

# **School Payment Portal**

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

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

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## Frequently Asked Questions

Q: I've forgotten my password! How do I reset my password?

A: On the Parent Portal Sign In Screen, click the **Forgot Password** button. This will send an email to the email used to create the account. Follow the prompts in the email to reset your password and log in.

Q: What types of payments are accepted?

A: The school determines what types of payments are accepted, which may include credit card (Discover/Mastercard/Visa), debit cards with the Visa/Mastercard logo, and/or ACH (Online Checking).

Q: I can't add my student! It says student not found! What do I do?

A: Verify that the information submitted is correct. If the student not found error still occurs, reach out to the school or use the Contact Us form located at the top of the login page to contact us. When submitting a Contact Us Form, please include the student(s) name as well as the district that the student(s) attend.

Q: I have questions about transactions on my student's account. Who do I need to reach out to?

A: All questions regarding transactions on a student's account should be referred to the school that the student attends.

Q: My auto-replenishment isn't working! What do I need to do?

A: Verify that the payment source used to set up the auto-replenishment is valid. If the payment source is no longer valid, remove the auto-replenishment(s) that use the payment source and update the payment source. See [My Account](#) for instructions on updating the saved payment source.

Q: How do I change/remove a saved payment source?

A: See the [Changing/Removing a Saved Payment Source](#) section to change/remove a saved payment source.

Using any web browser, navigate to [www.schoolpaymentportal.com](http://www.schoolpaymentportal.com)

Click the **Parent Login** button to enter the portal.

The screenshot displays the School Payment Portal website. At the top left, the logo reads "School Payment Portal" with "Powered by LunchTime Software" underneath. On the top right, there are navigation links: "ABOUT", "CONTACT", "LOGIN", and "SIGN UP".

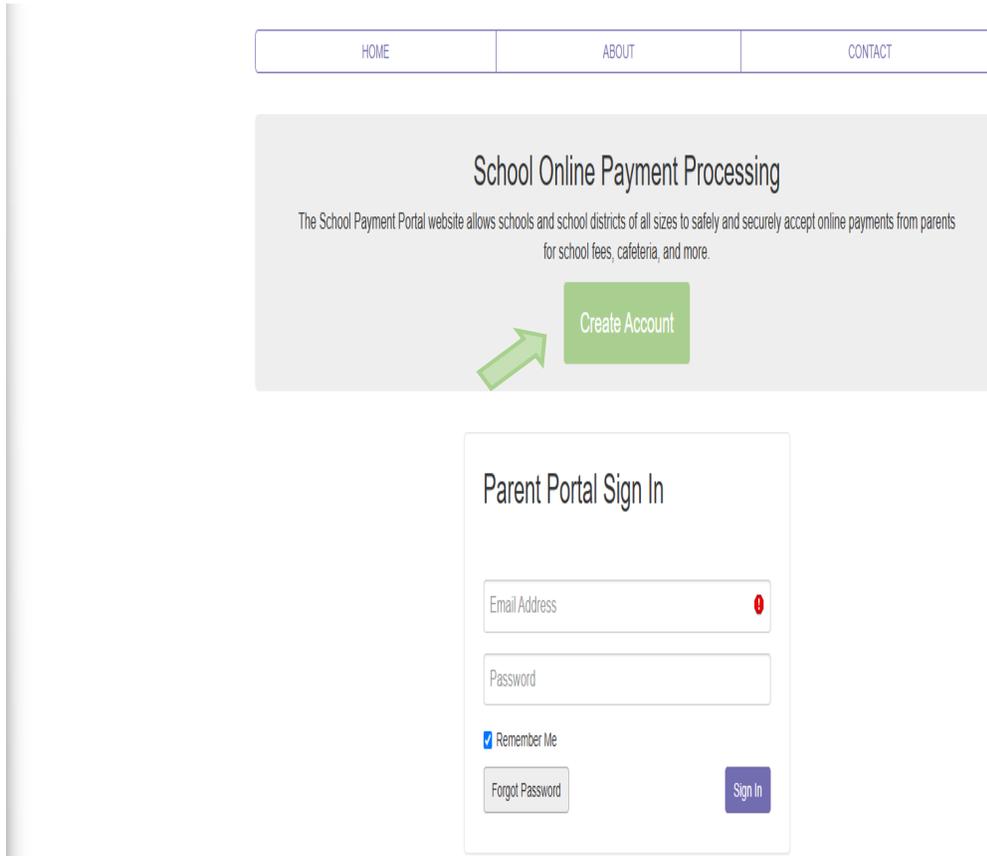
The main content area features a section titled "Online School Payment System". Below the title, a paragraph states: "Pay for school meals, yearbooks, technology fees and everything in between. Also, view/transfer balances, pre-order meals and much more from your computer or any mobile device." To the right of this text is an image of a desktop monitor, a smartphone, and a tablet, all displaying the portal's interface.

Below the text and image are four colored buttons: "Questions" (teal), "Schedule Demo" (purple), "Parent Login" (green), and "Administrator Login" (orange). A green arrow points from the "Schedule Demo" button towards the "Parent Login" button.

At the bottom of the screenshot is a dark banner for the "Mobile App". The text in the banner reads: "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". To the right of these buttons is a QR code.

## Creating a New Account

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



The screenshot shows a web page with a navigation bar at the top containing links for HOME, ABOUT, and CONTACT. Below the navigation bar is a main content area with the heading "School Online Payment Processing" and a sub-heading "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 arrow points to a green "Create Account" button. Below this is a "Parent Portal Sign In" form with fields for "Email Address" and "Password", a "Remember Me" checkbox, a "Forgot Password" link, and a "Sign In" button.

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

### School Online Payment Processing

The School Payment Portal website allows schools and school districts of all sizes to safely and securely accept online payments from parents for school fees, cafeteria, and more.

