

School Payment Portal

www.schoolpaymentportal.com

Parents' Guide to Getting Started

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Creating a New Account

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

HOME	ABOUT	CONTACT
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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

Parents

Already have an account? Login to the Parent Portal to view information related to your kids and their district.

Parent Login

Administrators

The Administrative Portal provides district and school administrators with the ability to view reports and configure items specific to their district.

Admin Login

Fill in the information:

HOME	ABOUT	CONTACT
<h2>Create a New Account</h2> <p>Fill in the information below to create a new account to use with the School Payment Portal website.</p>		
First Name:	<input type="text"/>	
Last Name:	<input type="text"/>	
Email Address:	<input type="text"/>	
Password:	<input type="password"/>	
Confirm Password:	<input type="password"/>	
<input type="button" value="Cancel"/>	<input type="button" value="Create Account"/>	


Click the **Create Account** button.

HOME	ABOUT	CONTACT
<h2>Create a New Account</h2> <p>Fill in the information below to create a new account to use with the School Payment Portal website.</p>		
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="*****"/>	
<input type="button" value="Cancel"/>	<input type="button" value="Create Account"/>	

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**

HOME	ABOUT	CONTACT
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Admin Login

Parent Portal Sign In

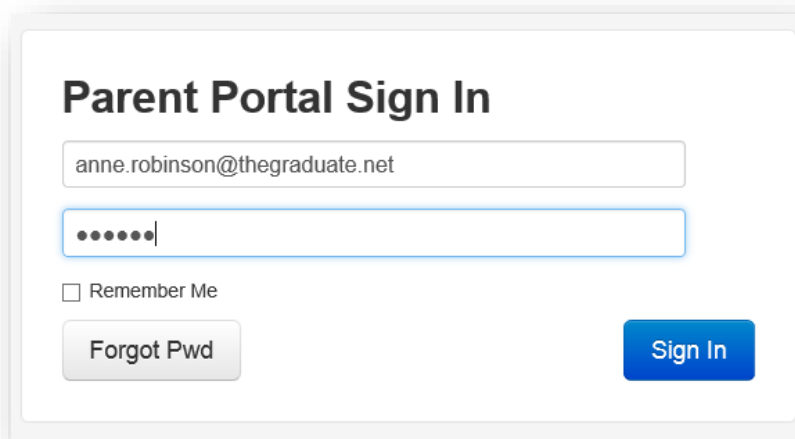
☐ Remember Me

Forgot Pwd

Sign In

[Home](#)

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

A sign-in form titled "Parent Portal Sign In". It features two input fields: the first contains the email address "anne.robinson@thegraduate.net", and the second contains masked characters "•••••". Below the password field is a checkbox labeled "Remember Me". At the bottom left is a button labeled "Forgot Pwd", and at the bottom right is a blue button labeled "Sign In".

