School Payment Portal

www.schoolpaymentportal.com

Parents' Guide to Getting Started

Contents

Contents

Creating a New Account 4

Logging into the School Payment Portal 6

Verify Email 7

Site Logout 8

Adding Students to Account 9

Make a Cafeteria Deposit 11

Checking Out 12

Make a Payment 17

Invoiced Items 17

General Purchase Items 17

Reminders 20

Transactions 22

Restrict Items 24

My Account 24

Change Your Password 24

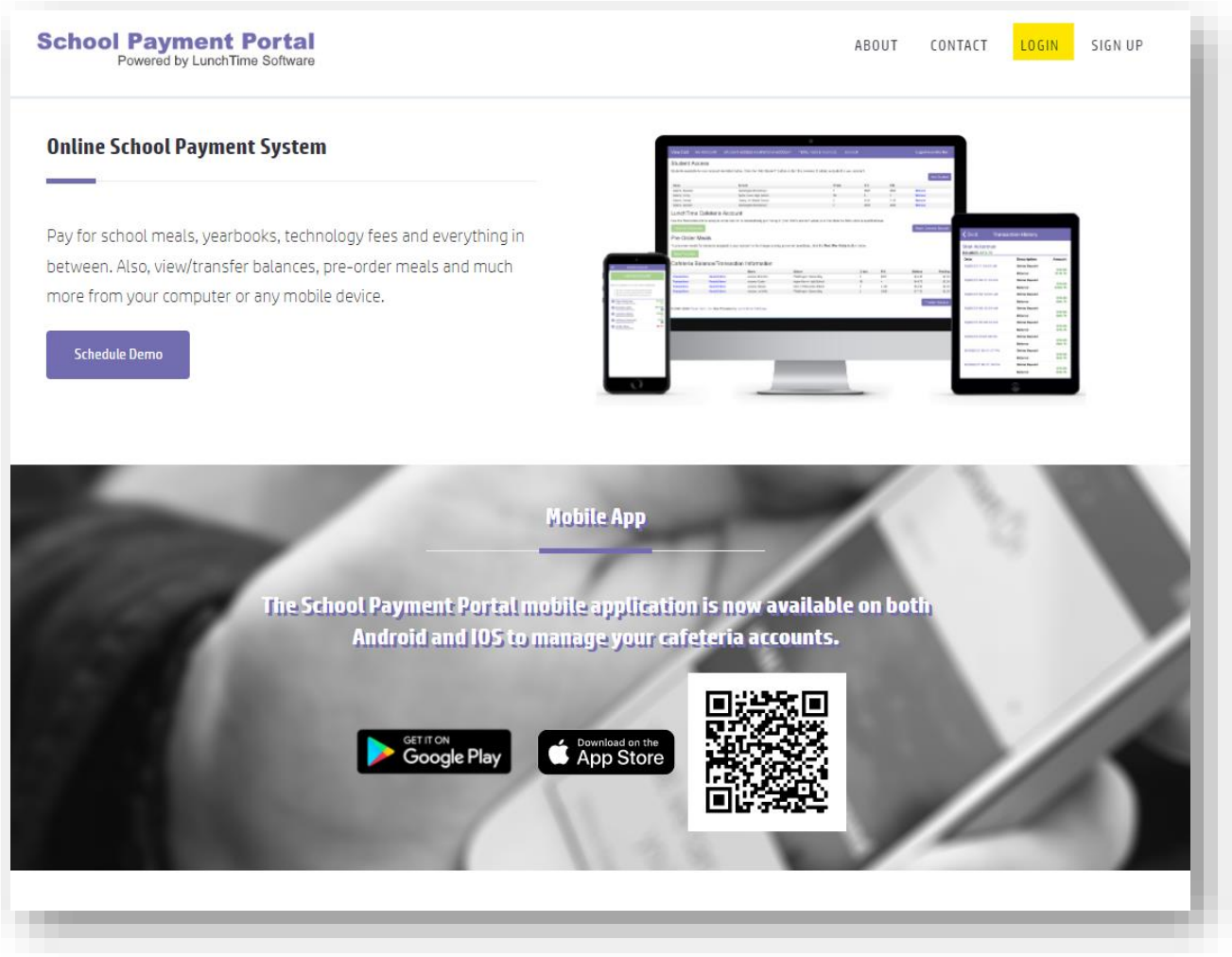
Change Your Email Address 24

Review Saved Payment Sources 24

View Transaction History 24

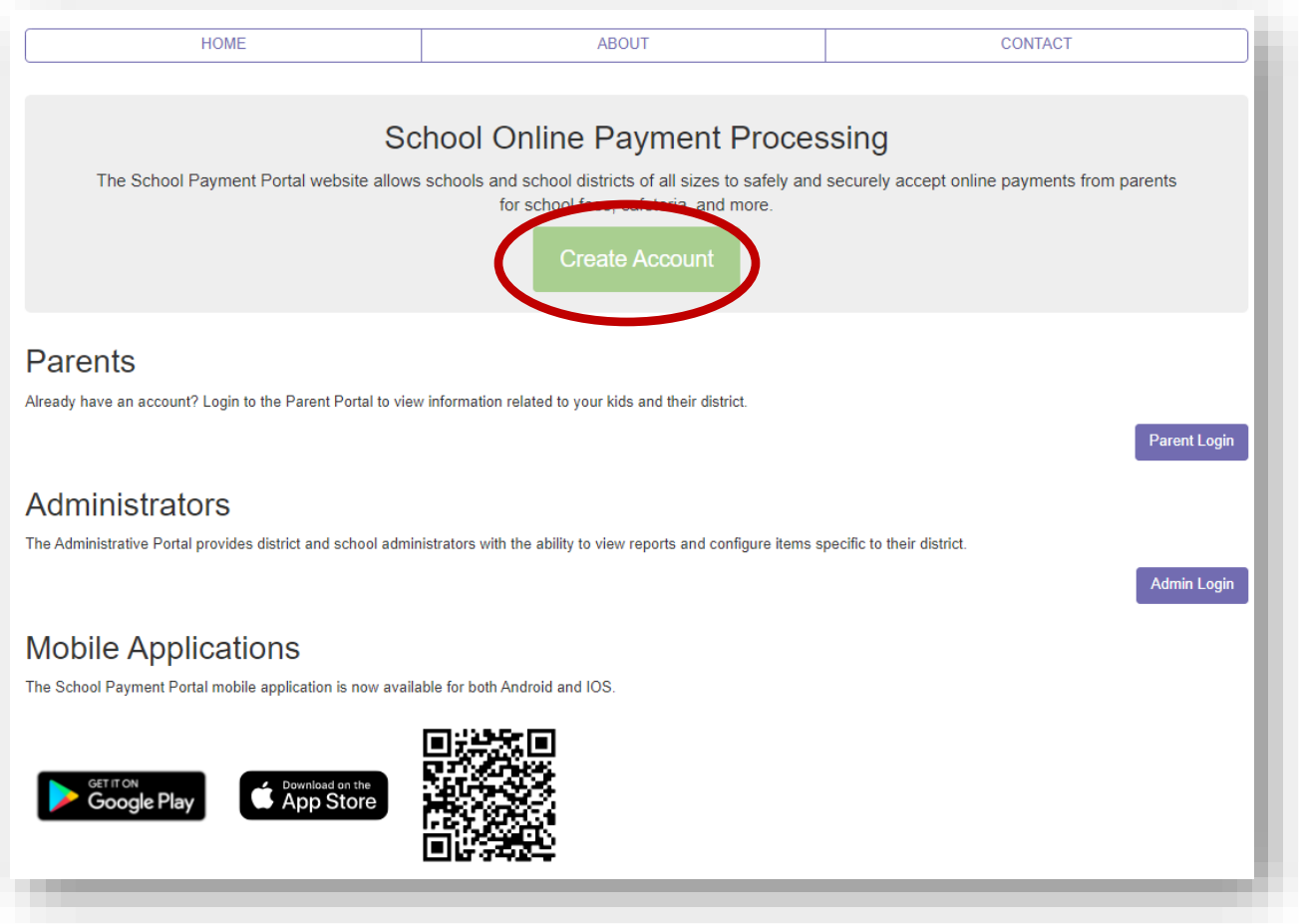
From any internet browser, enter the URL www.schoolpaymentportal.com

Click **LOGIN** to enter the portal.