[Create Account](#)

### Parent Portal Sign In

Email Address

Password

Remember Me

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

Fill in the required information, and click the **Create Account** button 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 the account has been successfully created, click the **Login Page** button

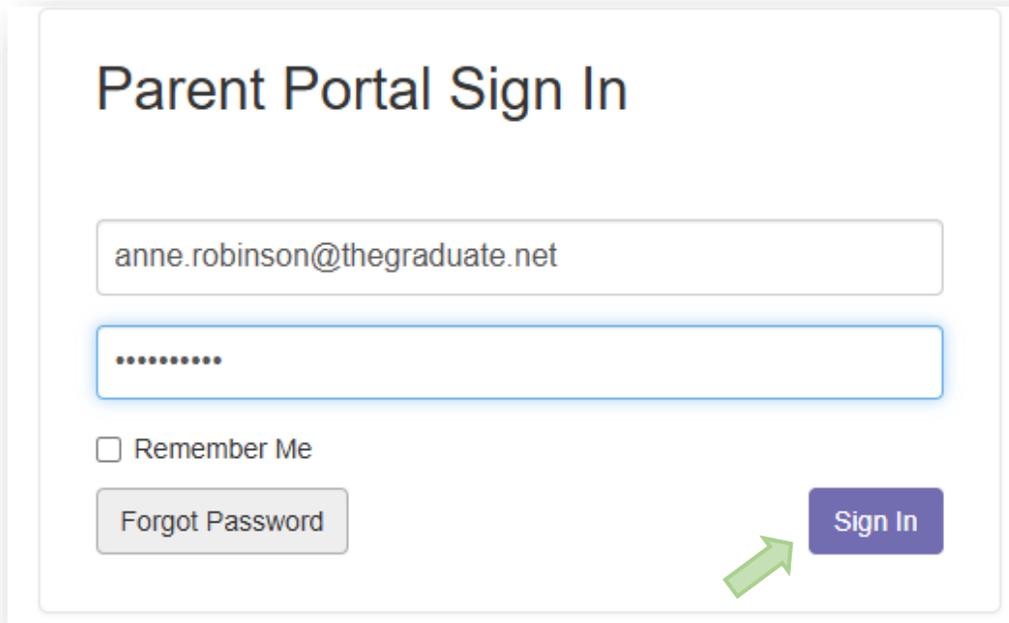
The screenshot shows the same "Create a New Account" page. Below the form, there is a green checkmark icon followed by the text "Account successfully created." At the bottom right, there is a blue "Login Page" button. A green arrow points to the "Login Page" button.

## Logging into the School Payment Portal

Once an account has been successfully created, click the **Parent Login** button to log in and access the account.

The screenshot displays the 'School Payment Portal' website. At the top left, the logo reads 'School Payment Portal' with 'Powered by LunchTime Software' underneath. To the right, navigation links for 'ABOUT', 'CONTACT', 'LOGIN', and 'SIGN UP' are visible. The main content area features the heading 'Online School Payment System' and a paragraph describing 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.' To the right of this text is an image of a desktop monitor, a smartphone, and a tablet, all displaying the portal's interface. Below the text and image are four colored buttons: 'Questions' (teal), 'Schedule Demo' (purple), 'Parent Login' (green), and 'Administrator Login' (orange). A green arrow points from the 'Schedule Demo' button towards the 'Parent Login' button. Below this section is a dark banner for the 'Mobile App'. The banner text states: 'The School Payment Portal mobile application is now available on both Android and IOS to manage your cafeteria accounts.' At the bottom of the banner are the 'GET IT ON Google Play' and 'Download on the App Store' logos, along with a QR code.

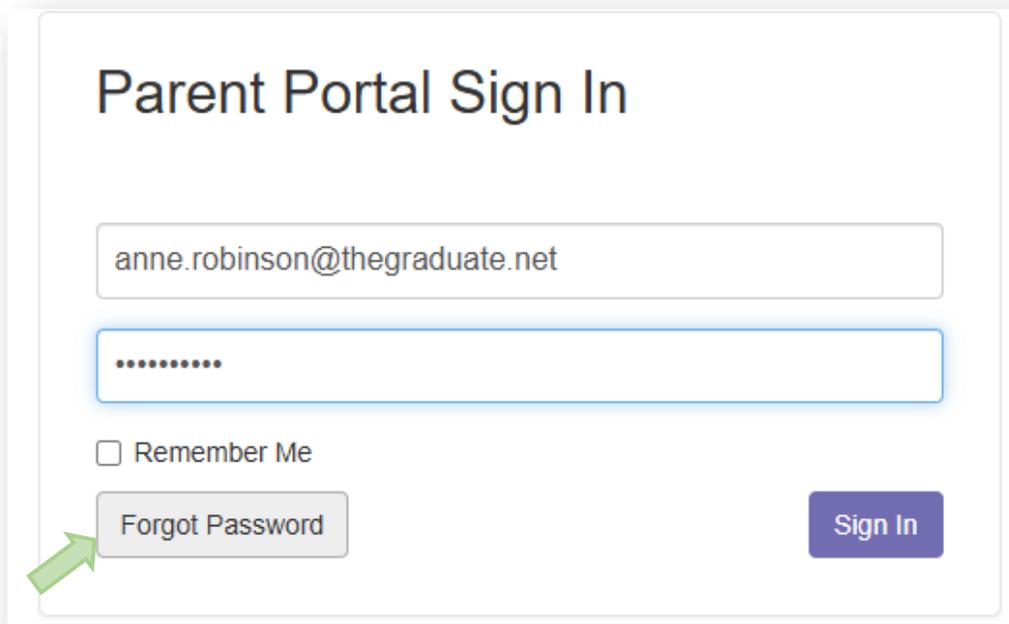
Enter the email and password used to create the account and click the **Sign In** button.



The screenshot shows the 'Parent Portal Sign In' page. It features a title 'Parent Portal Sign In' at the top. Below the title are two input fields: the first contains the email address 'anne.robinson@thegraduate.net' and the second contains a masked password represented by seven dots. Underneath the password field is a checkbox labeled 'Remember Me' which is currently unchecked. At the bottom left, there is a button labeled 'Forgot Password'. At the bottom right, there is a purple button labeled 'Sign In'. A green arrow points from the bottom right towards the 'Sign In' button.

### Forgot Password

To reset a forgotten password, enter the email used to create the account and click the **Forgot Password** button.

