

School Payment Portal

www.schoolpaymentportal.com

Parents' Guide to Getting Started

Contents

Creating a New Account	3
Logging into the School Payment Portal	6
Site Logout	7
Adding Students to Account	8
Make a Cafeteria Deposit.....	10
Make a Payment	17
Reminders.....	21
Transactions.....	23
Restrict Items.....	25
My Account.....	25
Change Your Password	26
Change Your Email Address.....	26
Review Saved Payment Sources	26

Creating a New Account

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

The screenshot shows a web page with a navigation bar at the top containing three links: HOME, ABOUT, and CONTACT. The main content area features a large 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." Below this text is a prominent green button labeled "Create Account".

Below the main content, there are two sections:

- Parents**: A sub-heading 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".
- Administrators**: A sub-heading 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".

Fill in the information:

HOME	ABOUT	CONTACT
------	-------	---------

Create a New Account

Fill in the information below to create a new account to use with the School Payment Portal website.

First Name:

Last Name:

Email Address:

Password:

Confirm Password:

Click the **Create Account** button.

HOME	ABOUT	CONTACT
------	-------	---------

Create a New Account

Fill in the information below to create a new account to use with the School Payment Portal website.

First Name:

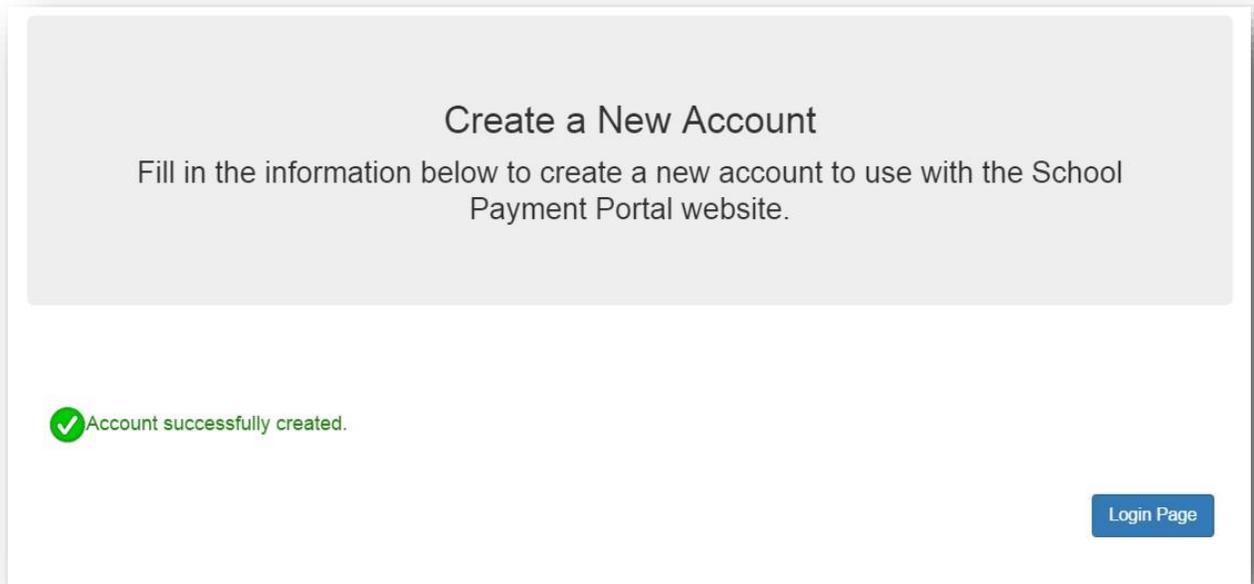
Last Name:

Email Address:

Password:

Confirm Password:

Once the New Account has been successfully created, Click the blue **Login Page** button to complete the Login process.



Create a New Account

Fill in the information below to create a new account to use with the School Payment Portal website.

✔ Account successfully created.