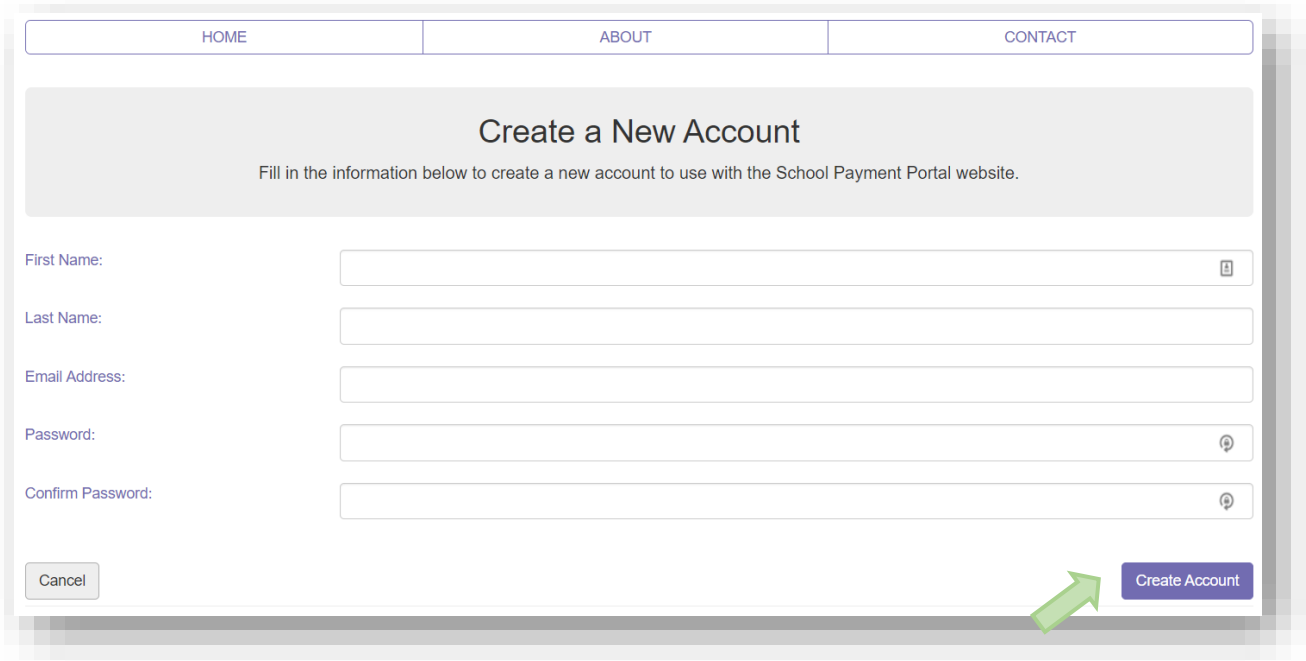


Creating a New Account

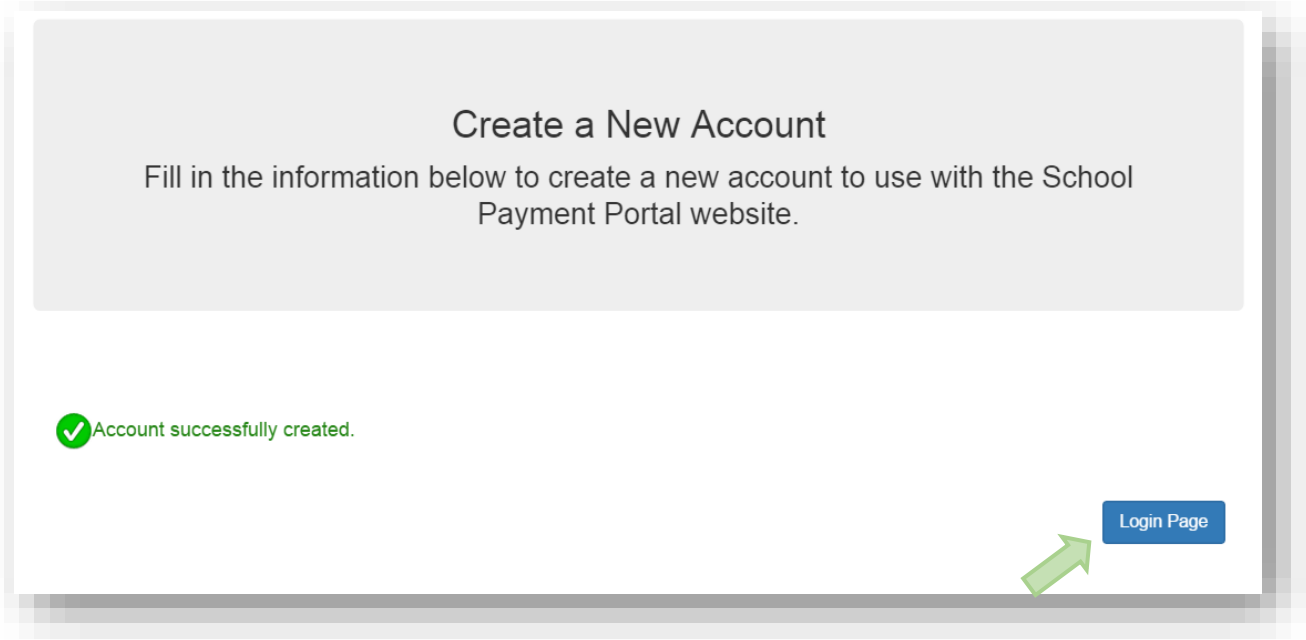
To create a NEW account, click the **Create Account** button.



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

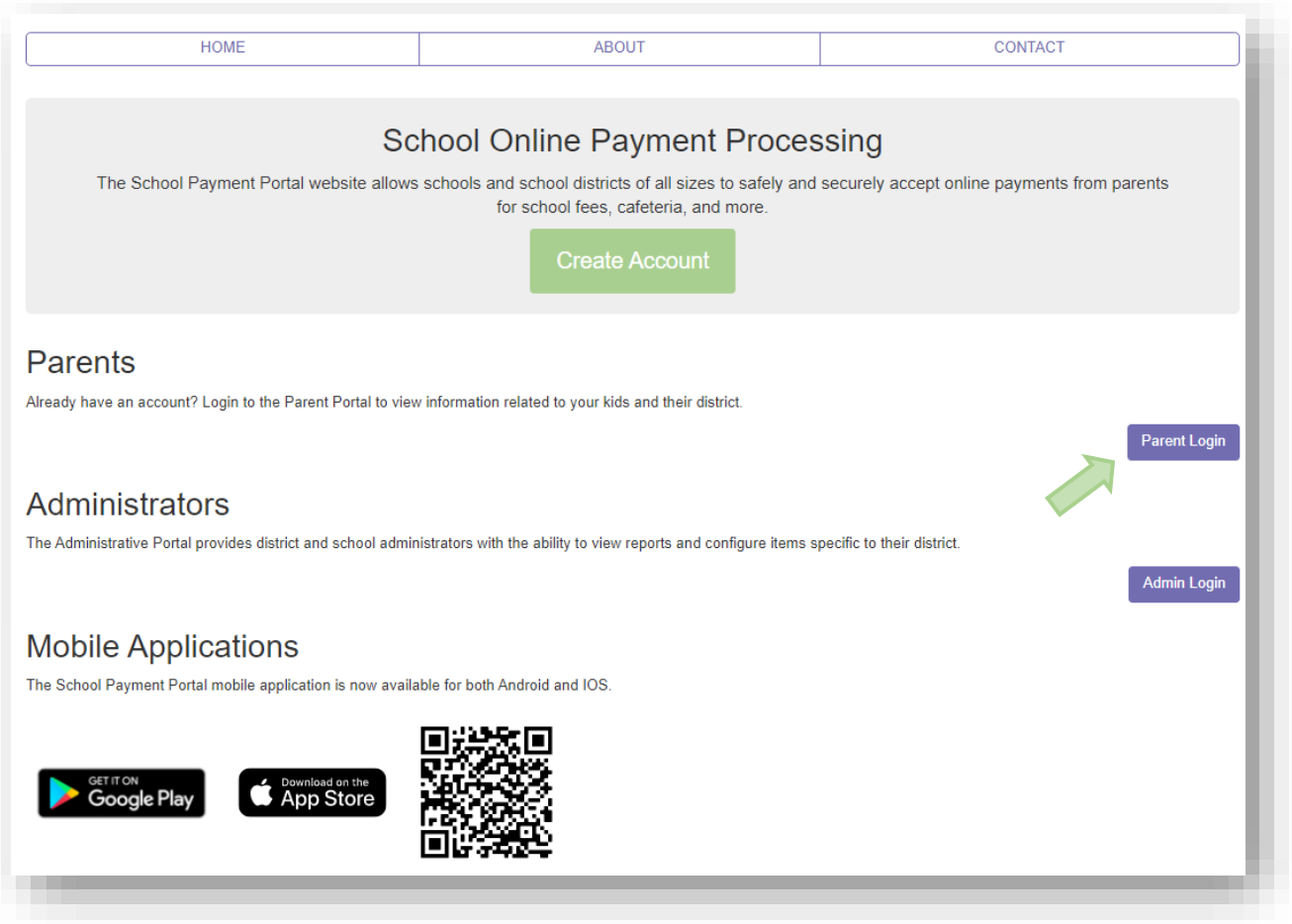


Once your account has been successfully created, click the **Login Page** button

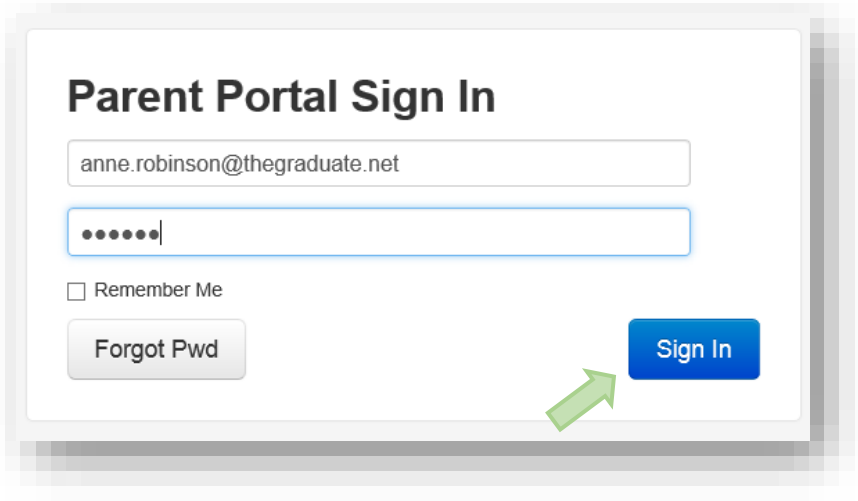


Logging into the School Payment Portal

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

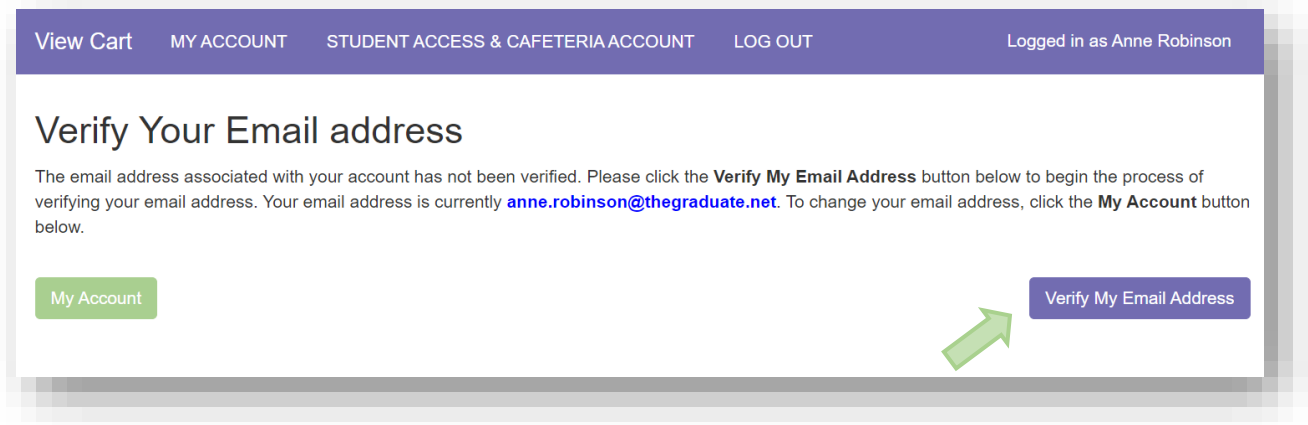


Enter your credentials and Click the blue “Sign In” button.

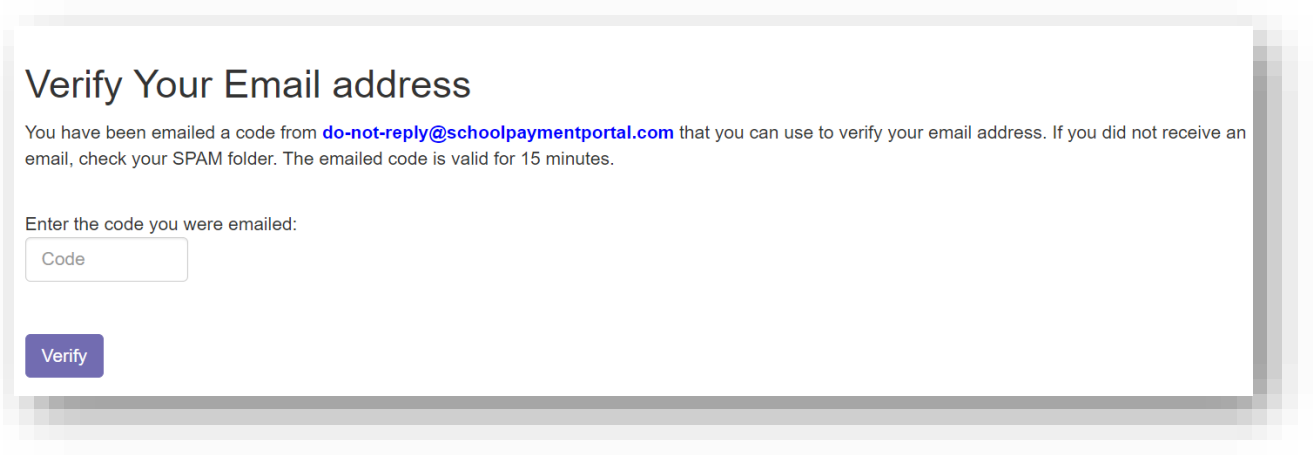


Verify Email

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.