Parent Portal Sign In

anne.robinson@thegraduate.net

•••••

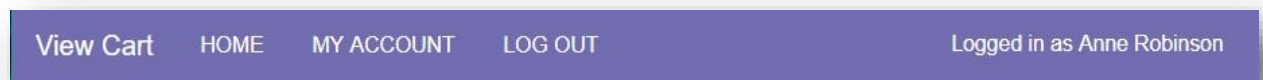
☐ Remember Me

Forgot Pwd

Sign In

Site Logout

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

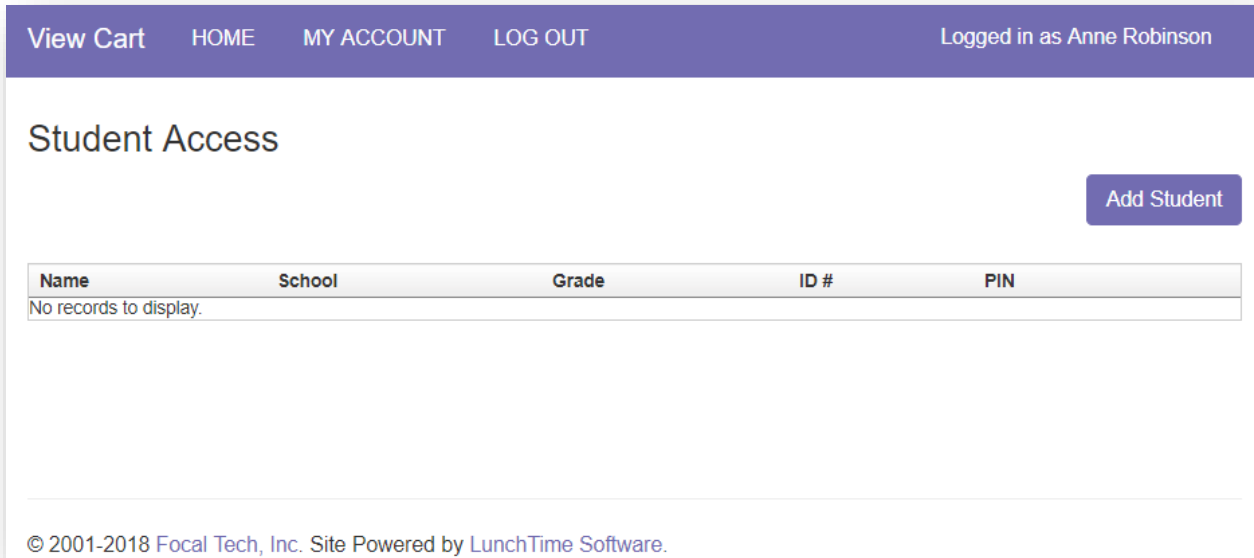
A dark purple horizontal navigation bar. On the left, it contains links: "View Cart", "HOME", "MY ACCOUNT", and "LOG OUT". On the right, it displays the text "Logged in as Anne Robinson".

View Cart HOME MY ACCOUNT LOG OUT

Logged in as Anne Robinson

Adding Students to Account

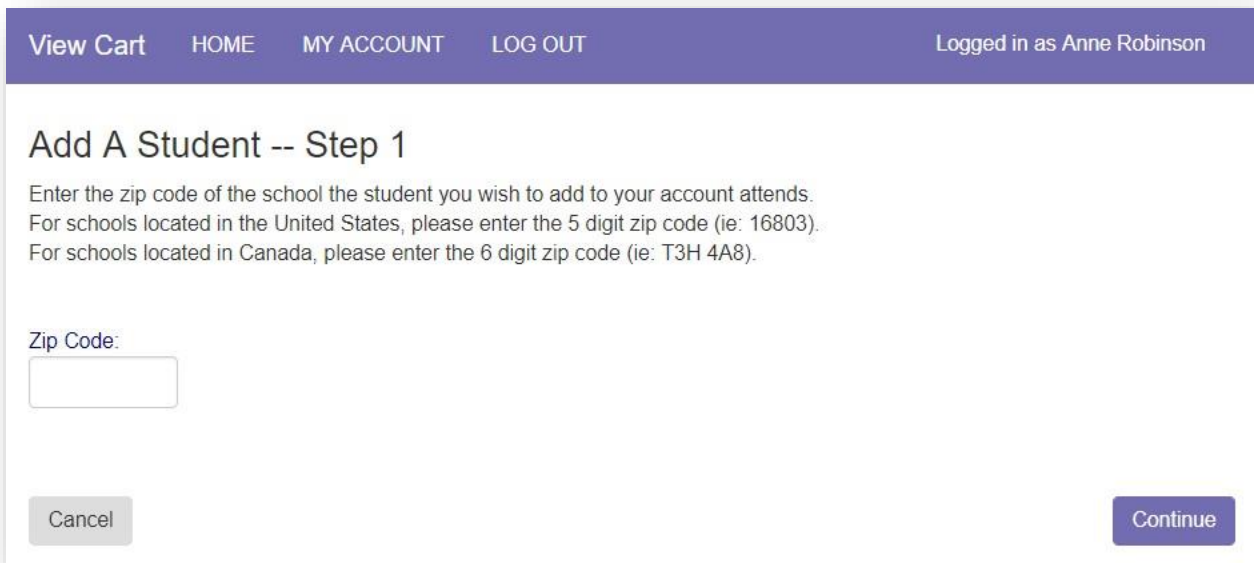
On the Student Access Page, Click the blue **Add Student** button. The Student Access Page will be your first page if you have not added any students. You can also click **Home** in the menu bar along the top.