Login Page

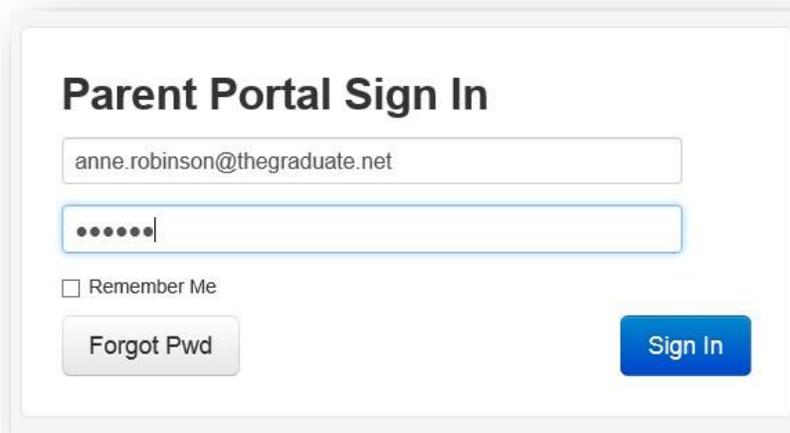
Logging into the School Payment Portal

Click on the **Parent Login**

The screenshot shows the homepage of the School Online Payment Processing portal. At the top, there is a navigation bar with three tabs: HOME (highlighted in purple), ABOUT, and CONTACT. Below the navigation bar 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 centered in the banner. Below the banner, there are two sections: "Parents" with a description and a "Parent Login" button, and "Administrators" with a description and an "Admin Login" button.

The screenshot shows the "Parent Portal Sign In" form. It features a title "Parent Portal Sign In" at the top. Below the title are two input fields: "Email Address" and "Password". There is a checkbox labeled "Remember Me" and a "Forgot Pwd" button. A blue "Sign In" button is positioned to the right of the "Forgot Pwd" button. At the bottom of the form, there is a "Home" link.

Enter your credentials and Click the **Sign In** button.



Parent Portal Sign In

anne.robinson@thegraduate.net

.....

Remember Me

[Forgot Pwd](#) [Sign In](#)