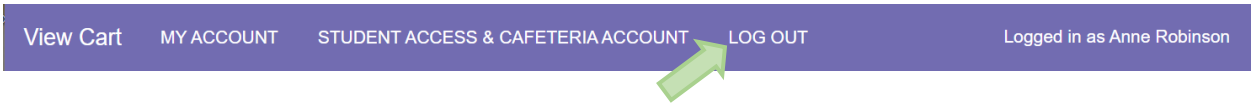


Enter the code you received in your email on the next screen:



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

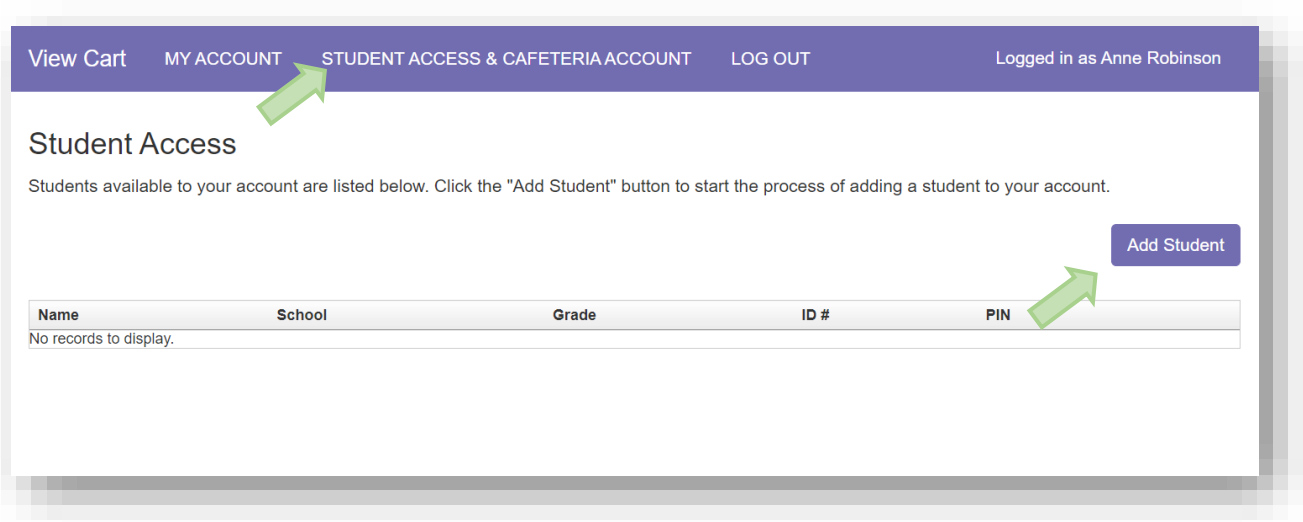
Site Logout

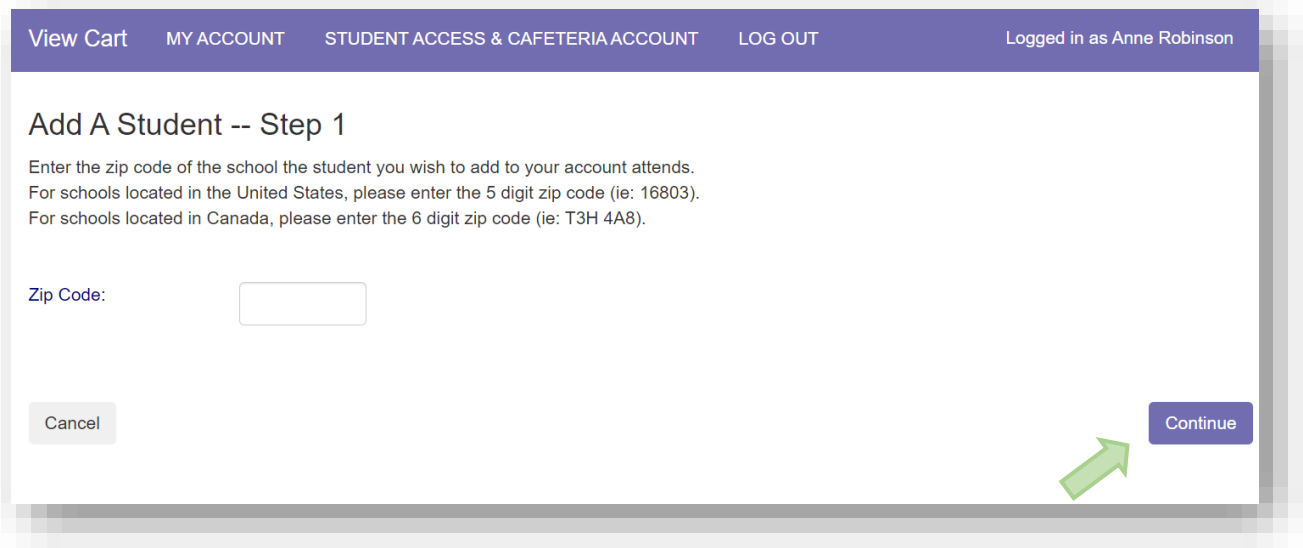


Along the top menu bar, click on Log Out to end your session

Adding Students to Account

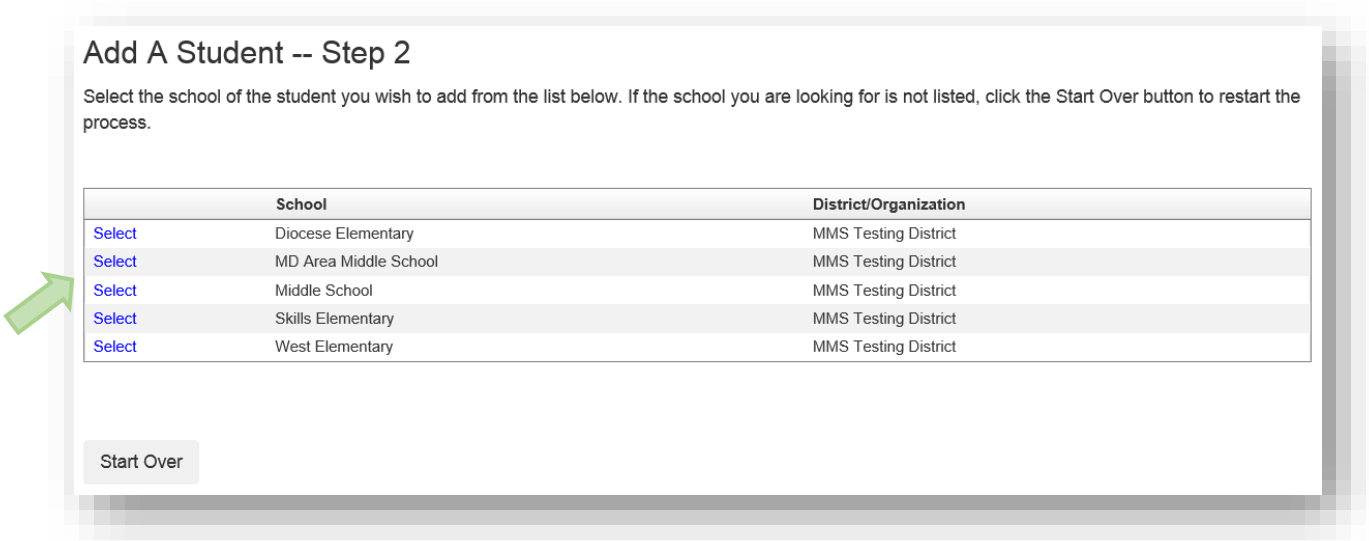
On the Student Access Page, Click the **Add Student** button. The Student Access Page will be the first page if you have not added any students. This is also found at the top of the Student Access & Cafeteria Account page found using the link on the menu bar at the top of the page



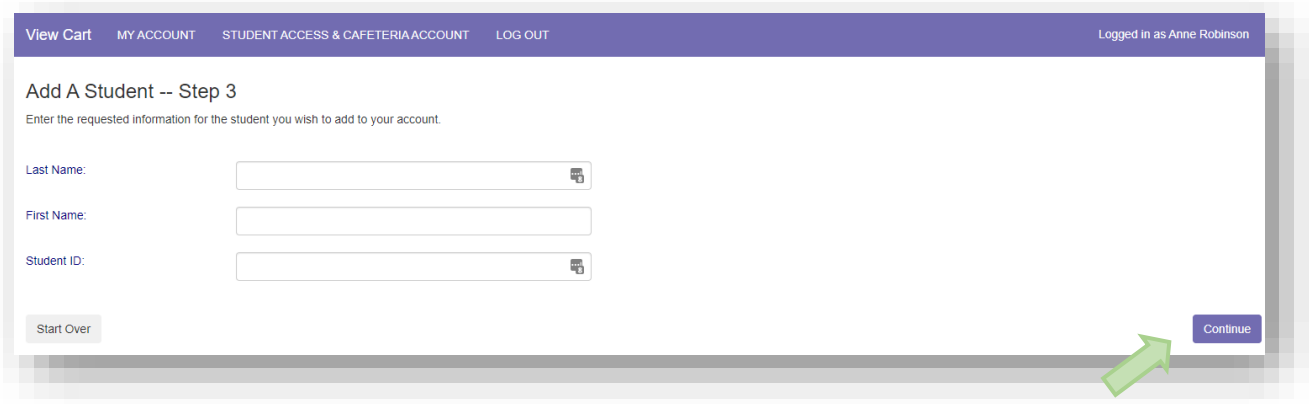


Enter the Zip Code of your students' school. Click the **Continue** button on the bottom.

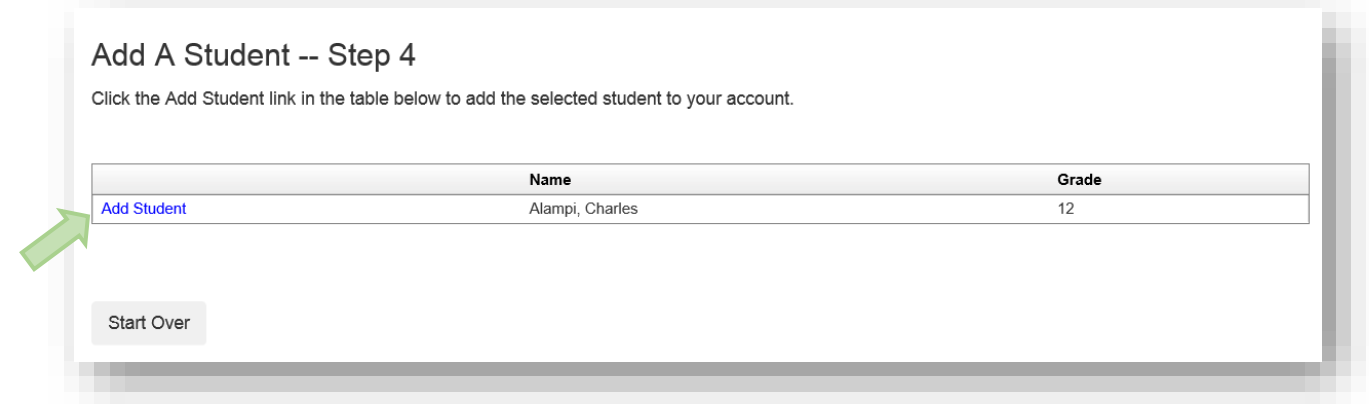
Available schools will be displayed. Click on the **Select** to the left of your students' school.