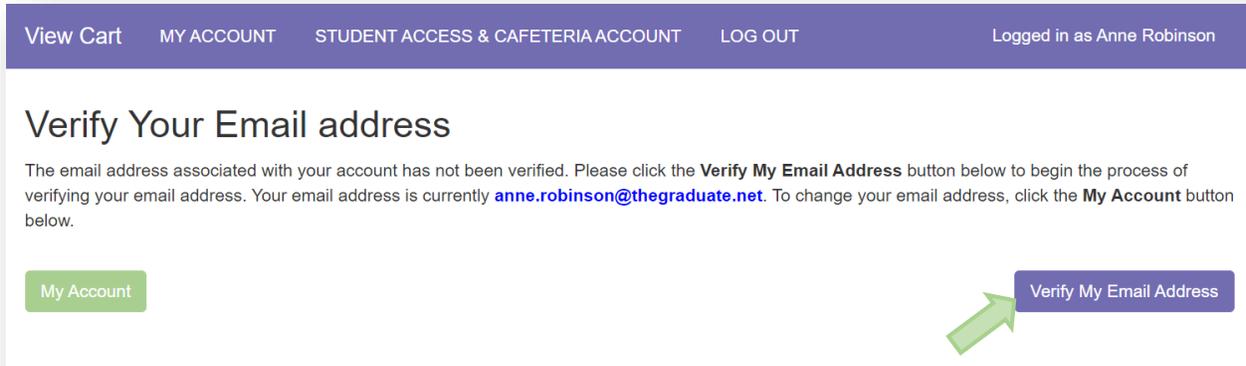


This screenshot is identical to the one above, showing the 'Parent Portal Sign In' page with the email 'anne.robinson@thegraduate.net' and a masked password. However, a green arrow points from the bottom left towards the 'Forgot Password' button.

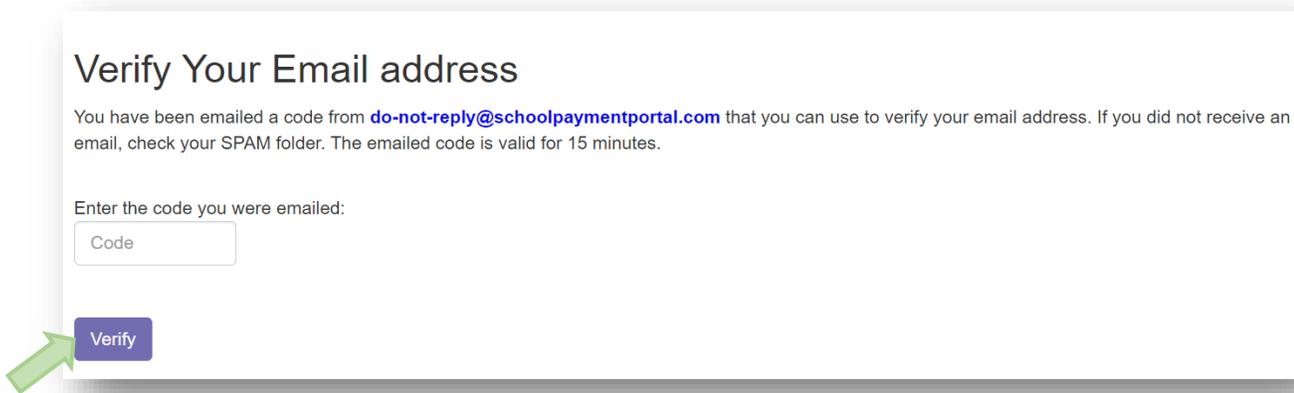
An email will be sent to the email address used to create the account. Follow the instructions provided in the email to reset the password.

## Verify Email

First time users will be asked to verify their email address. An email with a code will be sent to the email address used to create the account. Click the **Verify My Email Address** button and check the provided email for this code. It may be in the junk/spam folder.



Enter the code received via email on the next screen and click the **Verify** button to verify the email address.



## Site Logout

To log out of the session, click **Log Out**, located on the top menu bar.



## My Account

The My Account menu can be used to change the first and last name, email address, and password of the account, configure Two-Factor Authentication for the account, add/modify saved payment sources, and deactivate the account.

### My Account Info

First Name:

Last Name:

Email Address:

New Password:

Confirm New Password:

Two Factor Authentication:  Off

[Configure Two Factor Authentication](#) [Deactivate My Account](#) [Update](#)

## Two Factor Authentication

Two Factor Authentication can be set up to provide an added layer of security to the School Payment Portal Account. To set up Two Factor Authentication, click the **Configure Two Factor Authentication** button.

Click the **Turn On Two Factor Authentication** button.

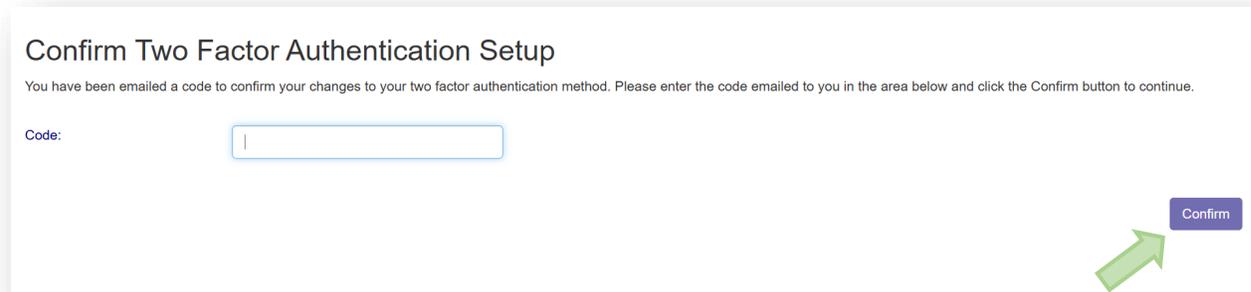
### Two Factor Authentication Setup

Two Factor Authentication is not currently enabled for your account. To turn on two factor authentication, click the Turn On Two Factor Authentication button below.