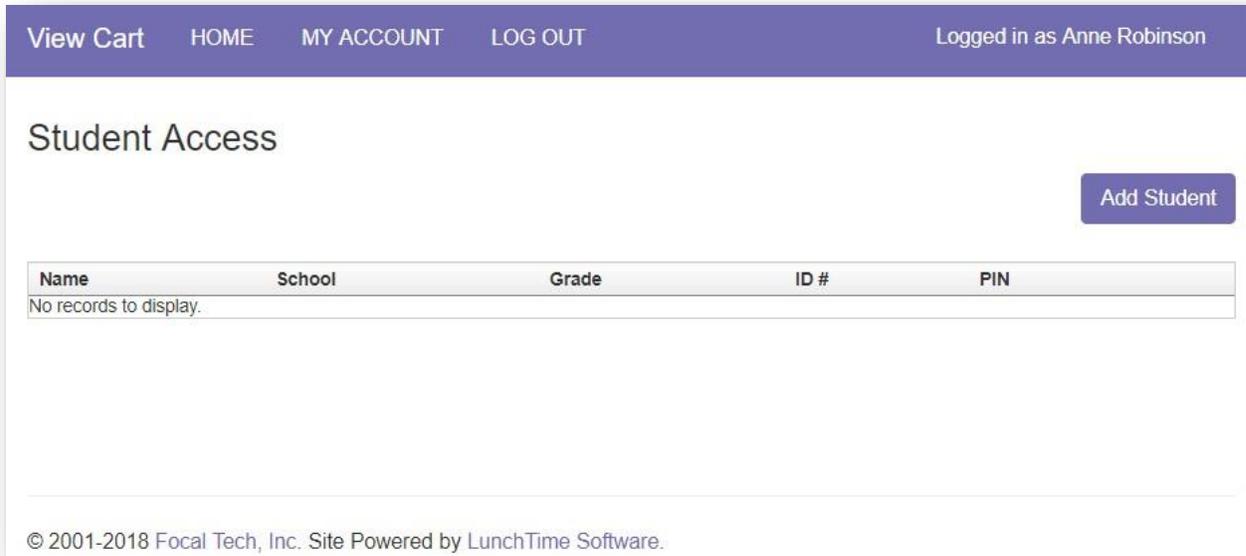
Site Logout

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



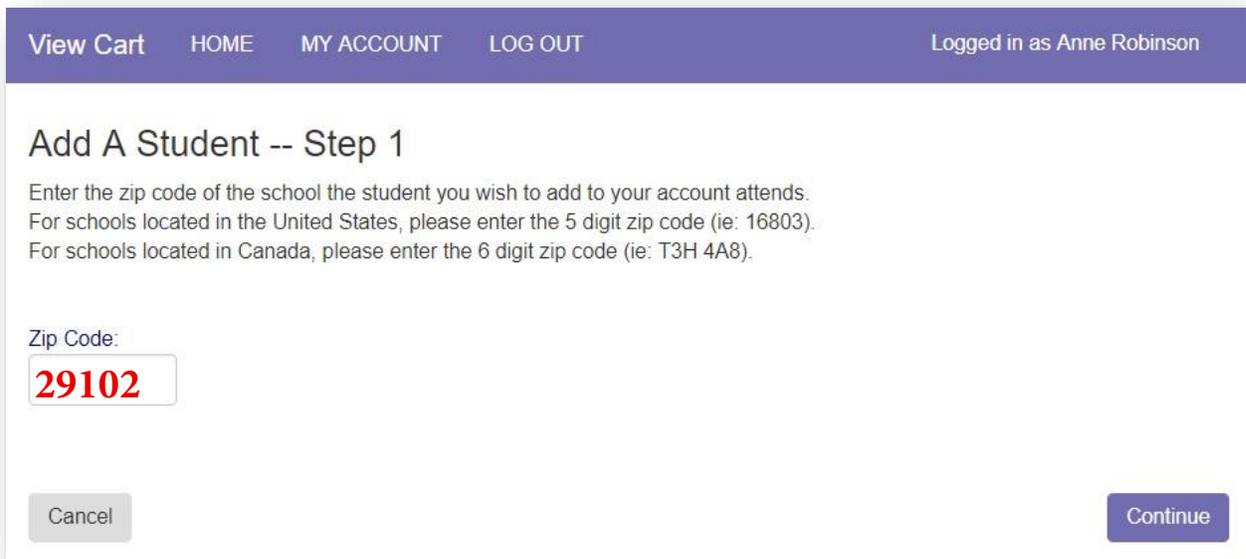
Adding Students to Account

On the Student Access Page, Click the blue **Add Student** button. The Student Access Page will be your first page if you have not added any students. You can also click **Home** in the menu bar along the top.



The screenshot shows the 'Student Access' page. At the top, there is a navigation bar with 'View Cart', 'HOME', 'MY ACCOUNT', and 'LOG OUT' on the left, and 'Logged in as Anne Robinson' on the right. Below the navigation bar, the page title 'Student Access' is displayed. On the right side, there is a blue 'Add Student' button. Below the button is a table with the following headers: 'Name', 'School', 'Grade', 'ID #', and 'PIN'. The table content shows 'No records to display.' At the bottom of the page, there is a copyright notice: '© 2001-2018 Focal Tech, Inc. Site Powered by LunchTime Software.'

Click on the **Add Student** button.



The screenshot shows the 'Add A Student -- Step 1' page. At the top, there is a navigation bar with 'View Cart', 'HOME', 'MY ACCOUNT', and 'LOG OUT' on the left, and 'Logged in as Anne Robinson' on the right. Below the navigation bar, the page title 'Add A Student -- Step 1' is displayed. Below the title, there is instructional text: '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).' Below the text is a 'Zip Code:' label and an input field containing the value '29102'. At the bottom left, there is a 'Cancel' button, and at the bottom right, there is a blue 'Continue' button.

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

Available schools will be displayed. Click on the blue **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 blue **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 blue **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.

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	Smith, Carl	West - Area High School	012		\$2.70	\$0.00

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

Cafeteria Deposit - Enter Amounts

Enter the amount to be deposited for each patron shown. Only patrons attending schools that are accepting payments online and who do not have any pending payments from this website will be available.

