

# **School Payment Portal**

[www.schoolpaymentportal.com](http://www.schoolpaymentportal.com)

## **Parents' Guide to Getting Started**

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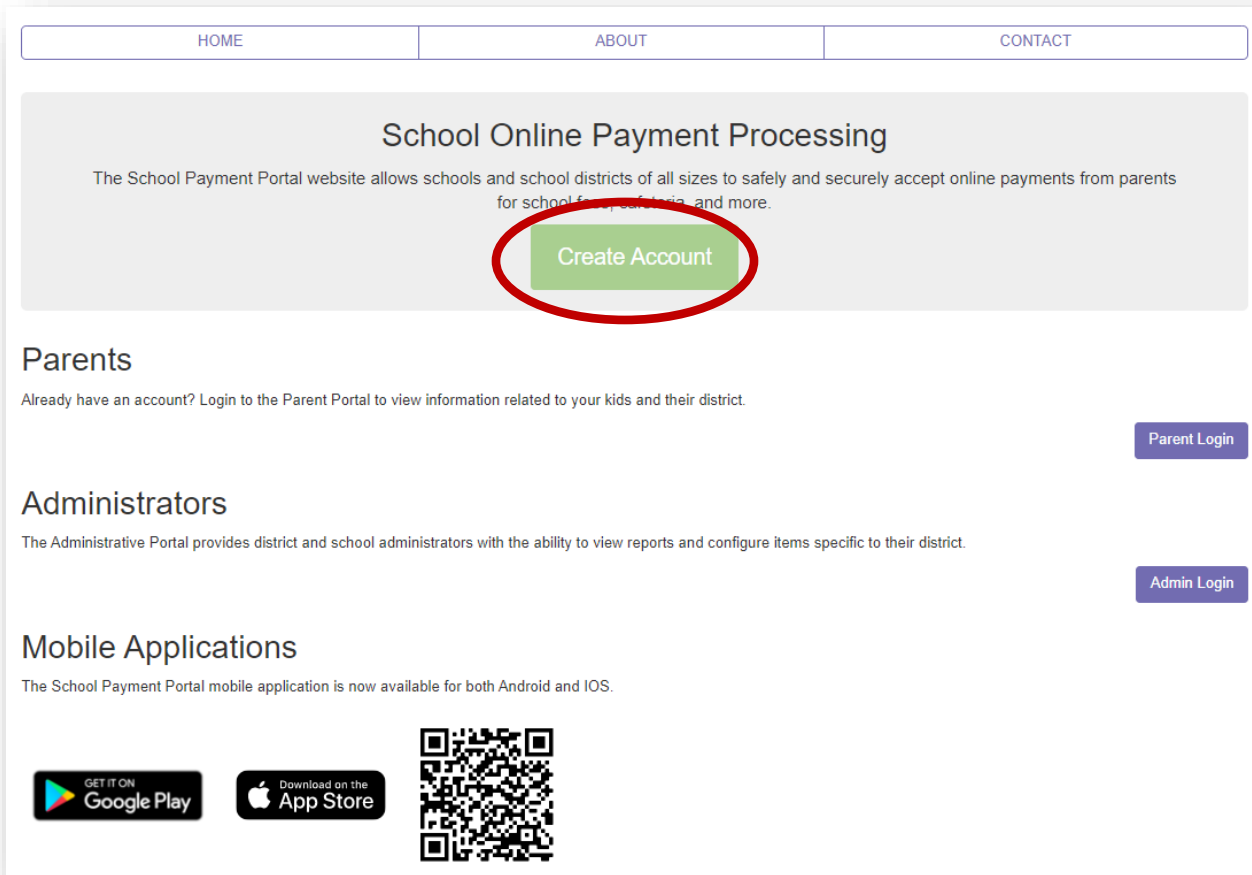
From any internet browser, enter the URL [www.schoolpaymentportal.com](http://www.schoolpaymentportal.com)

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" (highlighted in a yellow box), and "SIGN UP" are visible. 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, three devices (a smartphone, a desktop monitor, and a tablet) are shown 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." Below this text are two buttons: "GET IT ON Google Play" and "Download on the App Store", along with a QR code for app discovery.

## 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 large grey banner with the title "School Online Payment Processing" and a sub-header "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 "Create Account" button is prominently displayed in the center of the banner and is circled in red. Below the banner, 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 form titled "Create a New Account" with a subtitle "Fill in the information below to create a new account to use with the School Payment Portal website." The form includes 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, but now with a green checkmark icon and the text "Account successfully created." below the form fields. The blue "Create Account" button is no longer visible. A blue "Login Page" button is located at the bottom right, and a green arrow points to it.