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



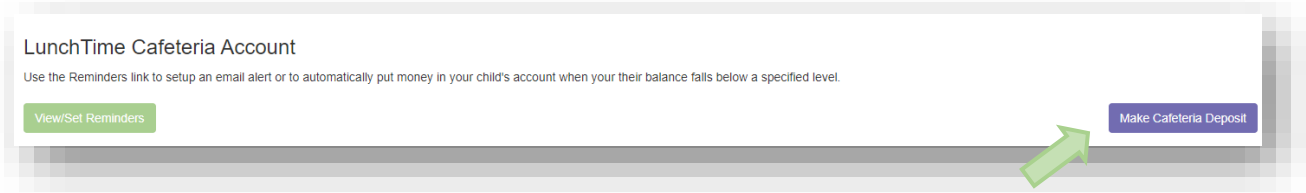
Verify the information and Click on the **Add Student** to the left of your students' name.



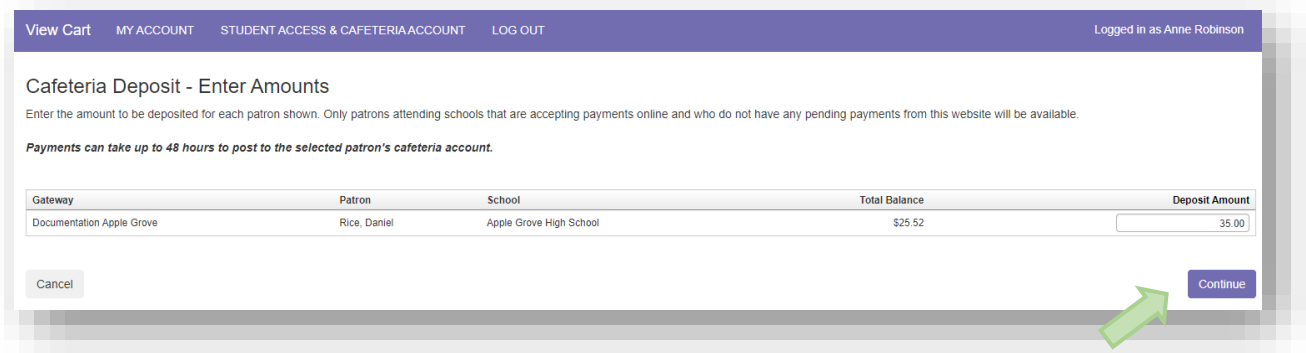
You will be returned to the Student Access page. You can add additional students as needed.

Make a Cafeteria Deposit

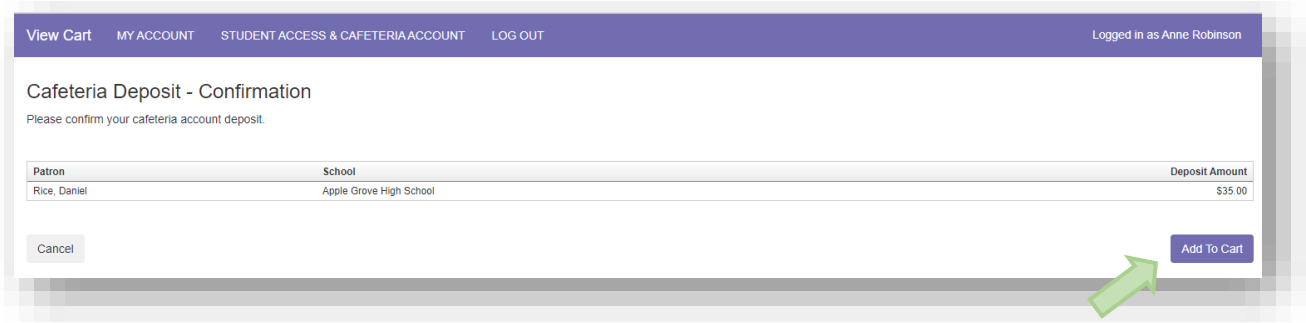
On the Home Screen, click the **Make Cafeteria Deposit** button.



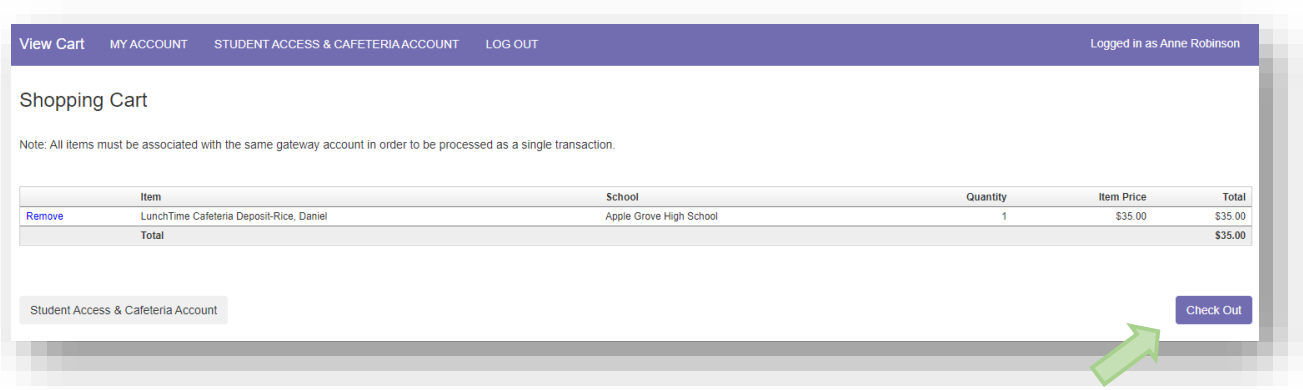
Enter the Deposit Amount for each Student Listed and click the **Continue** button.



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

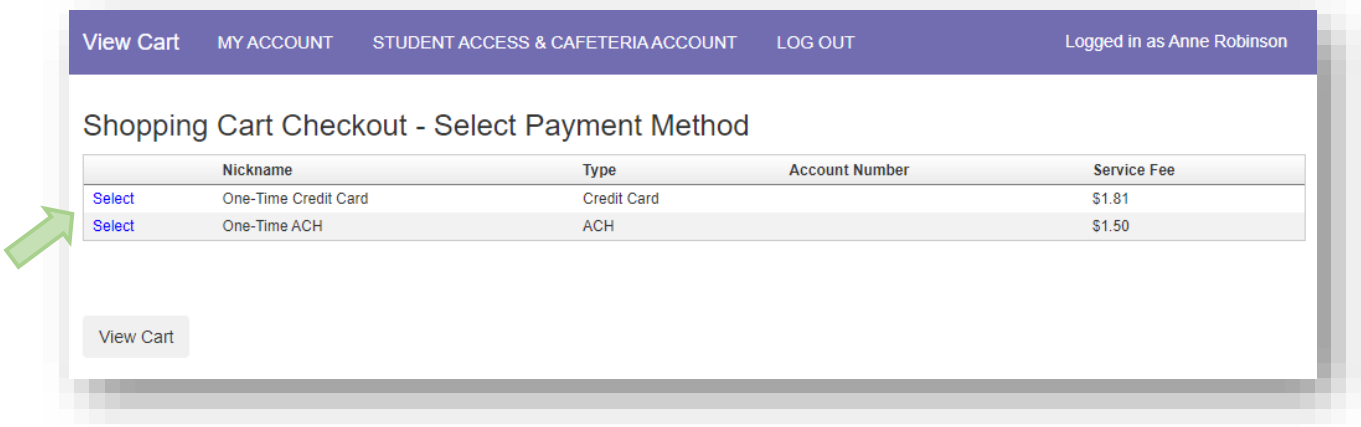


Once all Cafeteria Deposits have been added to your Shopping Cart, click the **Check Out** button.

