

School Payment Portal

**Parents' Guide to
Getting Started**

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Creating a New Account

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

The screenshot shows a website interface for 'School Online Payment Processing'. At the top, there is a navigation bar with three links: 'Home', 'About', and 'Contact'. The main heading is '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 is a prominent green 'Create Account' button. The page is divided into two columns. The left column is titled 'Parents' and includes the text 'Already have an account? Login to the Parent Portal to view information related to your kids and their district.' with a blue 'Parent Login' button. The right column is titled 'Administrators' and includes the text 'The Administrative Portal provides district and school administrators with the ability to view reports and configure items specific to their district.' with a blue 'Admin Login' button. At the bottom left, there is a copyright notice: '© 2001-2015 Focal Tech, Inc. Site Powered by LunchTime Software.'

Fill in the information:

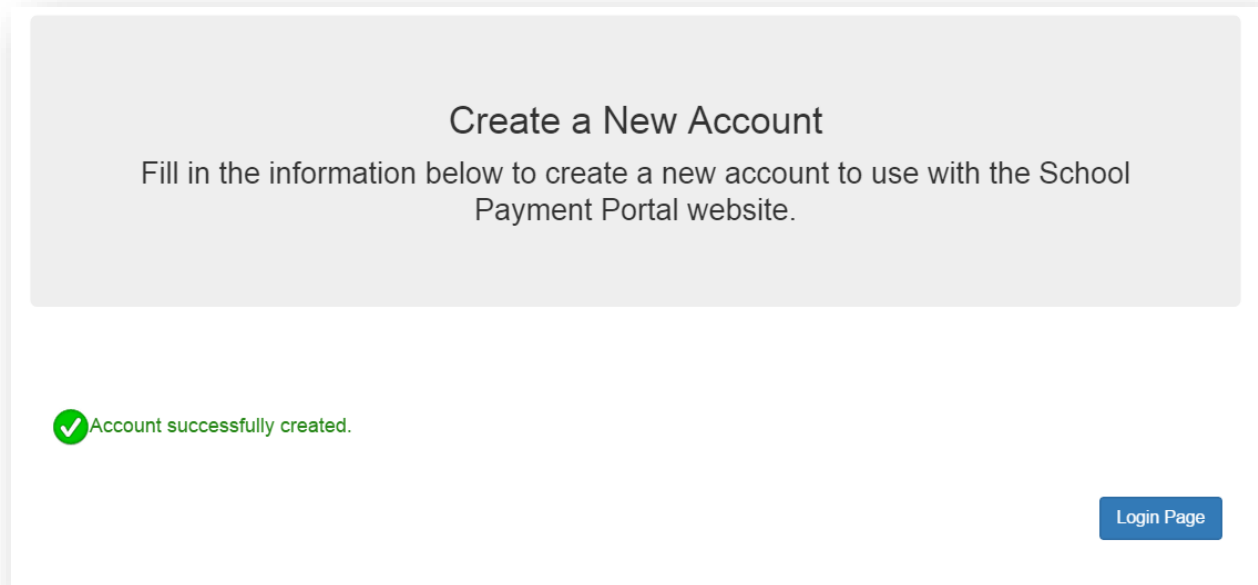
Create a New Account

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

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Email Address:	<input type="text"/>
Password:	<input type="password"/>
Confirm Password:	<input type="password"/>

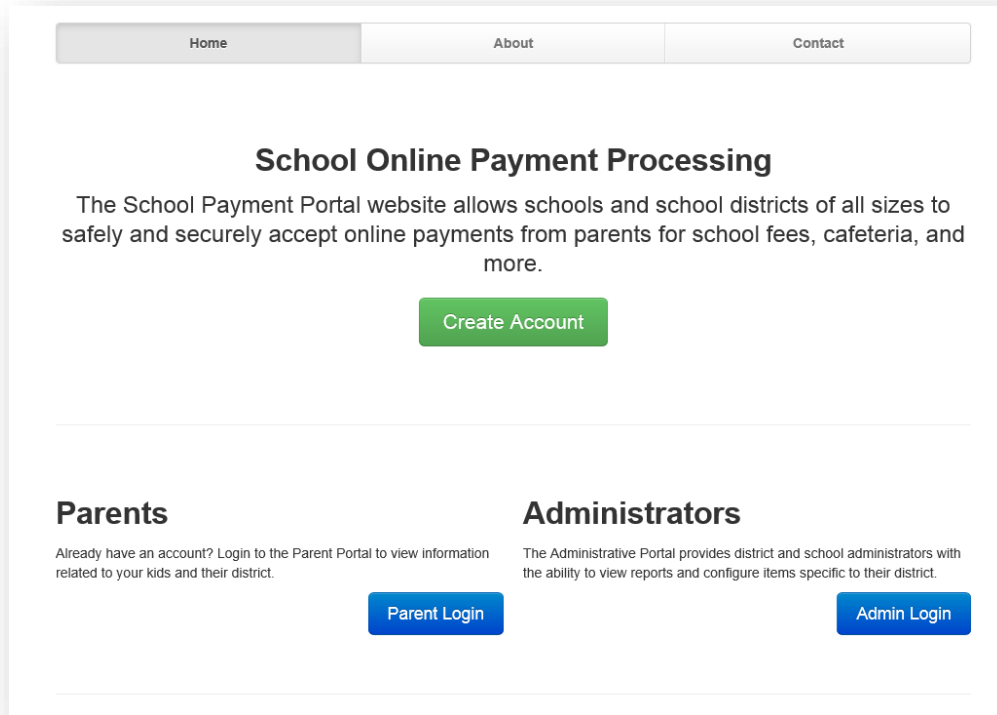
First Name:	<input type="text" value="Anne"/>
Last Name:	<input type="text" value="Robinson"/>
Email Address:	<input type="text" value="anne.robinson@thegraduate.net"/>
Password:	<input type="password" value="....."/>
Confirm Password:	<input type="password" value="....."/>