## Logging into the School Payment Portal

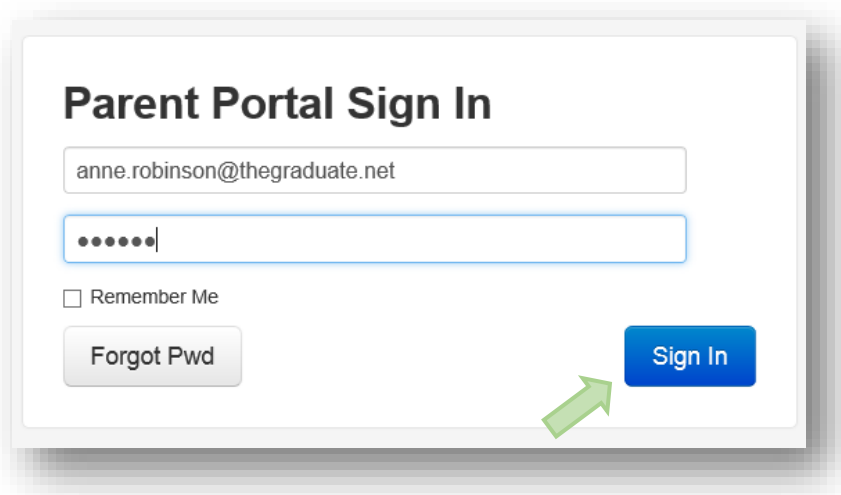
Once you've successfully created an account, you will use the Parent Login button to log in and access the account.

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 header section with the title "School Online Payment Processing" and a sub-header: "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 in this section.

Below the header, there are three main sections:

- Parents:** A sub-header "Parents" followed by the text "Already have an account? Login to the Parent Portal to view information related to your kids and their district." To the right of this text is a blue button labeled "Parent Login". A green arrow points from the "Parent Login" button towards the "Administrators" section.
- Administrators:** A sub-header "Administrators" followed by the text "The Administrative Portal provides district and school administrators with the ability to view reports and configure items specific to their district." To the right of this text is a blue button labeled "Admin Login".
- Mobile Applications:** A sub-header "Mobile Applications" followed by the text "The School Payment Portal mobile application is now available for both Android and IOS." Below this text are 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

.....

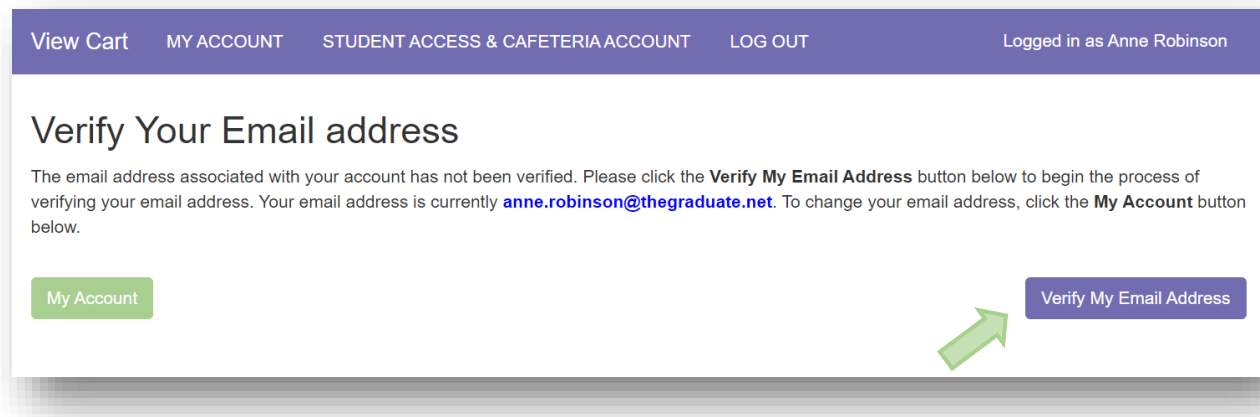
Remember Me

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](mailto: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

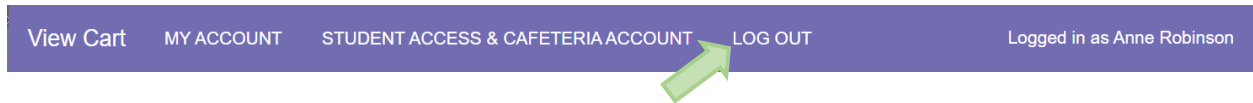
You have been emailed a code from [do-not-reply@schoolpaymentportal.com](mailto:do-not-reply@schoolpaymentportal.com) that you can use to verify your email address. If you did not receive an email, check your SPAM folder. The emailed code is valid for 15 minutes.