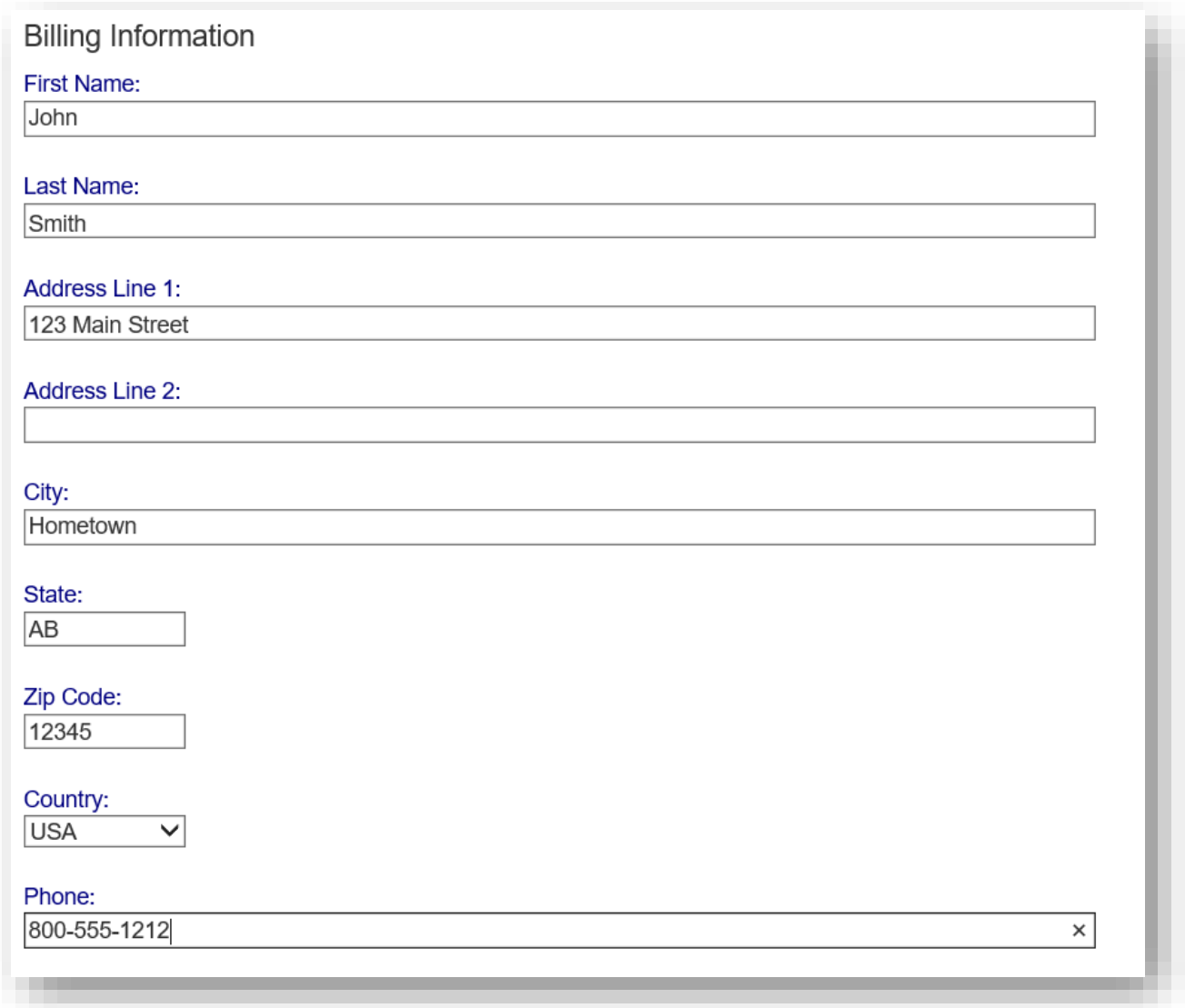


Checking Out

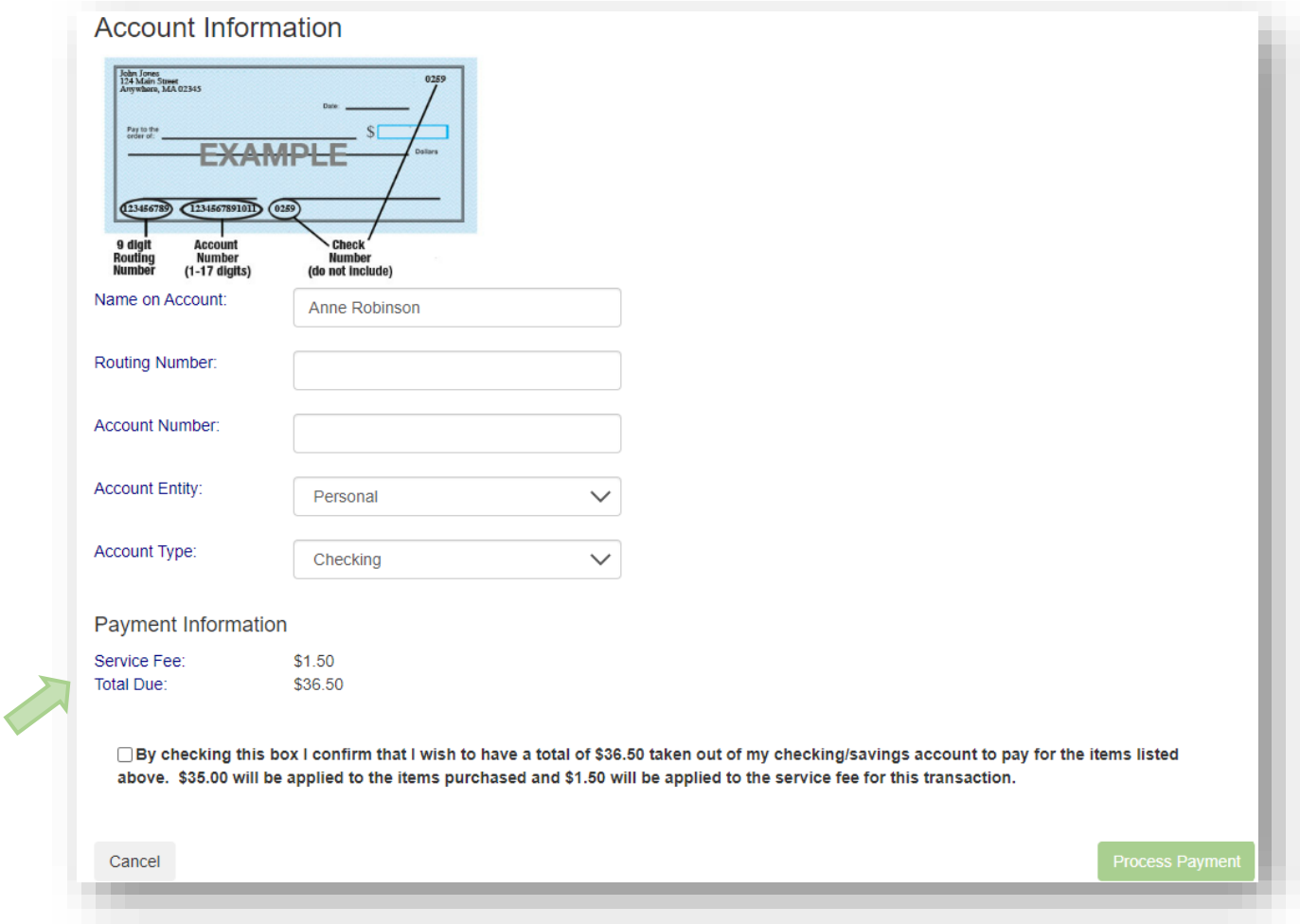
The payment options will be displayed. If your school only accepts Credit Cards or ACH you may not see multiple options. If you have not used the payment system, you may not have a Saved Account. Note the Service Fee and associated amounts for each listed payment option. Click on **Select** next to the 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.



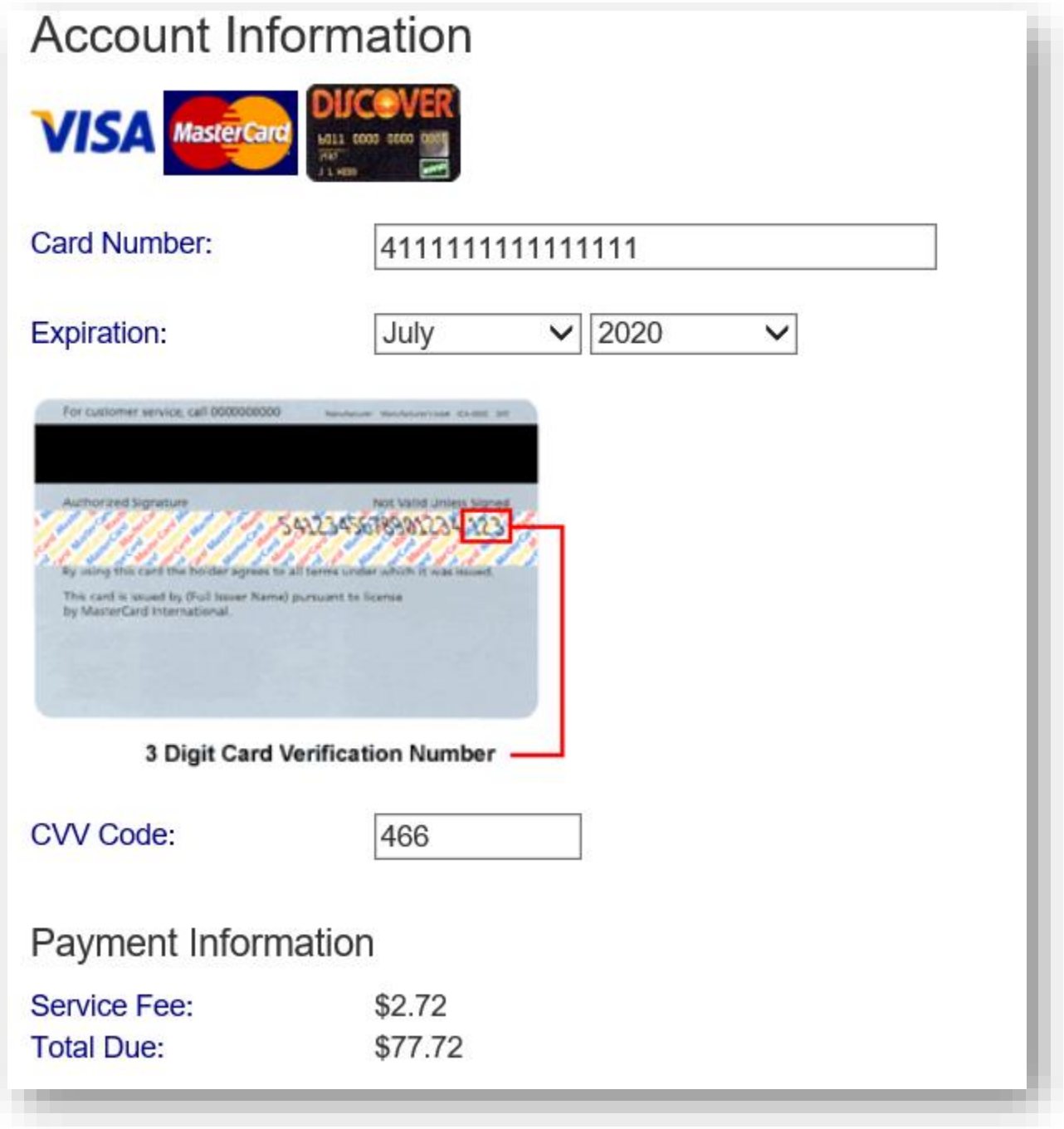
Enter all the required information in the Billing Information Section



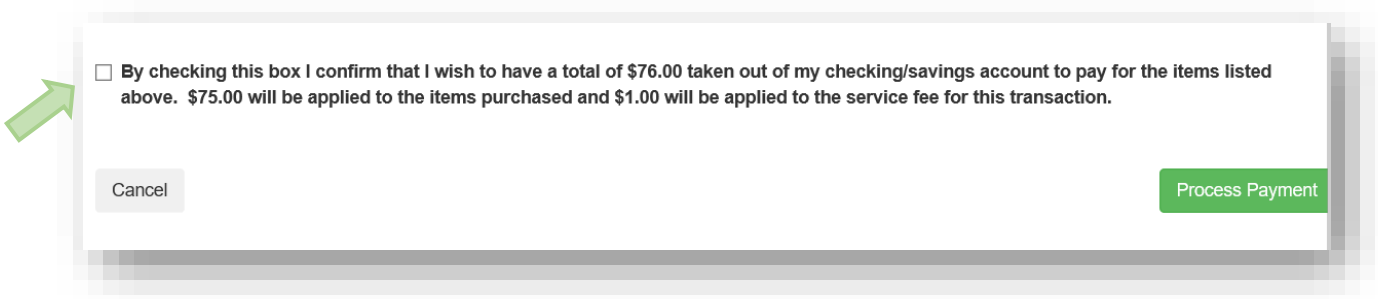
If ACH was chosen, continue to the Account Information Section, adding information from a printed check. Do not use the numbers on your ATM Card! Confirm the Service Fee and the Total Due.



