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.

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.

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

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

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: 

Create Account
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

Click on the blue “Parent Login”
Enter your credentials and click the blue “Sign In” button.

Site Logout

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.

Click on the blue “Add Student” 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](image1)

Enter the Required information and Click on the blue “Continue” button in the lower right.

![Add A Student -- Step 3](image2)
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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add Student</td>
<td>Alampi, Charles</td>
</tr>
<tr>
<td>12</td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Name</th>
<th>School</th>
<th>Grade</th>
<th>PIN</th>
<th>Balance</th>
<th>Pending</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith, Carl</td>
<td>West Area High School</td>
<td>012</td>
<td></td>
<td>$2.70</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Gateway</th>
<th>Patron</th>
<th>School</th>
<th>Total Balance</th>
<th>Deposit Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>West</td>
<td>Smith, Carl</td>
<td>West Area High School</td>
<td>$2.70</td>
<td></td>
</tr>
</tbody>
</table>

Cancel Continue
Review the Payment Screen and the “Click Add To Cart” button.

![Cafeteria Deposit - Confirmation](image)

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

![Shopping Cart](image)

Note: All items must be associated with the same gateway account in order to be processed as a single transaction.
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.
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

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:
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:** July 2020
- **CVV Code:** 466

**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  7/27/2018 10:24:25 AM

<table>
<thead>
<tr>
<th>Item</th>
<th>School</th>
<th>Quantity</th>
<th>Item Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>LunchTime Cafeteria Deposit-Smith, Cody</td>
<td>High School</td>
<td>1</td>
<td>$25.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>LunchTime Cafeteria Deposit-Smith, Drew</td>
<td></td>
<td>1</td>
<td>$25.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>LunchTime Cafeteria Deposit-Smith, Sharon</td>
<td>High School</td>
<td>1</td>
<td>$25.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>Service Fee</td>
<td></td>
<td>1</td>
<td>$2.72</td>
<td>$2.72</td>
</tr>
</tbody>
</table>

Total  $77.72

Payment Type: Credit Card
Card Number: 40000001111
Expiration: 07/20
Transaction ID: 3211450440
Amount Received: $75.00

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

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:

<table>
<thead>
<tr>
<th>Name</th>
<th>School</th>
<th>Balance Due</th>
<th>Prior Balance Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alampi, Charles</td>
<td>MD Area Middle School</td>
<td>$325.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Debit</th>
<th>Credit</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/28/2015</td>
<td>Tuition Charge</td>
<td>$325.00</td>
<td>$0.00</td>
<td>$325.00</td>
</tr>
<tr>
<td></td>
<td>Prior Year Balance</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

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:
75.00

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.

Additional fees associated with the Payment Method will be shown. Click on the blue Select to accept these fees.
Fill in the appropriate demographic information (above) and the appropriate payment information (below):

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.

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

From the Reminder Type dropdown, choose either Auto Email or Auto Replenish. Click the “Continue”

Enter the required information and click the “Continue” button.
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

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 their balance falls below a specified level.
Review the information then click the “Return” button.

Cafeteria Transactions

Name:

<table>
<thead>
<tr>
<th>Date</th>
<th>Meal</th>
<th>Item</th>
<th>Quantity</th>
<th>Item Amount</th>
<th>Debit</th>
<th>Credit</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/13/2016 11:15:20 AM</td>
<td>Lunch</td>
<td>Tray Water</td>
<td>1</td>
<td>$3.49</td>
<td>$3.49</td>
<td></td>
<td>$68.25</td>
</tr>
<tr>
<td>5/12/2016 1:32:24 PM</td>
<td>Lunch</td>
<td>Tray Water</td>
<td>1</td>
<td>$3.49</td>
<td>$3.49</td>
<td></td>
<td>$71.65</td>
</tr>
<tr>
<td>5/11/2016 11:17:10 AM</td>
<td>Lunch</td>
<td>Tray Water</td>
<td>1</td>
<td>$3.49</td>
<td>$3.49</td>
<td></td>
<td>$75.05</td>
</tr>
<tr>
<td>5/10/2016 11:37:56 AM</td>
<td>Lunch</td>
<td>Tray Water</td>
<td>1</td>
<td>$3.49</td>
<td>$3.49</td>
<td></td>
<td>$78.45</td>
</tr>
<tr>
<td>5/4/2016 12:29:26 PM</td>
<td>Lunch</td>
<td>Milk - Choc.</td>
<td>1</td>
<td>$0.65</td>
<td>$0.65</td>
<td></td>
<td>$81.05</td>
</tr>
<tr>
<td>5/3/2016 19:00:39 AM</td>
<td>Lunch</td>
<td>Milk - Choc.</td>
<td>1</td>
<td>$0.65</td>
<td>$0.65</td>
<td></td>
<td>$82.50</td>
</tr>
<tr>
<td>5/2/2016 12:23:20 PM</td>
<td>Lunch</td>
<td>Tray Water</td>
<td>1</td>
<td>$3.49</td>
<td>$3.49</td>
<td></td>
<td>$83.15</td>
</tr>
<tr>
<td>4/26/2016 12:36:45 PM</td>
<td>Lunch</td>
<td>Tray Water</td>
<td>1</td>
<td>$3.49</td>
<td>$3.49</td>
<td></td>
<td>$86.55</td>
</tr>
<tr>
<td>4/20/2016 12:29:52 PM</td>
<td>Lunch</td>
<td>Tray Water</td>
<td>1</td>
<td>$3.49</td>
<td>$3.49</td>
<td></td>
<td>$96.75</td>
</tr>
<tr>
<td>4/19/2016 12:43:30 PM</td>
<td>Lunch</td>
<td>Tray Water</td>
<td>1</td>
<td>$3.49</td>
<td>$3.49</td>
<td></td>
<td>$100.15</td>
</tr>
<tr>
<td>4/12/2016 11:43:26 AM</td>
<td>Lunch</td>
<td>Tray Water</td>
<td>1</td>
<td>$3.49</td>
<td>$3.49</td>
<td></td>
<td>$103.55</td>
</tr>
<tr>
<td>4/11/2016 12:19:41 PM</td>
<td>Lunch</td>
<td>Tray Water</td>
<td>1</td>
<td>$3.49</td>
<td>$3.49</td>
<td></td>
<td>$106.95</td>
</tr>
<tr>
<td>4/7/2016 1:02:17 PM</td>
<td>Lunch</td>
<td>Tray Water</td>
<td>1</td>
<td>$2.40</td>
<td>$2.40</td>
<td></td>
<td>$112.35</td>
</tr>
<tr>
<td>4/6/2016 12:21:26 PM</td>
<td>Lunch</td>
<td>Tray Water</td>
<td>1</td>
<td>$3.49</td>
<td>$3.49</td>
<td></td>
<td>$113.75</td>
</tr>
<tr>
<td>4/1/2016 12:17:34 PM</td>
<td>Lunch</td>
<td>Tray Water</td>
<td>1</td>
<td>$3.49</td>
<td>$3.49</td>
<td></td>
<td>$117.15</td>
</tr>
<tr>
<td>3/31/2016 11:17:26 PM</td>
<td>Lunch</td>
<td>Tray Water</td>
<td>1</td>
<td>$3.49</td>
<td>$3.49</td>
<td></td>
<td>$120.55</td>
</tr>
<tr>
<td>3/29/2016 10:38:09 PM</td>
<td>Lunch</td>
<td>Tray Water</td>
<td>1</td>
<td>$3.49</td>
<td>$3.49</td>
<td></td>
<td>$123.95</td>
</tr>
<tr>
<td>3/24/2016 1:19:18 PM</td>
<td>Lunch</td>
<td>Tray Water</td>
<td>1</td>
<td>$3.49</td>
<td>$3.49</td>
<td></td>
<td>$130.75</td>
</tr>
<tr>
<td>3/23/2016 1:08:34 PM</td>
<td>Online Deposit</td>
<td>$100.00</td>
<td>$100.00</td>
<td>$124.15</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3/22/2016 9:23:36 AM</td>
<td>Lunch</td>
<td>Tray Water</td>
<td>1</td>
<td>$3.49</td>
<td>$3.49</td>
<td></td>
<td>$127.75</td>
</tr>
<tr>
<td>3/11/2016 12:35:25 PM</td>
<td>Lunch</td>
<td>Tray Water</td>
<td>1</td>
<td>$3.49</td>
<td>$3.49</td>
<td></td>
<td>$134.65</td>
</tr>
</tbody>
</table>

**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**