Two Factor Authentication Enabled:	No
Method:	None

 [Turn On Two Factor Authentication](#)

An email will be sent to the email address on file containing a code that will need to be entered in to confirm the changes to the two factor authentication settings. Enter the code and click the **Confirm** button.



**Confirm Two Factor Authentication Setup**

You have been emailed a code to confirm your changes to your two factor authentication method. Please enter the code emailed to you in the area below and click the Confirm button to continue.

Code:

[Confirm](#)

By default, the authentication method is to receive an email with a code. This can be changed to Google Authenticator by clicking the **Switch Method to Google Authenticator** button.

## Saved Payment Sources

Payment sources can be added to the **Saved Payment Sources** tab to allow for ease of use throughout the software. School Payment Portal follows industry standards for securing financial information to keep your information safe. **Before adding a saved payment source, a student MUST be added to the account.** See [Adding Students To An Account](#) to add a student to the account.

Once a student has been added to the account, click the **New Saved Payment Source** button to add a new saved payment source.

### 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
No records to display.			

### Online Payment History

Receipt	Date	Total
No records to display.		

Page size: 10      0 items in 1 pages

Each saved payment source is assigned to a specific online gateway. Gateways determine where the money is transferred to when a transaction is completed. The gateways available to be used will be shown on the screen. Verify the information is correct and click the **Continue** button.

### Add A New Saved Payment Source - Step 1

Each saved payment source is assigned to a specific online gateway account. Gateway accounts determine where the money is transferred to when you complete a transaction. Based on your account information, the list below represents the gateway accounts available to you for use.

Gateway:

Select the type of account to be used and click the **Continue** button. ACH (Checking or Savings Account) or Credit Card are the types of accounts that can be selected.

Add A New Saved Payment Source - Step 2

Select the type of account you wish to add.

Account Type:



For ACH accounts, fill in the nickname and billing information, followed by the account information and click the **Continue** button.

### Modify Saved ACH

Please enter your account information.

Nickname:

### Billing Information

First Name:

Last Name:

Address Line 1:

Address Line 2:

City:

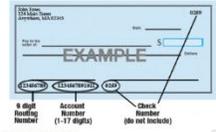
State:

Zip Code:

Country:

Phone:

### Account Information



Name on Account:

Routing Number:

Account Number:

Account Entity:

Account Type:

For credit card accounts, enter the nickname and billing information, followed by the account information and click the **Continue** button.

### Add a New Saved Payment Source (Credit Card) - Step 3

Please enter your account information.

Nickname:

#### Billing Information

First Name:

Last Name:

Address Line 1:

Address Line 2:

City:

State:

Zip Code:

Country:

Phone:

Account Information



Card Number:

Expiration:



## Changing/Removing a Saved Payment Source

To change/remove a saved payment source, navigate to the **Saved Payment Source** section of the **My Account** page. To change a saved payment source, click **Modify** next to the saved payment source you wish to edit. To remove a saved payment source, click **Delete** next to the saved payment source you wish to remove. **If the saved payment source is being used for an automatic replenishment, the automatic replenishment MUST be removed prior to changing/removing the saved payment source.** See the **Automatic Replenishment** section to show the removal of an automatic replenishment.

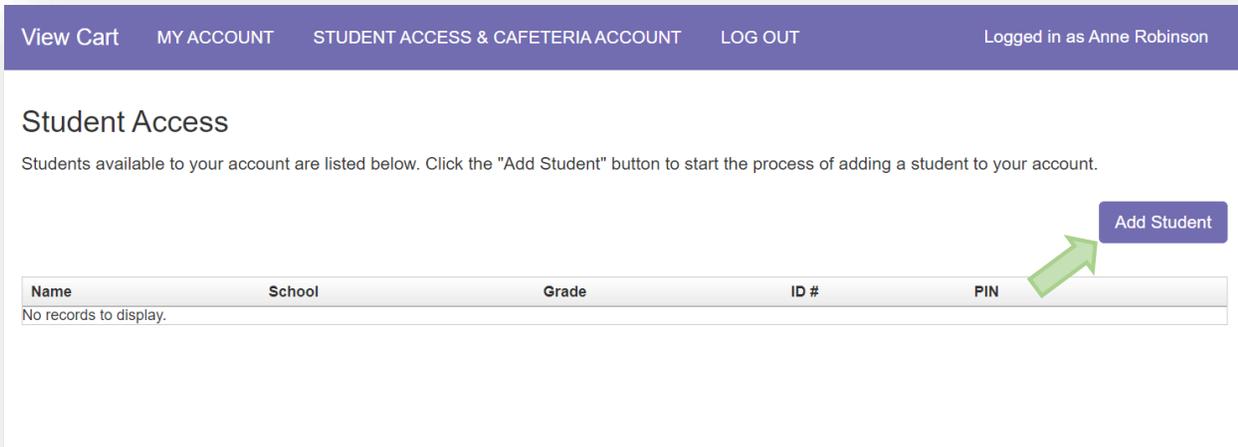
Any payment source appearing in red is invalid and can't be used as a form of payment until the errors with the payment source are corrected. Click the modify link to update the selected saved payment source.

	Gateway	Nickname	Type	Account Number	
<a href="#">Modify</a>	Documentation Apple Grove	TEST ACH	ACH	1xxxxxxx00	<a href="#">Delete</a>




## Adding Students to An Account

To begin the process of adding a student to the account, click on **Student Access & Cafeteria Account** at the top of the page. This will bring up the **Student Access** page. Next, click on the **Add Student** button.