Gateway	Patron	School	Total Balance	Deposit Amount
West	Smith, Carl	West - Area High School	\$2.70	<input type="text" value="0.00"/>

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

Review the Payment Screen and then Click the **Add To Cart** button.

Cafeteria Deposit - Confirmation

Please confirm your cafeteria account deposit.

Patron	School	Deposit Amount
Smith, Carl	West Area High School	\$50.00

[Cancel](#) [Add To Cart](#)



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

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-Smith, Carl	West Area High School	1	\$50.00	\$50.00
Total					\$50.00

[Continue Shopping](#) [Check Out](#)



Your 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.

Shopping Cart Checkout - Select Payment Method



	Nickname	Type	Account Number	Service Fee
Select	Saved Account #1	ACH	1xxxxxx32	\$1.00
Select	One-Time Credit Card	Credit Card		\$2.72
Select	One-Time ACH	ACH		\$1.00

[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:

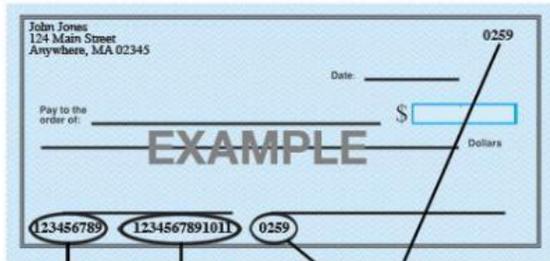
Zip Code:

Country:
 ▼

Phone:
 x

If ACH was chosen, continue to the Account Information Section, adding information from a printed check. Confirm the Service Fee and the Total Due.

Account Information



9 digit Routing Number
Account Number (1-17 digits)
Check Number (do not include)

Name on Account:

John Smith

Routing Number:

123456789

Account Number:

00100200345 x

Account Entity:

Personal v

Account Type:

Checking v

Payment Information

Service Fee:

\$1.00

Total Due:

\$76.00

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 by clicking the blue **Print** button or return to your account by clicking on the gray **Back to My Account** button.

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

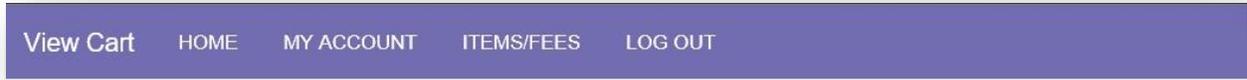
Payment Type: Credit Card
Card Number: 4xxxxxx1111
Expiration: 07/20
Transaction ID: 3211450440
Amount Received: \$75.00

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

Back to My Account Print

Make a Payment

Click on Items/Fees on the black bar at the top of the page if your school accepts payments for additional items.



School Items

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

School Items

This table shows a summary of fees owed by students in your account. Click the details link to view more information on the items and fees that are currently due.

	Name	School	Balance Due	Prior Balance Due
View/Pay	Alampi, Charles	MD Area Middle School	\$325.00	\$0.00

Click on the blue **View/Pay** text to the left of your student.

Details of the Item/Fees are shown:

School Fee Details

Name:
Alampi, Charles
School:
MD Area Middle School
Balance Due:
\$325.00

[Return](#) [Make A Payment](#)

Date	Description	Debit	Credit	Balance
6/29/2015	Tuition Charge	\$325.00	\$0.00	\$325.00
	Prior Year Balance		\$0.00	\$0.00

[Return](#)

Click on the blue **Make A Payment** button on the right.

Enter the Amount you wish to pay in the Amount box. The default will be the entire amount. Select, delete and enter your desired amount. Click on the blue **Continue** button on the left.

School Fee Payment

Student:
Alampi, Charles

Amount:

Confirm the details shown on the screen and Click on the blue **Add to Cart** button.

School Fee Payment - Confirmation

Patron:
Alampi, Charles

School:
MD Area Middle School

Payment Amount:
\$75.00

If you have additional students and/or fees, you can click on Continue Shopping to choose these items to add to your cart. If you are ready to make a payment, Click on the blue **Check Out** button.