Enter the code you were emailed:

Verify

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

## Site Logout



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
<a href="#">Select</a>	Diocese Elementary	MMS Testing District
<a href="#">Select</a>	MD Area Middle School	MMS Testing District
<a href="#">Select</a>	Middle School	MMS Testing District
<a href="#">Select</a>	Skills Elementary	MMS Testing District
<a href="#">Select</a>	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.

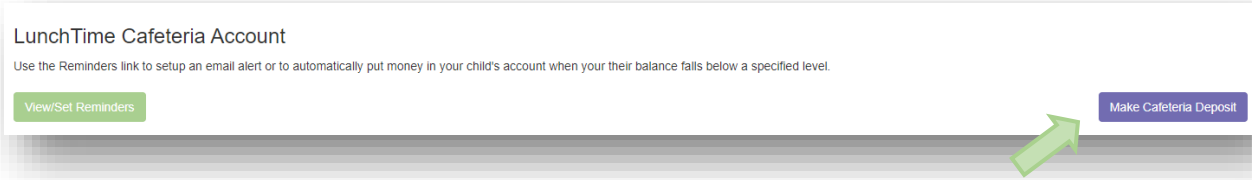
	Name	Grade
<a href="#">Add Student</a>	Alampi, Charles	12

Start Over

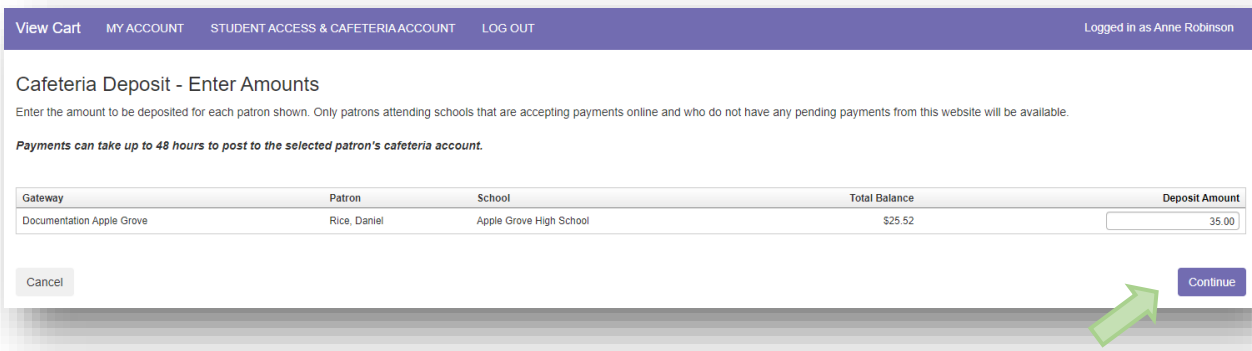
You will be returned to the Student Access page. You can add additional students as needed.

## Make a Cafeteria Deposit

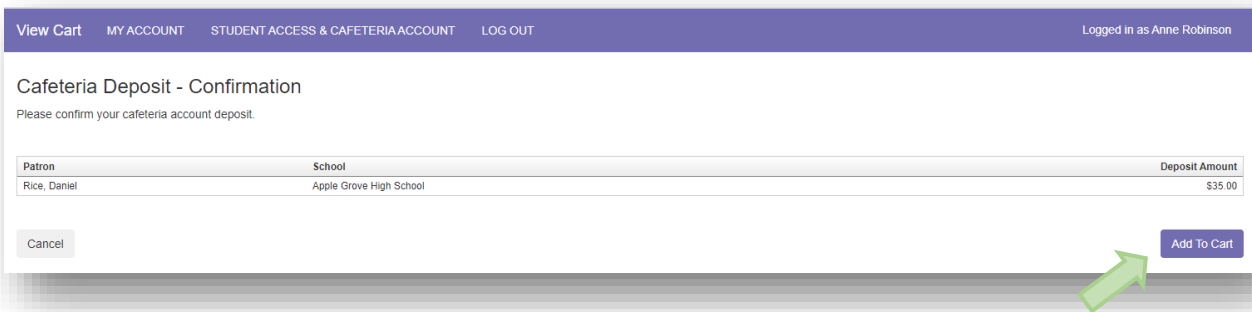
On the Home Screen, click the **Make Cafeteria Deposit** button.