Click the blue “Create Account” button.



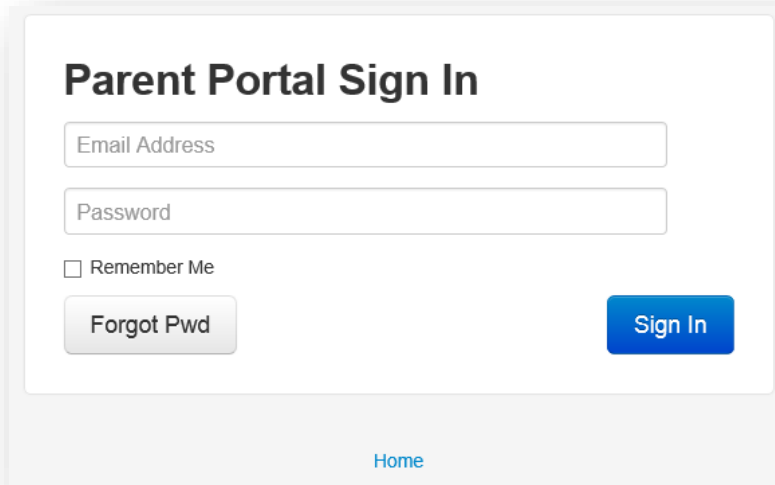
Once the New Account has been successfully created, Click the blue “Login Page” button to complete the Login process.

Logging into the School Payment Portal



The screenshot shows the homepage of the School Online Payment Processing portal. At the top, there is a navigation bar with three tabs: "Home", "About", and "Contact". The main heading is "School Online Payment Processing". Below the heading, a paragraph states: "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 centered below the text. Further down, there are two columns. The left column is titled "Parents" and contains the text: "Already have an account? Login to the Parent Portal to view information related to your kids and their district." Below this text is a blue button labeled "Parent Login". The right column is titled "Administrators" and contains the text: "The Administrative Portal provides district and school administrators with the ability to view reports and configure items specific to their district." Below this text is a blue button labeled "Admin Login".

Click on the blue "Parent Login"



