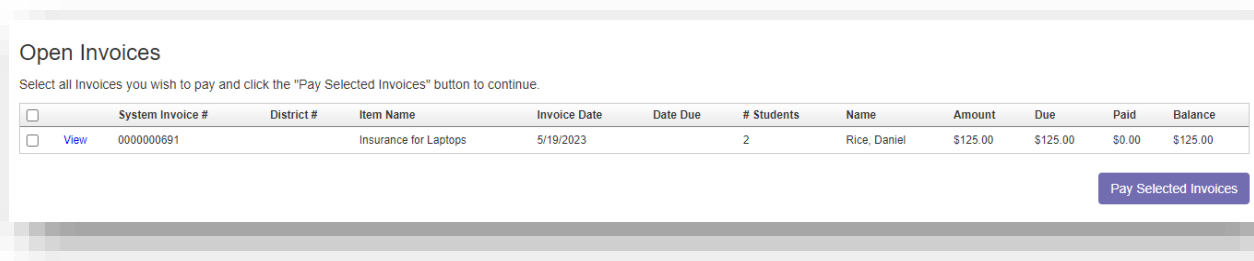
Click the box next to the item you wish to pay for. Next, click on the **Pay Selected Invoices** button at the bottom right. The invoice will be added to your shopping cart.
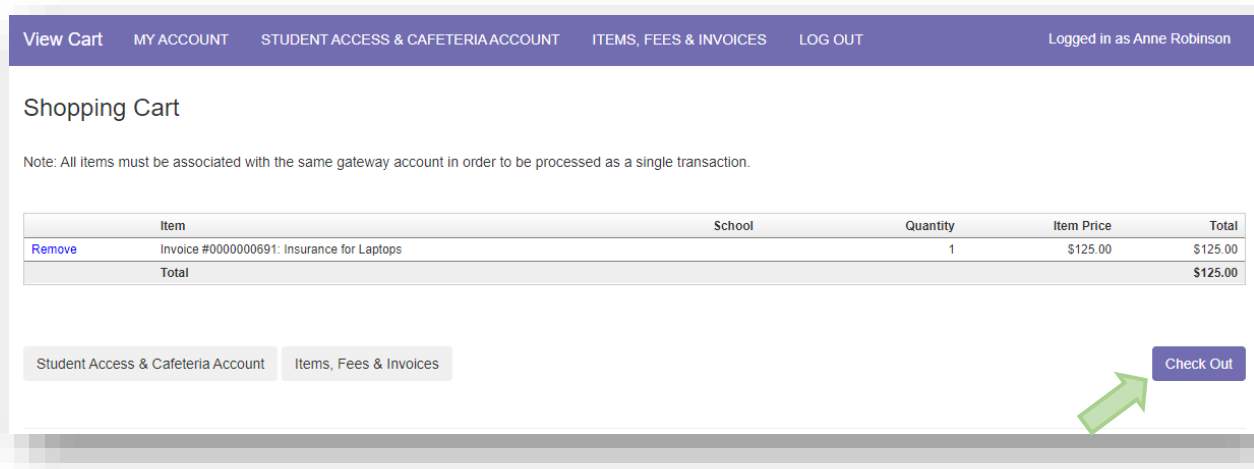
Continue to **Check Out** as above (see Checking Out).

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.

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

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

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

Review the items in the Shopping Cart

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**.

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

LunchTime 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]

Pre-Order Meals

To pre-order meals for students assigned to your account or to change existing pre-order selections, click the **Meal Pre-Order** button below.

[Meal Pre-Order]

Cafeteria Balance/Transaction Information
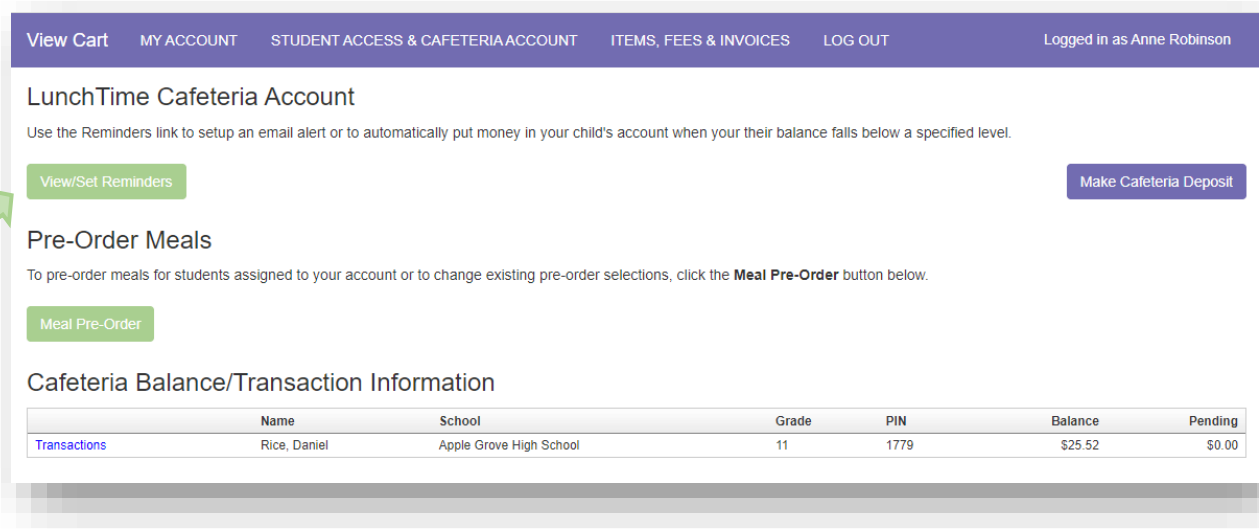
	Name	School	Grade	PIN	Balance	Pending
Transactions	Rice, Daniel	Apple Grove High School	11	1779	$25.52	$0.00

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: Auto Email

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:
10.00

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.

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