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

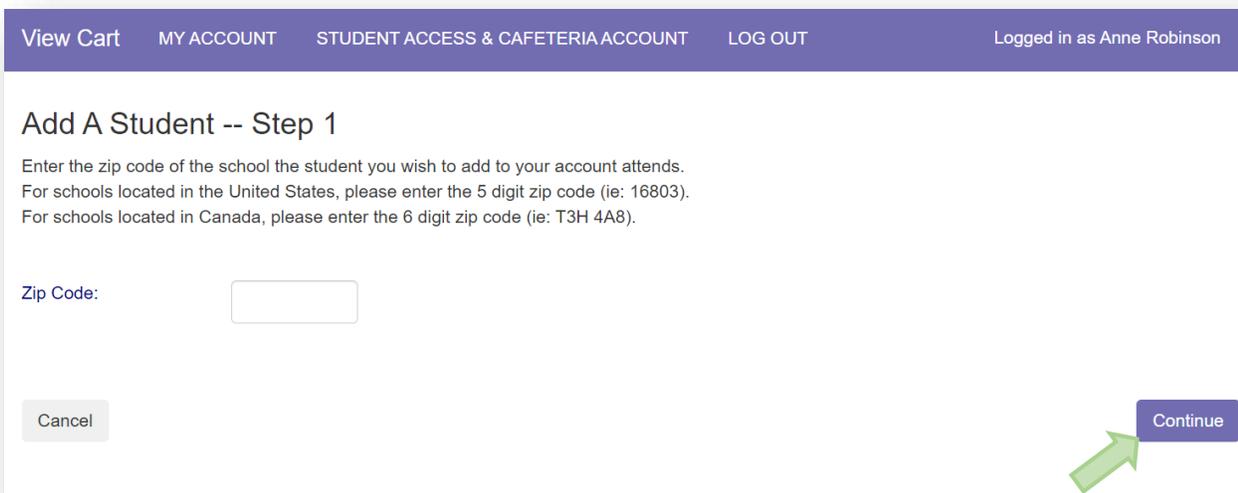
### Student Access

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

Enter the Zip Code (**May not be home Zip Code**) of the school that the student attends. Click the **Continue** button.



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

Schools that match the Zip Code provided will be shown. Click the **Select** button to the left of the school that the student attends.

## Add A Student -- Step 2

Select the school of the student you wish to add from the list below. If the school you are looking for is not listed, click the Start Over button to restart the process.

	School	District/Organization
Select	Diocese Elementary	MMS Testing District
Select	MD Area Middle School	MMS Testing District
Select	Middle School	MMS Testing District
Select	Skills Elementary	MMS Testing District
Select	West Elementary	MMS Testing District

Start Over

Enter the required information and click on the **Continue** button in the lower right. Some schools may require different information than what is shown in the picture.

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 [Add Student](#) to the left of the student to be added.

### 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

After adding a student, additional students can be added by following the steps above.

## Patron Lock

Locking out a patron's account will prevent the account from making cafeteria purchases, making cafeteria deposits, and making online deposits. To request that a patron's account be locked, first navigate to the **Cafeteria Balance/Transaction Information** section of the **Student Access & Cafeteria Account** page. Click on the **Lock Accounts** button.

Cafeteria Balance/Transaction Information

	Name	School	Grade	PIN	Balance	Pending
Transactions	Ackerman, Stan	Cherry Hill Middle School	8	3833	\$90.85	\$0.00
Transactions	Boss, Christine	Cherry Hill Middle School	8	3460	\$5.78	\$0.00

[Lock Accounts](#) [Restrict A La Carte](#) [Transfer Balance](#)



Click **Select** next to the name of the student to be locked.

Cafeteria Account Lock

Use this page to request that an account lock be put in place for a patron.

A locked account will not be able to:

- Make cafeteria purchases
- Make cafeteria deposits
- Receive online deposits

Select Patron to lock their cafeteria account

	Last Name	First Name	Student ID	School Name	Grade
<a href="#">Select</a>	Ackerman	Stan	3833	Cherry Hill Middle School	8
<a href="#">Select</a>	Boss	Christine	3460	Cherry Hill Middle School	8

[Back](#)

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Enter a reason for the lock request and click the **Confirm** button to send the request to school administration for review.

**Cafeteria Account Lock**  
Use this page to request that an account lock be put in place for a patron.

**Confirmation**  
Enter the reason for the lock request and click the Confirm button below to send the request to lock this patron account to the school for processing.

**Patron:**  
Stan Ackerman

**School:**  
Cherry Hill Middle School

**Grade:**  
8

**Reason:**

[Back](#) [Confirm](#)



Once the system administrator reviews and processes the request, an email will be sent to the email used to make a request.

## Reminders

Two types of reminders are available; Automatic Emails and Automatic Replenishments. To set up these reminders, first click **View/Set Reminders** located under the **LunchTime Cafeteria Account** section.

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

**LunchTime Cafeteria Account**  
Use the Reminders link to setup an email alert or to automatically put money in your child's account when your their balance falls below a specified level.

[View/Set Reminders](#) [Make Cafeteria Deposit](#)

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

[Meal Pre-Order](#)

**Cafeteria Balance/Transaction Information**

	Name	School	Grade	PIN	Balance	Pending
<a href="#">Transactions</a>	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**. Auto Email reminders will send an email when the student's balance reaches the threshold set in the next step. Auto Replenishment will automatically charge the saved payment source to replenish the student's account. Click the **Continue** button.

### Set Cafeteria Low Balance Reminder - Step 1

Reminder Types:  
Auto Email - receive an email when the patron's balance falls below a specified amount.  
Auto Replenish - run a transaction against a saved payment source for a specified amount when the patron's balance falls below a specified level.  
Note: not all reminder types are available for every school.

Patron Name: Smith, Drew

Reminder Type: [Auto Email](#)

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

## Automatic Email Reminder

Enter the desired Balance Level to trigger the automatic email reminder 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



## Automatic Replenishment

Enter the desired Balance Level, select the Saved Payment Source to be used, and the amount to deposit. Click the **Continue** button.

Set Cafeteria Low Balance Reminder - Automatic Replenishment

Deposit funds into the patron's account when their balance falls below a specified level. You must have a saved payment source associated with the gateway account used by the school in order to save an auto replenish reminder. You can view your saved payment sources on the "My Account" page.

Patron Name: Ackerman, Stan

Balance Level:

Saved Payment Source:

Amount To Deposit:



Verify that the information displayed is correct. The checkbox **MUST** be checked to indicate that the payment amount specified is correct and that the amount is authorized to be debited from the account used. If changes to the replenishment need to be made, click the **Cancel** button. If the information displayed is correct, click the **Save Reminder** button.