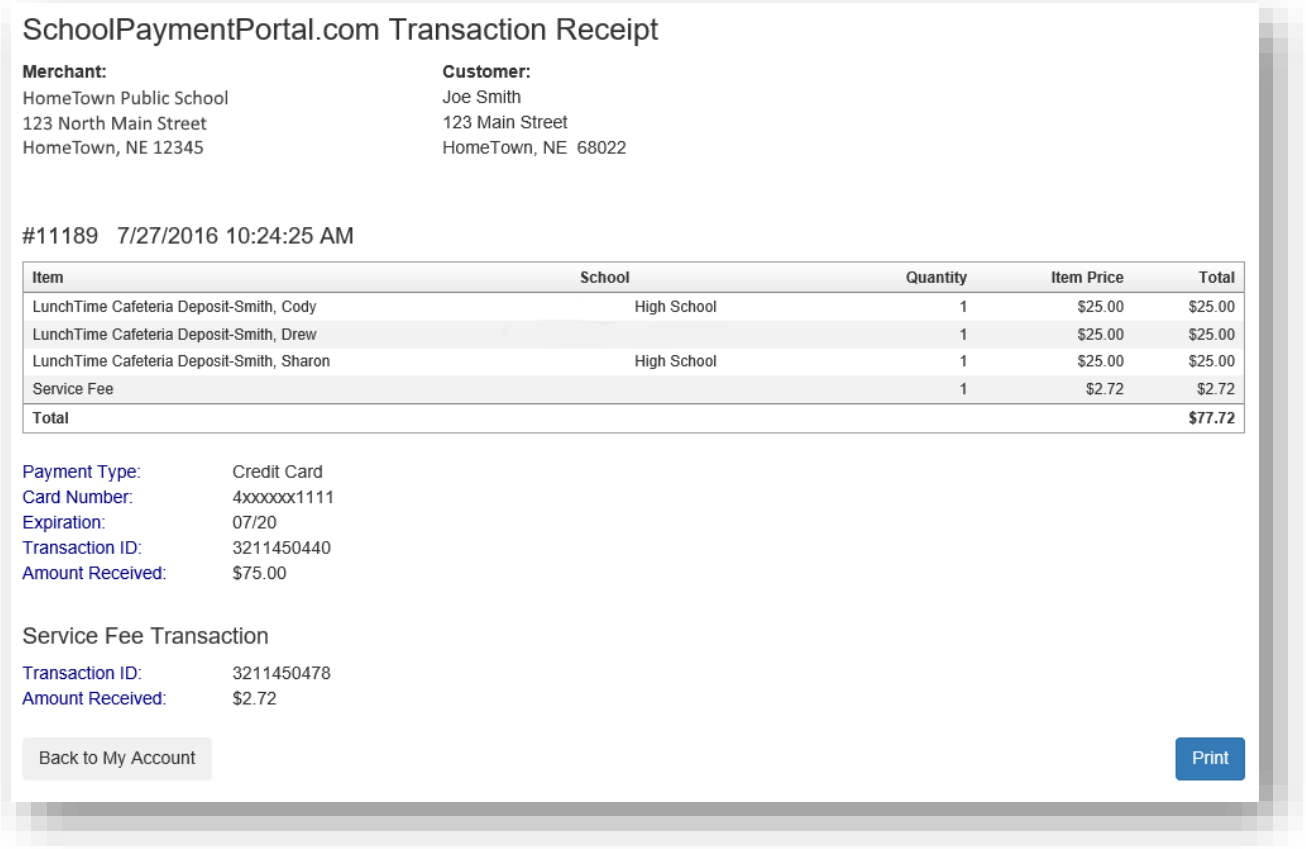
If Credit Card was chosen, enter the required information: Confirm the Service Fee and the Total Due.



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.



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

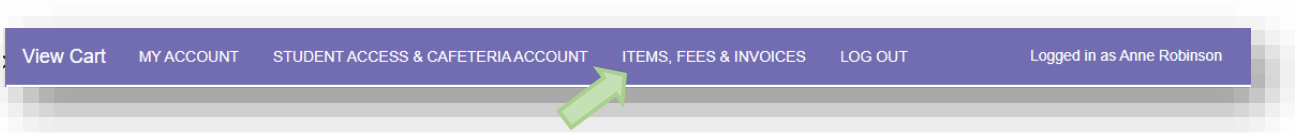
Service Fee Transaction

Transaction ID: 3211450478
Amount Received: $2.72

Back to My Account
Print

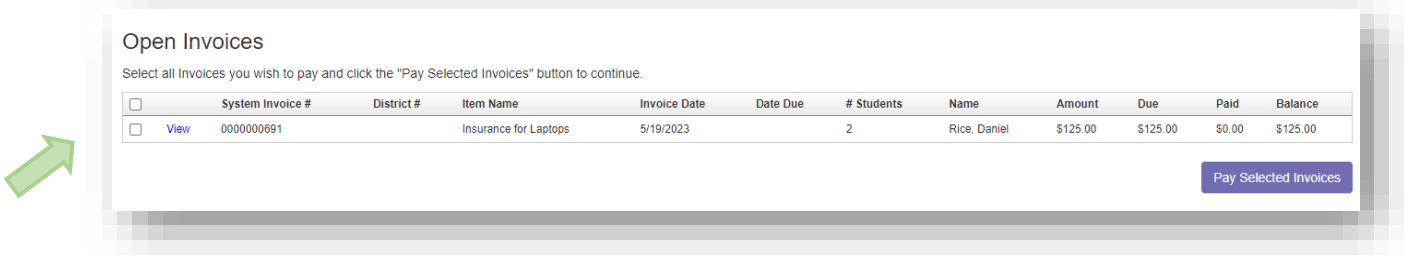
Make a Payment

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

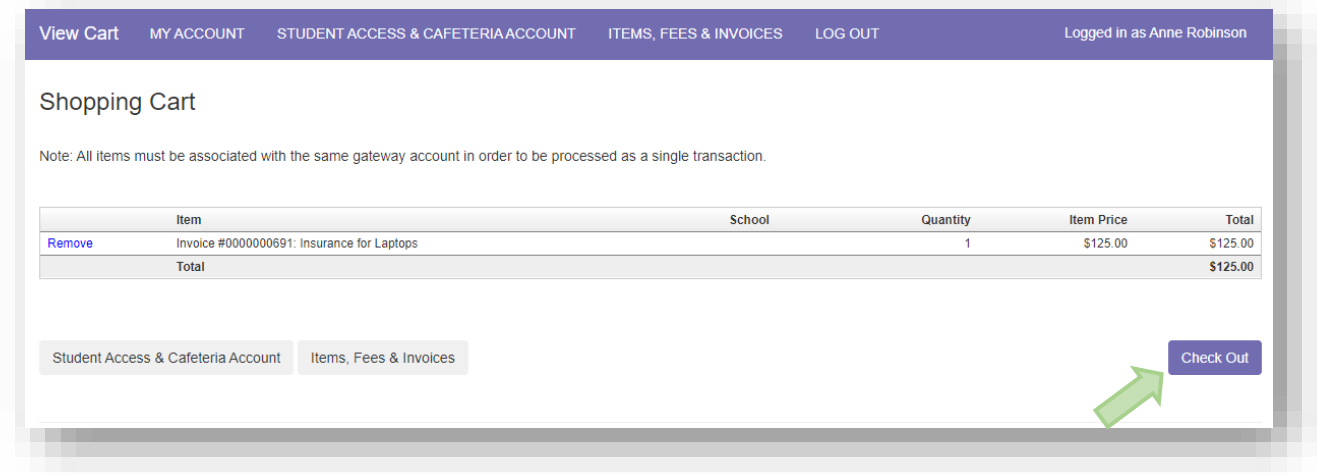


Invoiced Items

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



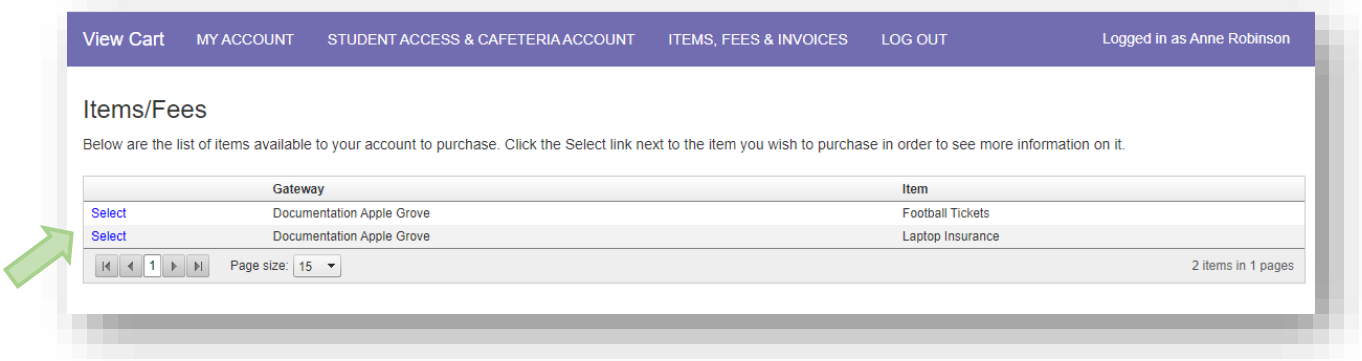
Click the box next to the item you wish to pay for. Next, click on the **Pay Selected Invoices** button at the bottom right. The invoice will be added to your shopping cart.



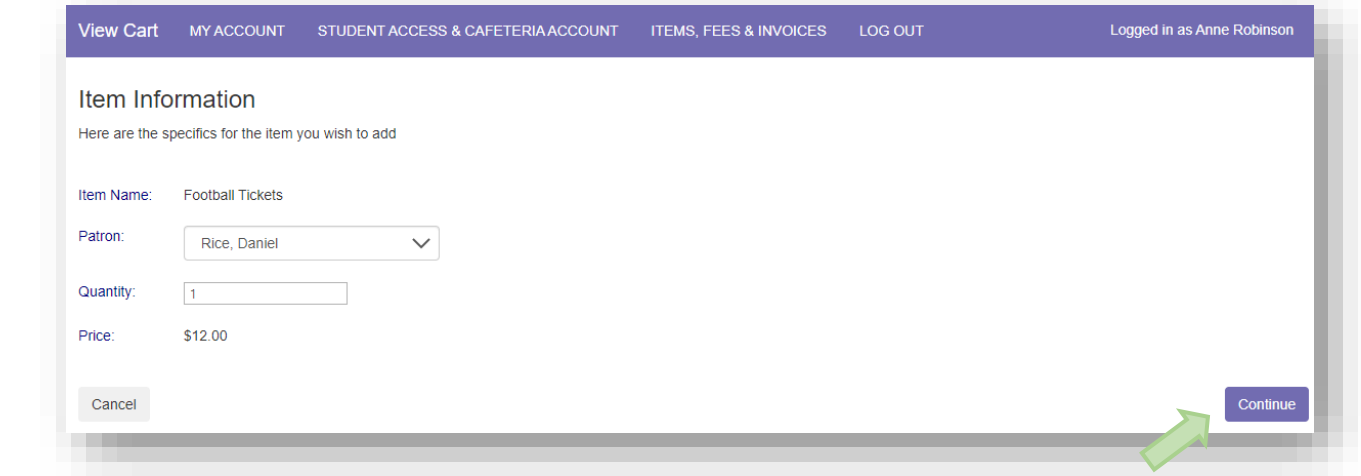
Continue to **Check Out** as above (see Checking Out).