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

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

Parent Portal Sign In

Remember Me

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

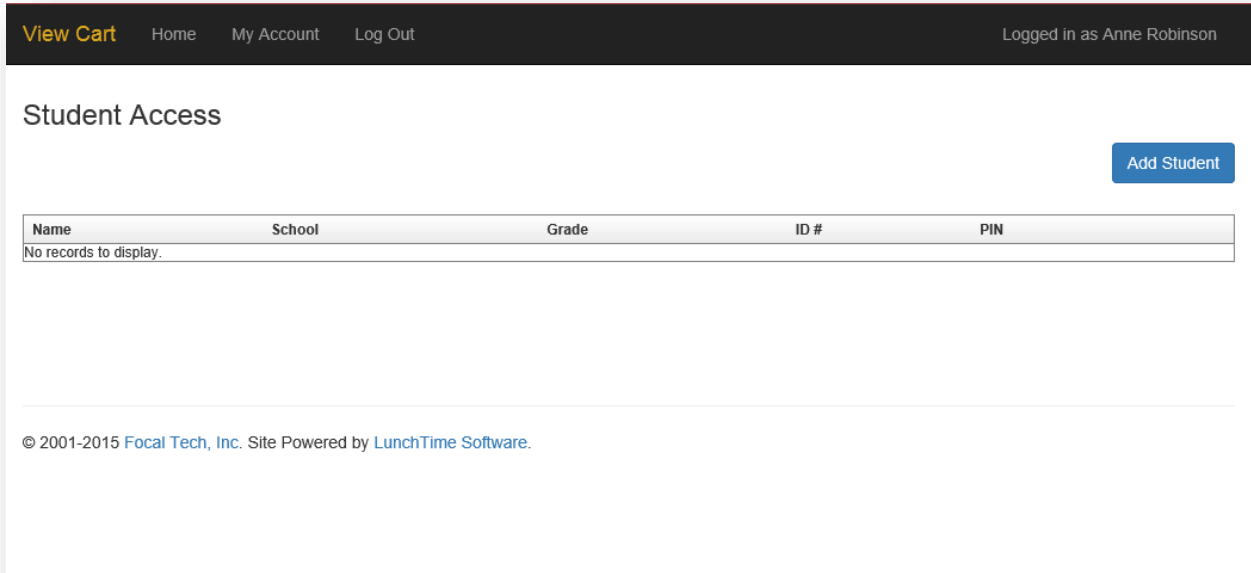
Site Logout

[View Cart](#) [Home](#) [My Account](#) [Log Out](#) Logged in as Anne Robinson

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

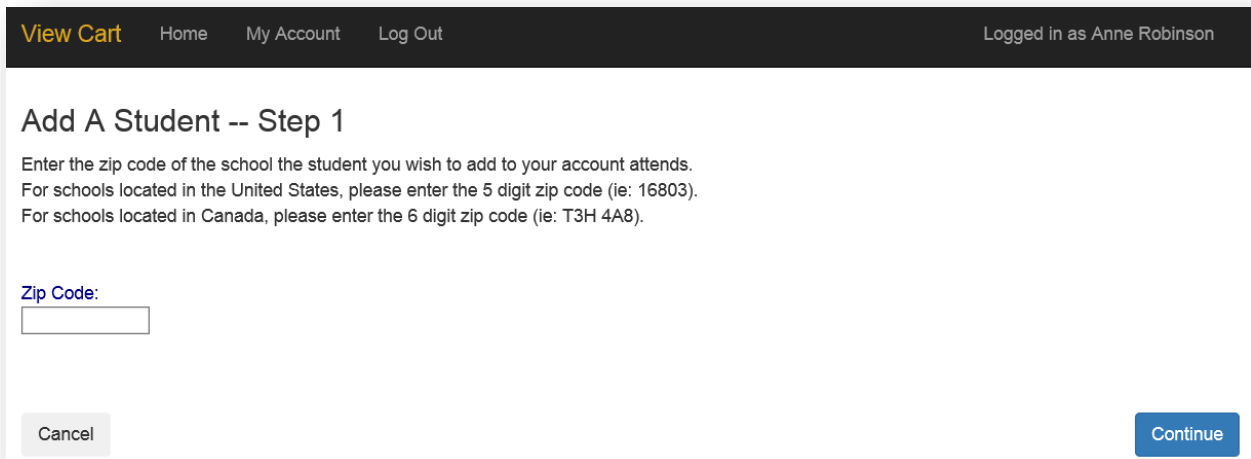
Adding Students to Account

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 on **Home** in the black 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 columns: Name, School, Grade, ID #, and PIN. The table contains one row with the text 'No records to display.' Below the table, there is a copyright notice: '© 2001-2015 Focal Tech, Inc. Site Powered by LunchTime Software.'

Click on the blue “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 empty input field. 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 blue “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 the “Click 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:

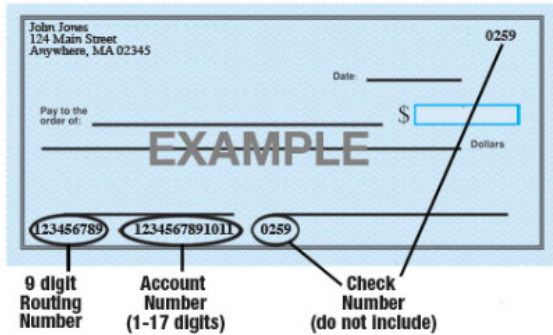
 ▼

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



Name on Account:

Routing Number:

Account Number:

Account Entity:

Account Type:

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 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

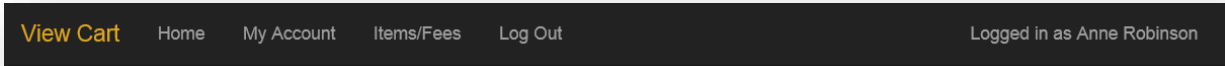
Payment Type: Credit Card
Card Number: 4xxxxxx1111
Expiration: 07/20
Transaction ID: 3211450440
Amount Received: \$75.00

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

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

Make a Payment

Click on Items/Fees 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
6/28/2015	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:

Cancel

Continue

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

Cancel

Add To Cart

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-Alampj, 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:

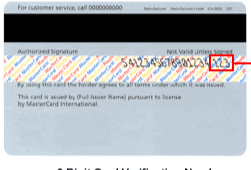
Fill in the appropriate demographic information (*above*) and the appropriate payment information (*below*):

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-Alampi, 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 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 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. Click on the blue text Restrict Items. You will see all the items available for purchase. 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