Set Cafeteria Low Balance Reminder - Confirm Choices

Please verify the item information and click Save Reminder to add this item to your shopping cart.

Patron Name: Ackerman, Stan  
Low Balance Level: \$10.00  
Saved Payment: TESTACH  
Amount To Deposit: \$10.00  
Service Fee: \$1.50  
Transaction Total: \$11.50

By checking this box I confirm that I wish to have a total of \$11.50 automatically taken out of my checking/savings account to put into the cafeteria account of Ackerman, Stan each time their account reaches or falls below \$10.00. \$10.00 will be added into this patron's cafeteria account and \$1.50 will be applied to the service fee each time this recurring transaction is executed. I understand that this transaction will continue to run based on the information above until I cancel it via this website.



## Make a Cafeteria Deposit

To make a one-time cafeteria deposit, click the **Make Cafeteria Deposit** button, located in the Student Access and Cafeteria Account tab under the LunchTime Cafeteria Account section.

LunchTime Cafeteria Account

Use the Reminders link to setup an email alert or to automatically put money in your child's account when your their balance falls below a specified level.

[View/Set Reminders](#) [Make Cafeteria Deposit](#)



Enter the deposit amount for each student listed and click the **Continue** button.

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

### 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.

*Payments can take up to 48 hours to post to the selected patron's cafeteria account.*

Gateway	Patron	School	Total Balance	Deposit Amount
Documentation Apple Grove	Rice, Daniel	Apple Grove High School	\$25.52	<input type="text" value="35.00"/>

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



Review the payment screen and click the **Add To Cart** button.

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

### Cafeteria Deposit - Confirmation

Please confirm your cafeteria account deposit.

Patron	School	Deposit Amount
Rice, Daniel	Apple Grove High School	\$35.00

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



Once all cafeteria deposits have been added to the 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
	<b>Total</b>				<b>\$35.00</b>

Student Access & Cafeteria Account  [Check Out](#)

## Balance Transfer

Balance transfers can be requested to move money between two students that use the same gateway for cafeteria deposits. To request a balance transfer, first navigate to the **Cafeteria Balance/Transaction Information** section of the **Student Access & Cafeteria Account** page. Click on the **Transfer Balance** button.

### Cafeteria Balance/Transaction Information

	Name	School	Grade	PIN	Balance	Pending
<a href="#">Transactions</a>	Ackerman, Stan	Cherry Hill Middle School	8	3833	\$90.85	\$0.00
<a href="#">Transactions</a>	Boss, Christine	Cherry Hill Middle School	8	3460	\$5.78	\$0.00

[Lock Accounts](#) [Restrict A La Carte](#)  [Transfer Balance](#)

Click **Select** next to the student to transfer money from.

### Cafeteria Account Balance Transfer

Use this page to request an account balance transfer from one patron to another.

Select Patron to move money from:

	Last Name	First Name	Student ID	School Name	Grade	Total Balance
<a href="#">Select</a>	Ackerman	Stan	3833	Cherry Hill Middle School	8	\$90.85
<a href="#">Select</a>	Boss	Christine	3460	Cherry Hill Middle School	8	\$5.78



Click **Select** next to the student to transfer money to.

**Cafeteria Account Balance Transfer**  
Use this page to request an account balance transfer from one patron to another.

**Source Patron:**  
Stan Ackerman  
Account Balance: \$90.85

**Select Patron to receive funds:**

	Last Name	First Name	Student ID	School Name	Grade	Total Balance
<a href="#">Select</a>	Boss	Christine	3460	Cherry Hill Middle School	8	\$5.78

[Back](#)



Enter the amount to move from the source to the destination. The maximum amount allowed to be moved will be entered into the **General Balance To Move:** box. This is the account balance of the Source Patron. To edit this amount, change the amount in the **General Balance to Move:** box. Click the **Continue** button.

**Cafeteria Account Balance Transfer**  
Use this page to request an account balance transfer from one patron to another.

**Source Patron:**  
Stan Ackerman  
Account Balance: \$90.85

**Destination Patron:**  
Christine Boss  
Account Balance: \$5.78

**General Balance To Move:**

[Back](#) [Continue](#)



Confirm that the information displayed on the screen is correct and click the **Transfer Balance** button to request the balance transfer.

**Cafeteria Account Balance Transfer**  
Use this page to request an account balance transfer from one patron to another.

**Confirmation**

**Source Patron:**  
Stan Ackerman  
Account Balance: \$90.85

**Destination Patron:**  
Christine Boss  
Account Balance: \$5.78

**General Balance To Move:**  
\$0.01

[Back](#) [Transfer Balance](#)



Once the system administrator reviews and processes the request, an email will be sent to the email used to make a request.

## Checking Out

When checking out, all payment options may be available. Please be aware that some schools may not accept all forms of payment, and the examples shown may differ. Please be aware that there is a service fee charged for every transaction. This fee is visible under the Service Fee column when choosing the payment method.

Click [Select](#) next to the payment option desired.

[View Cart](#) [MY ACCOUNT](#) [STUDENT ACCESS & CAFETERIAACCOUNT](#) [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](#)



**Please note: The One-Time payment refers to a payment source intended to be used “one time” and not saved.**

Enter the billing information for the payment method selected. **All fields with the exception of Address Line 2 are required.**

#### Billing Information

First Name:

Last Name:

Address Line 1:

Address Line 2:

City:

State:

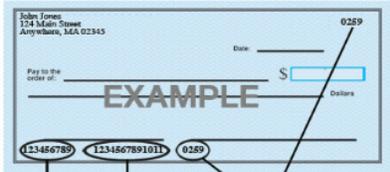
Zip Code:

Country:

Phone:

If ACH was chosen, continue to the Account Information section, adding the Routing and Account numbers from a printed check. **All fields are required. Do not use the numbers on an ATM Card!** 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:

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 card information. **All fields are required.** 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

Regardless of the payment method selected, the checkbox **MUST** be checked to indicate that the payment amount specified is correct and that the amount is authorized to be debited from the account used. Once the checkbox is checked, press **Process Payment** to process the payment.