General Purchase Items

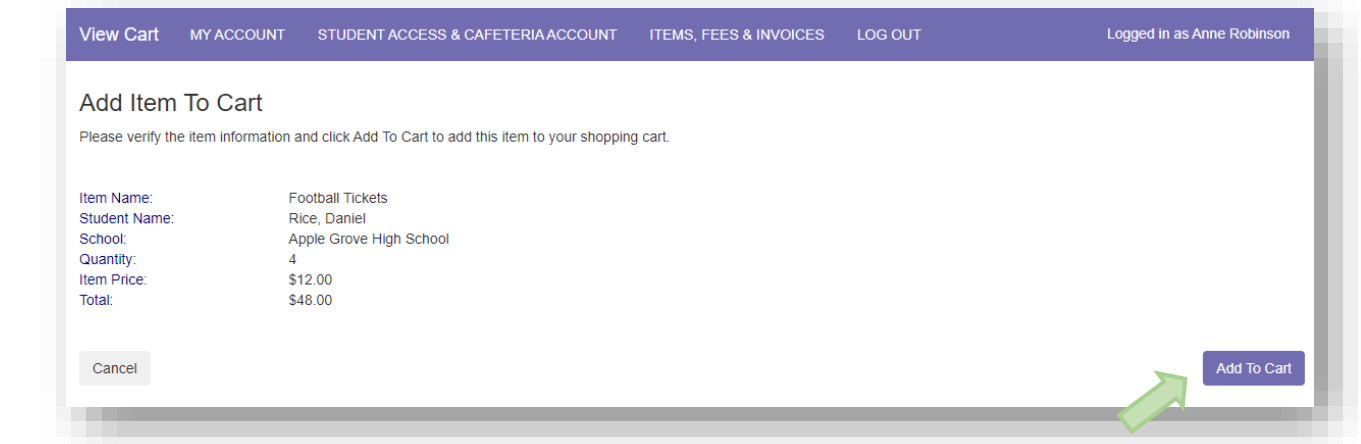
Instead of using Invoices, your school may have items available for purchase. These items will appear under the Items/Fees section. Click Select next to the item you wish to purchase.



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

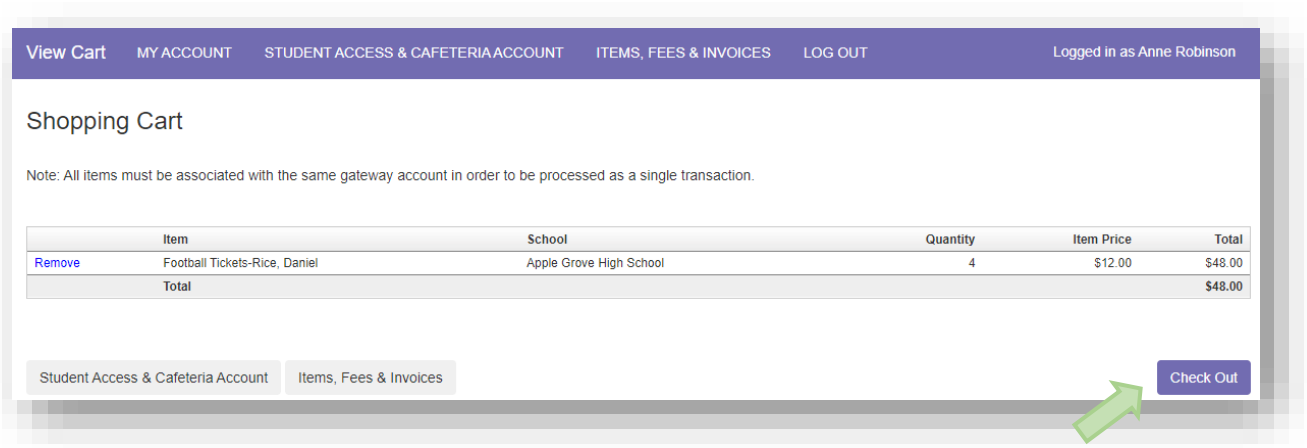


Click **Continue** to view the options selected.



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

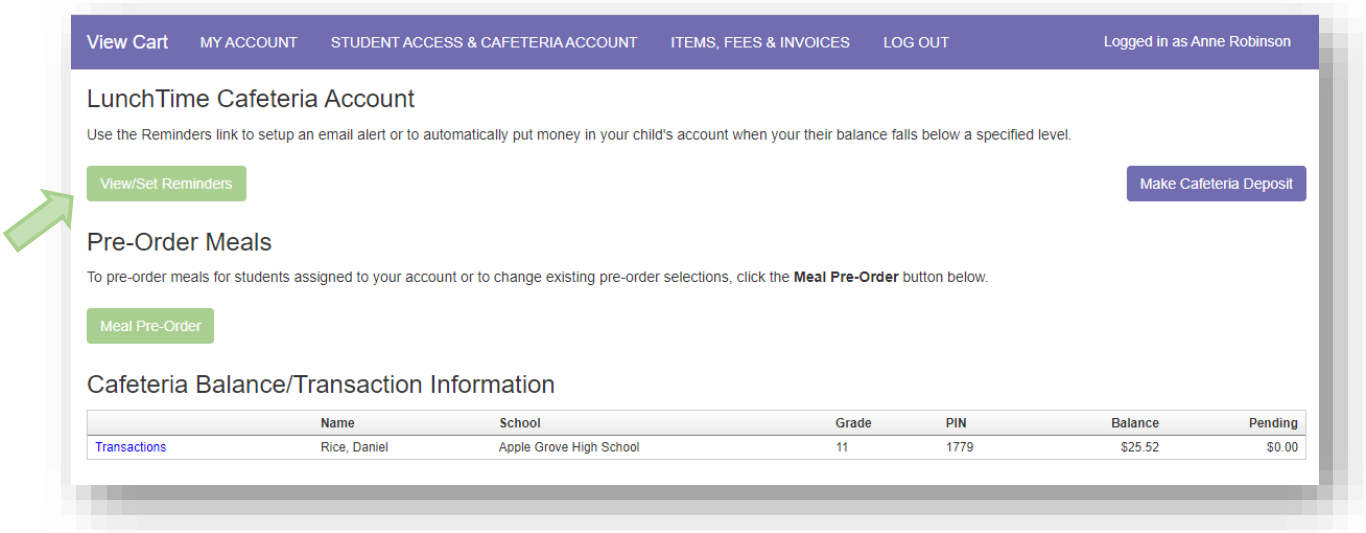
Review the items in the Shopping Cart



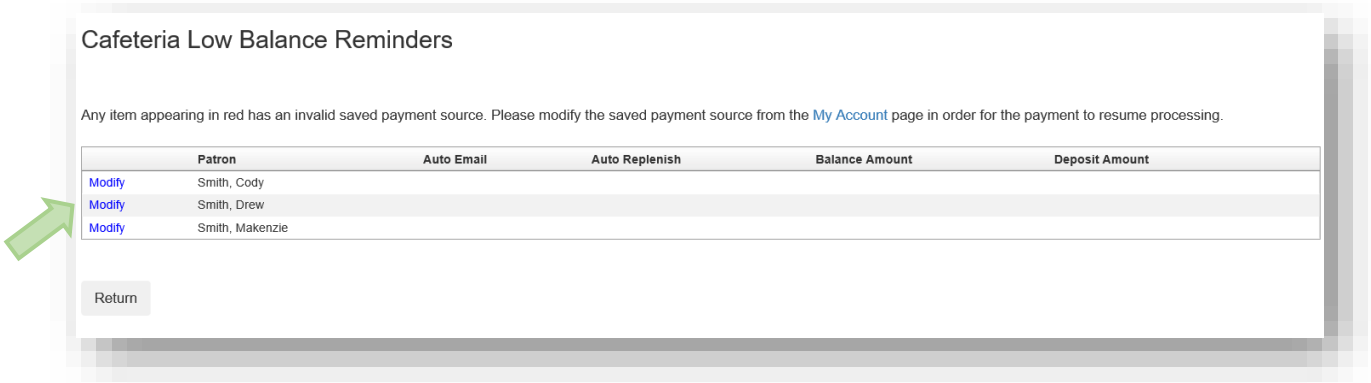
Continue to **Check Out** as above (see Checking Out).

Reminders

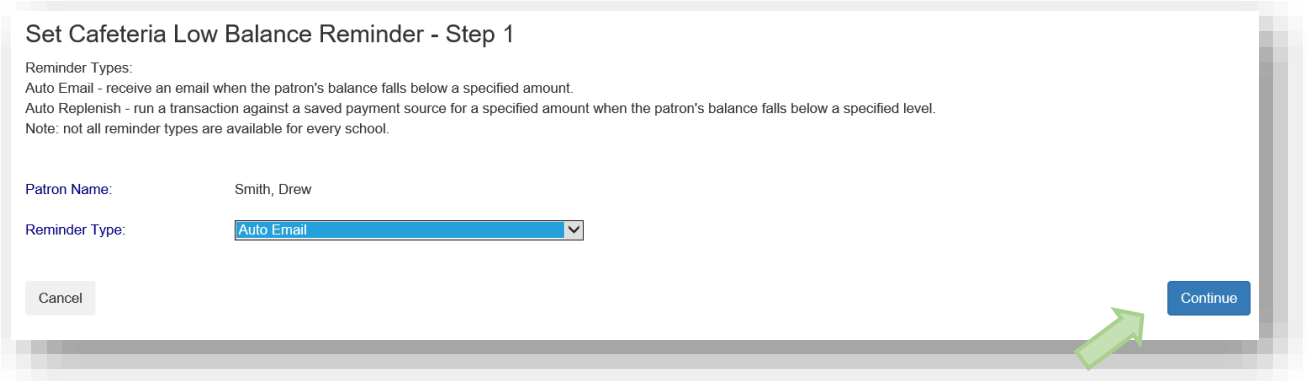
Users can establish thresholds for each student and receive either email reminders or automatic payments when the threshold has been reached. Under the LunchTime Cafeteria Account section, Click **View/Set Reminders**.

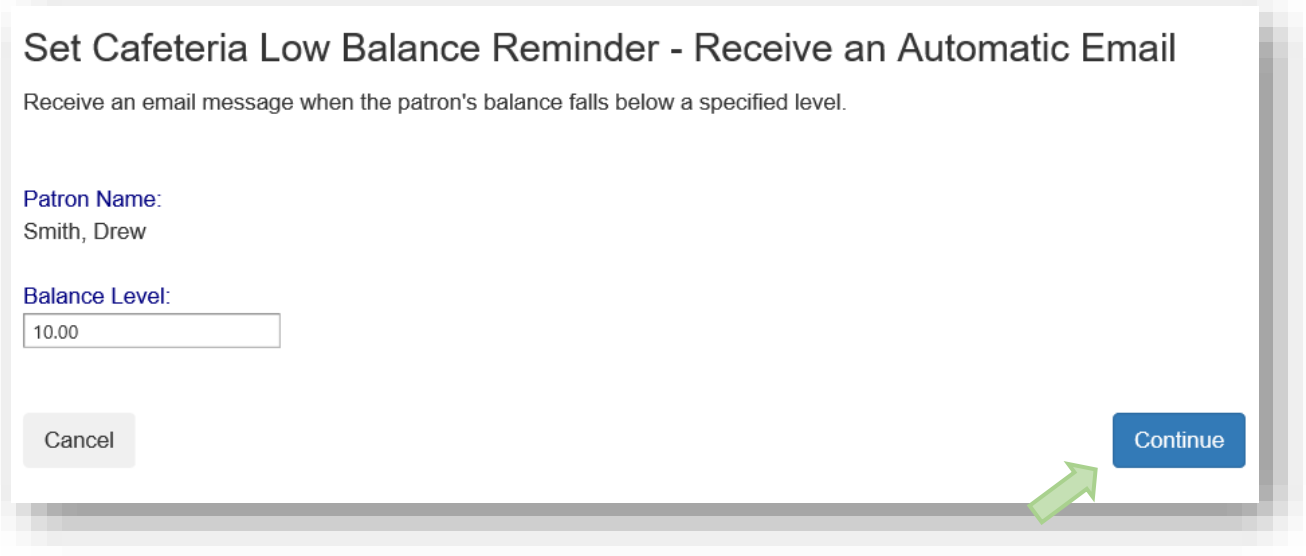


Click on **Modify** next to the Student.