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
<a href="#">Remove</a> 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
<a href="#">Select</a> One-Time Credit Card	Credit Card		\$1.81
<a href="#">Select</a> One-Time ACH	ACH		\$1.50

[View Cart](#)

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:

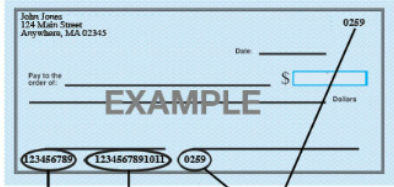
USA ▼

Phone:

800-555-1212 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



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:

Expiration:



**3 Digit Card Verification Number**

CVV Code:

## 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
<b>Total</b>				<b>\$77.72</b>

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

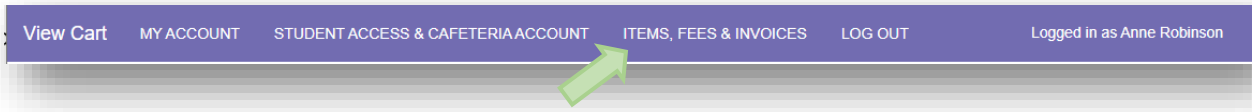
Service Fee Transaction  
Transaction ID: 3211450478  
Amount Received: \$2.72

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:

A screenshot of the 'Open Invoices' section. It includes a title 'Open Invoices', a note 'Select all Invoices you wish to pay and click the "Pay Selected Invoices" button to continue.', and a table of invoices. A green arrow points to the 'View' link in the first row of the table.

<input type="checkbox"/>	System Invoice #	District #	Item Name	Invoice Date	Date Due	# Students	Name	Amount	Due	Paid	Balance
<input type="checkbox"/>	<a href="#">View</a> 0000000691		Insurance for Laptops	5/19/2023		2	Rice, Daniel	\$125.00	\$125.00	\$0.00	\$125.00

[Pay Selected Invoices](#)

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.

A screenshot of the 'Shopping Cart' section. It includes a title 'Shopping Cart', a note 'Note: All items must be associated with the same gateway account in order to be processed as a single transaction.', and a table of items. A green arrow points to the 'Check Out' button.

	Item	School	Quantity	Item Price	Total
<a href="#">Remove</a>	Invoice #0000000691: Insurance for Laptops		1	\$125.00	\$125.00
	Total				\$125.00

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

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
<a href="#">Select</a> Documentation Apple Grove	Football Tickets
<a href="#">Select</a> 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
<a href="#">Remove</a>	Football Tickets-Rice, Daniel	Apple Grove High School	4	\$12.00	\$48.00
	<b>Total</b>				<b>\$48.00</b>

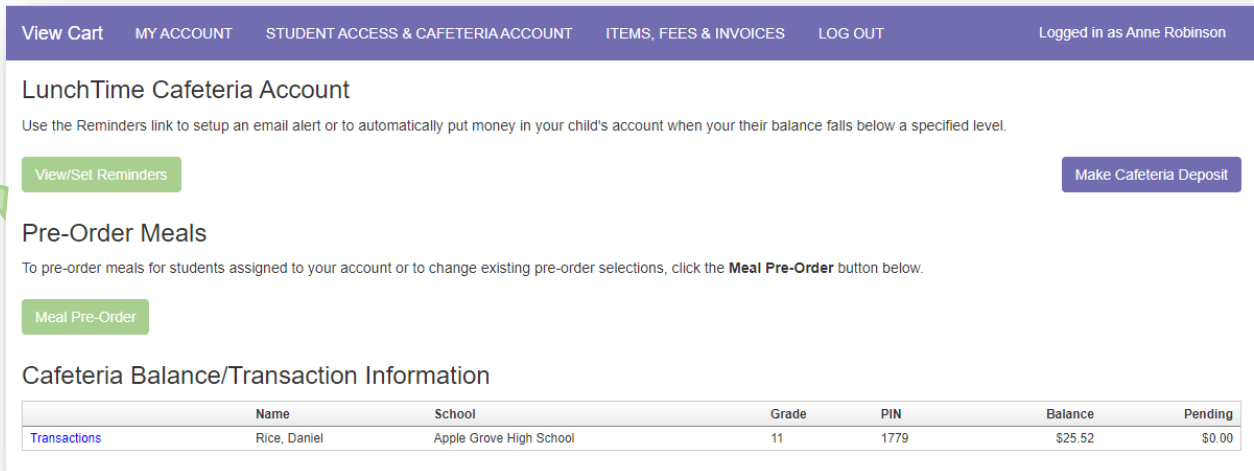
Student Access & Cafeteria Account Items, Fees & Invoices