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	School Fees-Alampì, Charles	MD Area Middle School	1	\$75.00	\$75.00
	Total				\$75.00

[Continue Shopping](#) [Check Out](#)

Additional fees associated with the Payment Method will be shown. Click on the blue **Select** to accept these fees.

Shopping Cart Checkout - Select Payment Method

	Nickname	Type	Account Number	Service Fee
Select	One-Time Credit Card	Credit Card		\$2.72

[View Cart](#)

Make Payment with a new Credit Card

Shopping Cart Details

Item	School	Quantity	Item Price	Total
School Fees-Alampi, Charles	MD Area Middle School	1	\$75.00	\$75.00
Totals				\$75.00

Billing Information

First Name:

Last Name:

Address Line 1:

Address Line 2:

City:

State:

Zip Code:

Country:

Phone:

Fill in the appropriate demographic information (*above*) and the appropriate payment information (*below*):

Account Information



Card Number:

Expiration:



3 Digit Card Verification Number

CVV Code:

Payment Information

Service Fee: \$2.72
Total Due: \$77.72

By checking this box I confirm that I wish to have a total of \$77.72 charged to my credit card to pay for the items listed above. \$75.00 will be applied to the items purchased and \$2.72 will be applied to the service fee for this transaction.

Make sure to check the box to confirm that you wish to have your credit card charged for the Total Due. Click on the green **Process Payment** button.

A receipt will be generated. If needed, Click on the blue **Print** button. If a hard copy is not required, use the gray **Back to My Account** button.

SchoolPaymentPortal.com Transaction Receipt

Merchant: MMS Testing School District 301 Science Park Road Suite 123 State College, PA 16803	Customer: Anne Robinson 1967 North Palm Drive Beverly Hills, PA 16803
--	---

#10102 7/22/2015 4:02:58 PM

Item	School	Quantity	Item Price	Total
School Fees-Alamp, Charles	MD Area Middle School	1	\$75.00	\$75.00
Service Fee		1	\$2.72	\$2.72
Total				\$77.72

Payment Type: Credit Card
Card Number: 4xxxxxx1111
Expiration: 07/15
Transaction ID: 2753009112
Amount Received: \$75.00

Service Fee Transaction
Transaction ID: 2753009139
Amount Received: \$2.72

[Back to My Account](#)
[Print](#)

Reminders

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

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

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**

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](#)

Enter the required information and click the **Continue** button.

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](#)

Verify the information and click the **Save Reminder** button. Repeat with additional students as 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 blue 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 blue 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 and Review Saved Payment Sources.

[View Cart](#) [HOME](#) [MY ACCOUNT](#) [ITEMS/FEES](#) [LOG OUT](#)

Change Your Password

Fill in the New Password

Fill in Confirm New Password, Click **Update** button to Save changes

Change Your Email Address

Enter the email address you wish to associate with this account, Click **Update** button to Save changes

My Account Info

First Name:

Last Name:

Email Address:

New Password:

Confirm New Password:

[Update](#)

Review Saved Payment Sources

Under Saved Payment Sources, Click **Modify**

Saved Payment Sources

[New Saved Payment Source](#)

Any payment source appearing in red is invalid and can't be used as a form of payment until the errors with the payment source are corrected. Click the modify link to update the selected saved payment source.

	Gateway	Nickname	Type	Account Number	
Modify	██████	United Visa	Credit Card	██████████	Delete

Enter updated information for your payment source.

Modify Saved ACH

Please enter your account information.

Nickname:

Billing Information

First Name:

Last Name:

Address Line 1:

Address Line 2:

City:

State:

Zip Code:

Country: ▾

Phone:

Click **Continue** when finished to return to the Home screen.

Account Information



The diagram shows a check with the following details: 'John Jones, 124 Main Street, Anywhere, MA 02345', 'Date', 'Pay to the order of \$ [input] Dollars', 'EXAMPLE', '123456789', '1234567891011', and '0250'. Callouts identify the 9-digit routing number (123456789), the 17-digit account number (1234567891011), and the check number (0250).

Name on Account:

Routing Number:

Account Number:

Account Entity: ▼

Account Type: ▼