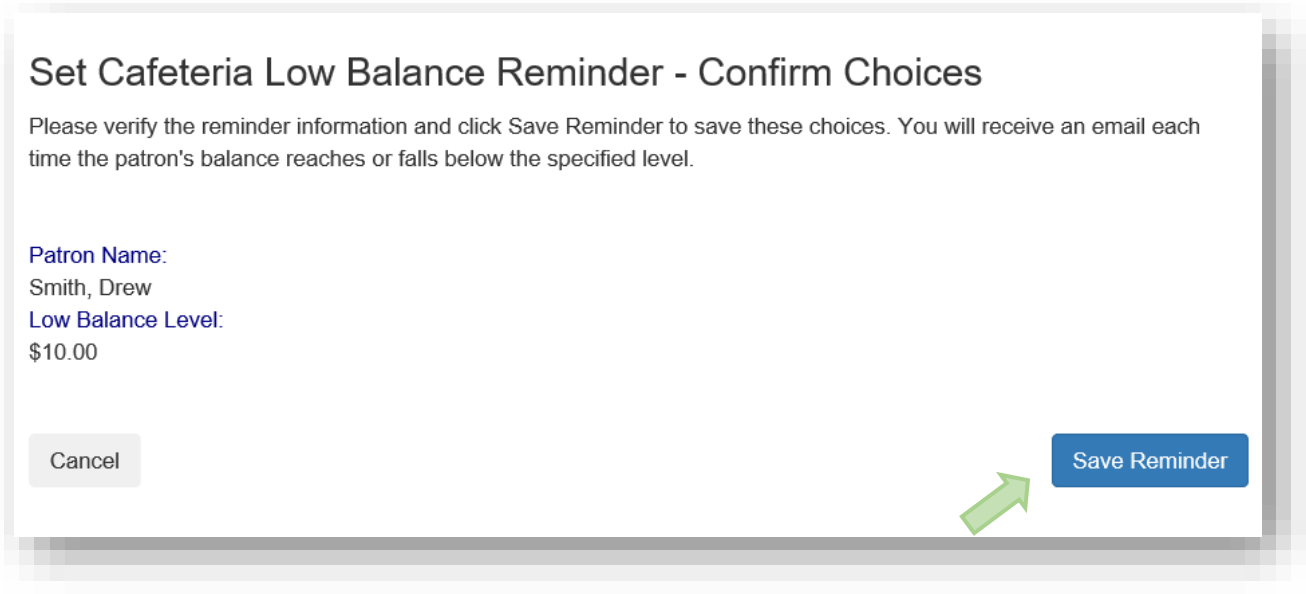
From the Reminder Type dropdown, choose either **Auto Email** or **Auto Replenish**. Click the **Continue** button





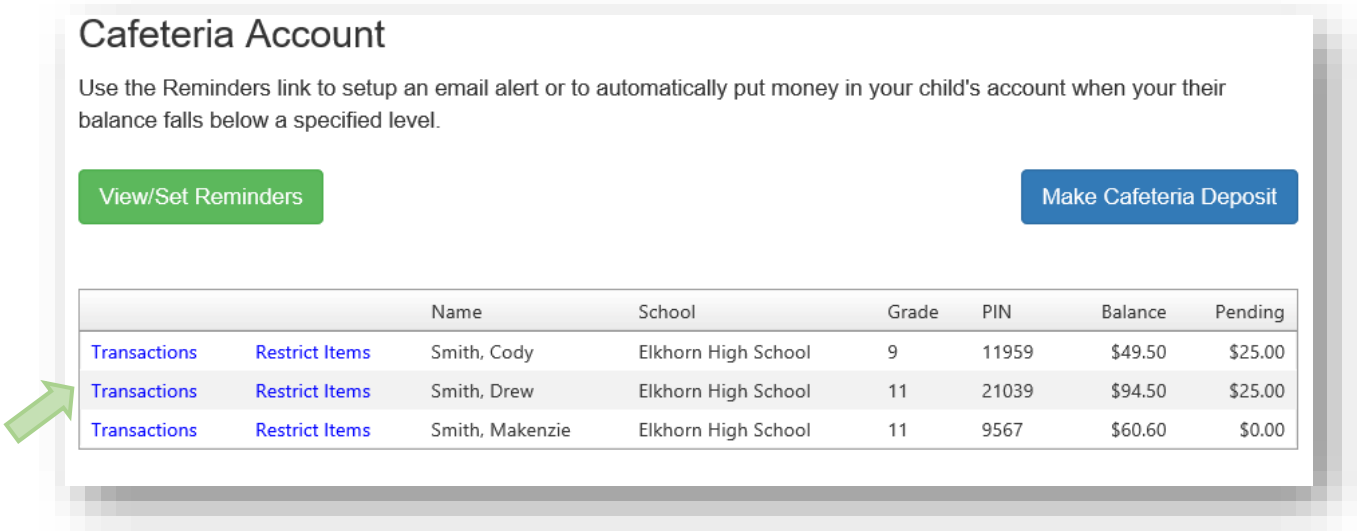
Enter the requested information and click the **Continue** button

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

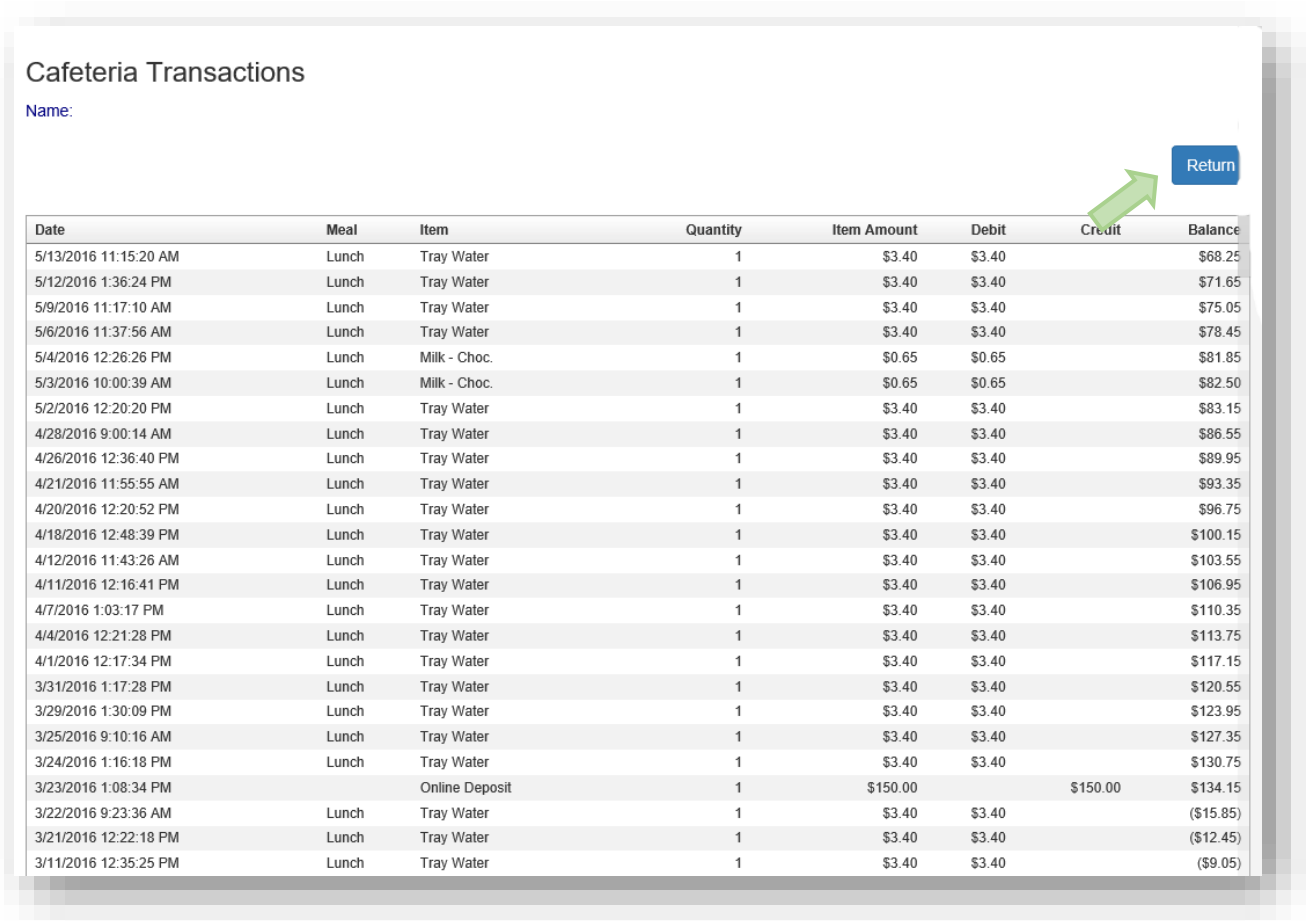


Transactions

Click on the text **Transactions** to see a listing of all cafeteria activity for that student.



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



Cafeteria Transactions

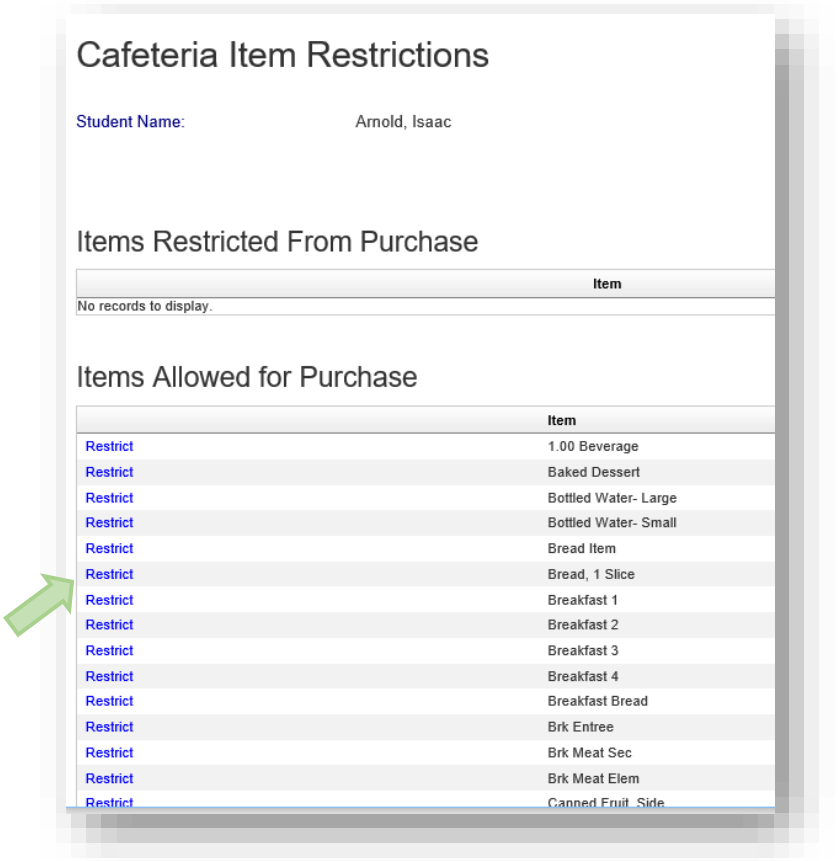
Name:

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