[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 a web interface for a LunchTime Cafeteria Account. 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. The main content area is titled "LunchTime Cafeteria Account" and includes a sub-header "LunchTime Cafeteria Account" and a descriptive paragraph. Below this, there are two buttons: "View/Set Reminders" (highlighted with a green arrow) and "Make Cafeteria Deposit". The next section is "Pre-Order Meals" with a "Meal Pre-Order" button. The final section is "Cafeteria Balance/Transaction Information" which contains a table with one data row and one header row.

	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
<a href="#">Modify</a>	Smith, Cody				
<a href="#">Modify</a>	Smith, Drew				
<a href="#">Modify</a>	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
<a href="#">Transactions</a>	<a href="#">Restrict Items</a>	Smith, Cody	Elkhorn High School	9	11959	\$49.50	\$25.00
<a href="#">Transactions</a>	<a href="#">Restrict Items</a>	Smith, Drew	Elkhorn High School	11	21039	\$94.50	\$25.00
<a href="#">Transactions</a>	<a href="#">Restrict Items</a>	Smith, Makenzie	Elkhorn High School	11	9567	\$60.60	\$0.00



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

## Cafeteria Transactions

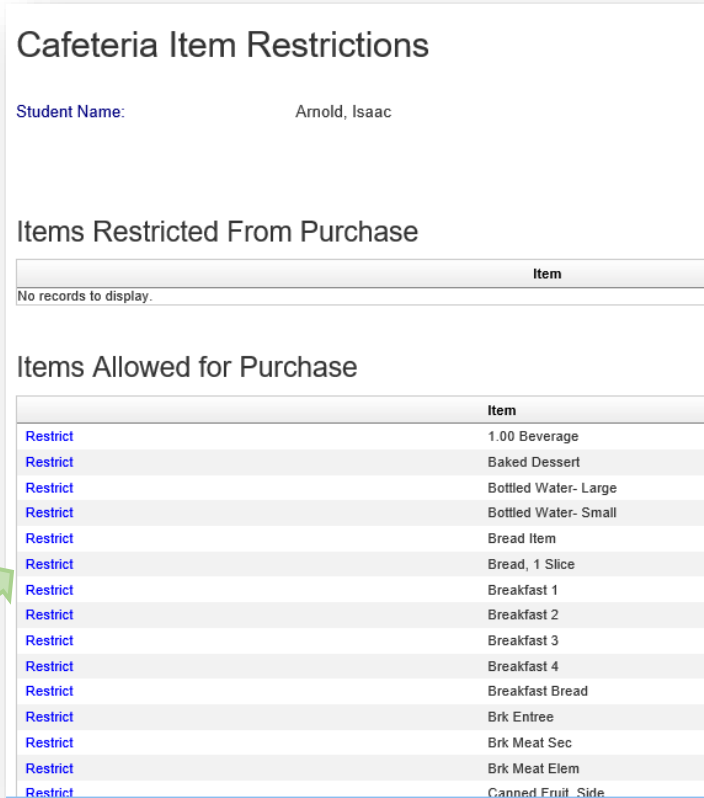
Name:

[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
<a href="#">Restrict</a> 1.00 Beverage
<a href="#">Restrict</a> Baked Dessert
<a href="#">Restrict</a> Bottled Water- Large
<a href="#">Restrict</a> Bottled Water- Small
<a href="#">Restrict</a> Bread Item
<a href="#">Restrict</a> Bread, 1 Slice
<a href="#">Restrict</a> Breakfast 1
<a href="#">Restrict</a> Breakfast 2
<a href="#">Restrict</a> Breakfast 3
<a href="#">Restrict</a> Breakfast 4
<a href="#">Restrict</a> Breakfast Bread
<a href="#">Restrict</a> Brk Entree
<a href="#">Restrict</a> Brk Meat Sec
<a href="#">Restrict</a> Brk Meat Elem
<a href="#">Restrict</a> 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