The screenshot shows the 'Student Access' page. At the top is a purple navigation bar with links: 'View Cart', 'HOME', 'MY ACCOUNT', and 'LOG OUT'. On the right side of the bar, it says 'Logged in as Anne Robinson'. Below the navigation bar, the page title 'Student Access' is displayed. To the right of the title is a blue button labeled 'Add Student'. Below this is a table with five columns: 'Name', 'School', 'Grade', 'ID #', and 'PIN'. The table contains a single row with the text 'No records to display.' Below the table, there is a footer line that reads '© 2001-2018 Focal Tech, Inc. Site Powered by LunchTime Software.'

Name	School	Grade	ID #	PIN
No records to display.				

Click on the **Add Student** button.



The screenshot shows the 'Add A Student -- Step 1' form. It has the same purple navigation bar as the previous page. Below the navigation bar, the 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 this text is a label 'Zip Code:' followed by a text input field. At the bottom left is a grey 'Cancel' button, and at the bottom right is a blue 'Continue' button.

Zip Code:

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:

John

Last Name:

Smith

Address Line 1:

123 Main Street

Address Line 2:

City:

Hometown

State:

AB

Zip Code:

12345

Country:

USA



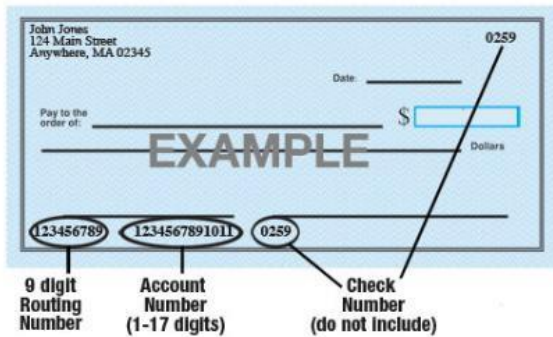
Phone:

800-555-1212



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:

John Smith

Routing Number:

123456789

Account Number:

00100200345

Account Entity:

Personal

Account Type:

Checking

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:

4111111111111111

Expiration:

February



2023



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

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	Smith, Cody	Elkhorn High School	9	11959	\$49.50	\$25.00
Transactions	Smith, Drew	Elkhorn High School	11	21039	\$94.50	\$25.00
Transactions	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 **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: [Auto Email](#)

[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:

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

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	Smith, Cody	Elkhorn High School	9	11959	\$49.50	\$25.00
Transactions	Smith, Drew	Elkhorn High School	11	21039	\$94.50	\$25.00
Transactions	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)

My Account

You can use the My Account menu to change your password, change your email address, and review saved payment sources.

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:

Checking

Billing Information

First Name:

Anne

Last Name:

Robinson

Address Line 1:

1967 North Palm Drive

Address Line 2:

City:

Beverly Hills

State:

CA

Zip Code:

16803

Country:

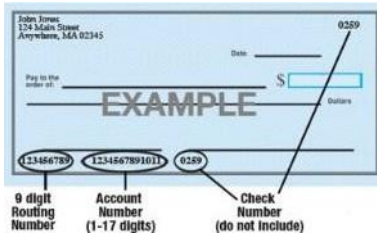
USA

Phone:

814-555-2121

Click Continue when finished to return to the Home screen.

Account Information



Name on Account: Anne Robinson

Routing Number: 123456789

Account Number: 00100200345

Account Entity: Personal ☐

Account Type: Checking

Cancel

Continue