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.

## Receipt

A receipt will be generated upon processing of the payment. This receipt may be printed by clicking **Print**. When finished, click **Back to My Account** to return to the main screen.

### 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

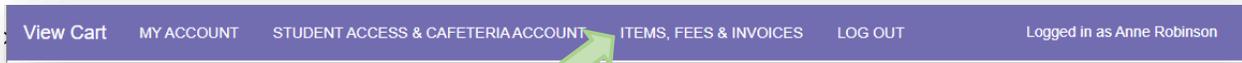
Transaction ID: 3211450478  
Amount Received: \$2.72

[Back to My Account](#)

[Print](#)

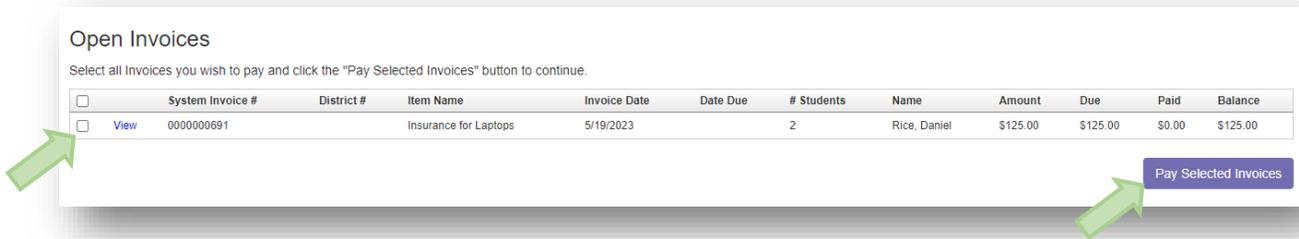
## Items, Fees, & Invoices

To view items, fees, or invoices, associated with students on the account, click on **Items, Fees & Invoices** on the menu bar at the top of the page.

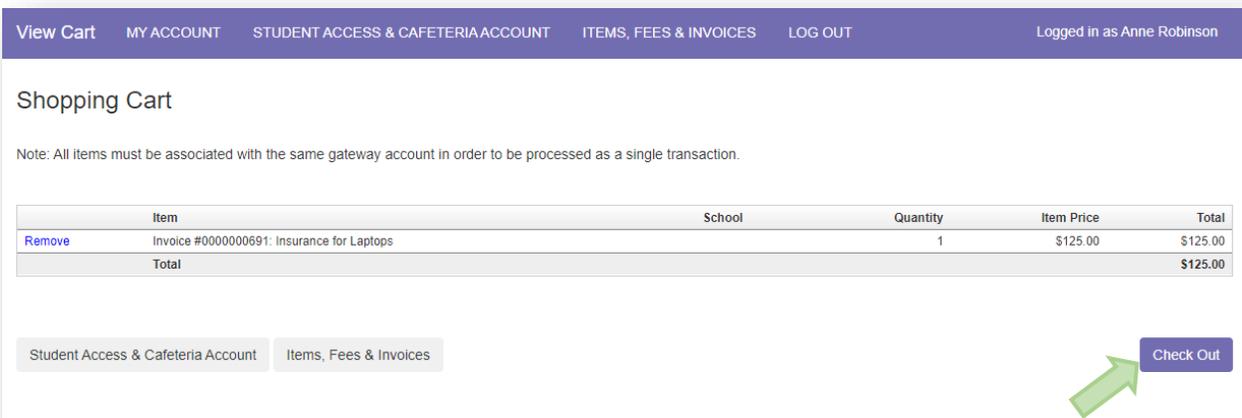


## Invoiced Items

If there are currently any Invoices owed by students associated with the account, they will show in the **Open Invoices** section:



Click the box next to the invoice. Click on the **Pay Selected Invoices** button at the bottom right. The invoice will be added to the shopping cart.



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

## General Purchase Items

Districts may choose to have general items available for purchase through School Payment Portal. These items will appear under the **Items/Fees** section. To purchase an item listed, click **Select** next to the item to be added to the cart.

View Cart MY ACCOUNT STUDENT ACCESS & CAFETERIA ACCOUNT 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
Documentation Apple Grove	Football Tickets
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. Click the **Continue** button to view the options selected.

View Cart MY ACCOUNT STUDENT ACCESS & CAFETERIA ACCOUNT 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: Rice, Daniel

Quantity: 1

Price: \$12.00

Cancel Continue

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

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

Cancel Add To Cart



Review the items in the **Shopping Cart**

View Cart MY ACCOUNT STUDENT ACCESS & CAFETERIAACCOUNT 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



Click the **Check Out** button. (See [Checking Out](#) for additional instructions on the checkout process)

## Transactions

Click [Transactions](#) to see a list of all cafeteria activity for the 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. If any discrepancies are noted, contact the school's Food Services Department.

### 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)

## Restricted Items

Some school districts may allow parents/guardians to restrict items for purchase. This allows parents/guardians to control which items a student can purchase. If the district allows parents/guardians to restrict items, a list of items available for restriction will be visible. To add an item to the list of items restricted for purchase, click **Restrict** next to the item. This will move the item to the Items Restricted From Purchase list. Please be cautious in setting restrictions, as restricting incorrect items may prevent the purchase of a standard meal. If the school does not offer this option online, contact the school directly to discuss item restrictions.

### 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

## A la Carte Restriction

To Restrict A la Carte items (chips, ice cream, etc.), first navigate to the **Cafeteria Balance/Transaction Information** section of the **Student Access & Cafeteria Account** page. Click on the **Restrict A la Carte** button.

Cafeteria Balance/Transaction Information

	Name	School	Grade	PIN	Balance	Pending
Transactions	Ackerman, Stan	Cherry Hill Middle School	8	3833	\$90.85	\$0.00
Transactions	Boss, Christine	Cherry Hill Middle School	8	3460	\$5.78	\$0.00

[Lock Account](#) [Restrict A La Carte](#) [Transfer Balance](#)



## Cafeteria Account A La Carte Restriction

Use this page to request that a la carte purchases be restricted for a patron.

Select Patron to restrict a la carte purchases

	Last Name	First Name	Student ID	School Name	Grade
Select	Ackerman	Stan	3833	Cherry Hill Middle School	8
Select	Boss	Christine	3460	Cherry Hill Middle School	8



[Back](#)

Click **Select** next to the name of the student to be locked.

Choose whether a la carte purchases should be restricted only when the patron's account is negative and click the **Confirm** button.

## Cafeteria Account A La Carte Restriction

Use this page to request that a la carte purchases be restricted for a patron.

### Confirmation

Patron:  
Stan Ackerman

School:  
Cherry Hill Middle School

Grade:  
8

Restrict A La Carte purchases only when negative:

No

[Back](#)

[Confirm](#)



Once the system administrator reviews and processes the request, an email will be sent to the email used to make a request.

## Pre-order

Schools may allow pre-orders to be placed. To pre-order meals for students assigned to the account, click the **Meal Pre-order** button.

### Pre-Order Meals

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



Meal Pre-Order

**Start a New Order-** Select the start and end date as well as the meal period, and click **Start Order**.

### LunchTime Parent Pre-Order - Start a New Order

Start Date:  

End Date:  

Select Meal Periods:  Lunch



Start Order

Choose the quantity of the item to be ordered, and click the **Save Changes/Continue** button.

LunchTime Parent Pre-Order - Place an Order  
Serving Date: Monday, March 10, 2025

**Breakfast**  
Order Deadline: 3/10/2025 5:00:00 AM Eastern Standard Time

Quantity	Item	Item Price
2	Breakfast	\$1.85 (\$0.00)
0	Entree Only	\$1.30

Order Note:

**Lunch**  
Order Deadline: 3/8/2025 11:59:59 PM Eastern Standard Time

Quantity	Item	Item Price
0	Adult Extra	\$1.50
0	Hot Dog	\$2.25
0	Milk	\$0.75
0	Miscellaneous	\$0.00
0	Snack 1	\$0.60

Order Note:



Review the transaction details and check to make sure the items and dates are correct before clicking **Confirm**.

Transaction Detail

Serving Date	Patron	School	Meal	Item	Quantity	Item Price	Total Price
4/9/2024	Spickler, Cameron	Apple Grove High School	Lunch	BBQ Chicken	1	\$2.50	\$2.50

**Confirm Transaction**

To submit the items you have pre-ordered for processing, click the **Confirm** button. Click **Go Back** to review your selections for each day. Click **Cancel** to abandon the current order.

No payment is required to complete this pre-order transaction. However, funds may be required to be in each patron's account prior to receiving the ordered items. Contact the school/food service provider for more information.



**Transaction Summary and Payment Information** will show the student's current balance, total ordered, and the total due now. If payment is required, click the **Start Payment Process** button.

Transaction Summary and Payment Information

Patron	School	Current Balance	Total Ordered	Total Due Now
Boss, Christine	Cherry Hill Middle School	\$5.78	\$2.50	\$2.50

**Confirm Transaction**

A payment is required for each patron in the amount(s) shown in the **Total Due Now** column listed above. The total payment due is **\$2.50**. Click the **Start Payment Process** button to begin entering your payment information. Click **Go Back** to review your selections for each day. Click **Cancel** to abandon the current order.

**Deposit Summary** shows the amount to be deposited for each patron's pre-order. To process a payment for the order, click **Select** next to the payment option desired.

LunchTime Parent Pre-Order Payment Processing

Please select a payment method from the available list below to continue the process of making a payment for the items you wish to pre-order.

**Deposit Summary**

The amount to be deposited for each Patron

Item	School	Quantity	Item Price	Total
LunchTime Cafeteria Deposit-Boss, Christine	Cherry Hill Middle School	1	\$2.50	\$2.50
<b>Total</b>				<b>\$2.50</b>

**Select Payment Method**

	Nickname	Type	Account Number	Service Fee
<a href="#">Select</a>	TEST ACH	ACH	1xxxxxx00	\$1.50
<a href="#">Select</a>	One-Time Credit Card	Credit Card		\$1.06
<a href="#">Select</a>	One-Time ACH	ACH		\$1.50

Regardless of the payment method selected, the checkbox **MUST** be checked to indicate that the payment amount specified is correct and that the amount is authorized to be debited from the account used. Once the checkbox is checked, press **Process Payment** to process the payment.

### Payment Details

Nickname: TEST ACH  
 Account Number: 1xxxxxx00  
 Routing Number: 0xxxxxx15  
 Service Fee: \$1.50  
 Total Due: \$4.00

### Confirm Transaction

Click the **Process Payment** button to complete your payment and finalize your pre-ordered items. Click **Go Back** to return to the Pre-Order Summary page. Click **Cancel** to abandon the current order.

By checking this box I confirm that I wish to have a total of \$4.00 taken out of my checking/savings account to pay for the items listed above. \$2.50 will be applied to the items purchased and \$1.50 will be applied to the service fee for this transaction.

Cancel

Go Back

Process Payment

**Confirmed Orders** will show all orders confirmed for student(s) on the account. Orders can be removed up to the order deadline.

### LunchTime Parent Pre-Order Confirmed Orders

You will not be able to remove items on serving days where the order deadline has expired.

	Added By	Date	Meal	Patron	School	Grade	Quantity	Item
<a href="#">Remove</a>	tyler r	4/8/2024	Lunch	Spickler, Cameron	Apple Grove High School		1	Lunch

**Order History** will show a history of all pre-ordered items purchased by student(s) on the account.

### LunchTime Parent Pre-Order Consumer Order History

Receipt	Order Date	Serving Date	Meal	Patron	School	Grade	Item	Quantity		
149296	4/3/2024	4/8/2024	Lunch	Spickler, Cameron	Apple Grove High School		Lunch	1	\$2.50	\$2.50

Page size: 20

1 items in 1 pages

To exit the Pre-Order page, click **Exit Pre-Order**.

View Cart    START NEW ORDER    CONFIRMED ORDERS    ORDER HISTORY    PATRON ORDER HISTORY    **EXIT PRE-ORDER**    LOG OUT