To Access Student Cafeteria Account:

- Log into PowerSchool
- Click on the applications button (arrow pointing up & to the right) at top right of the screen
- Choose **School Payment Portal** from the menu
- The first time you access the School Payment Portal, you will be prompted to enter your password
- After the initial access and password setup:
  - o   You can access LunchTime from PowerSchool by clicking on the button
  - o   or you can access the system directly at www.schoolpaymentportal.com

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	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:
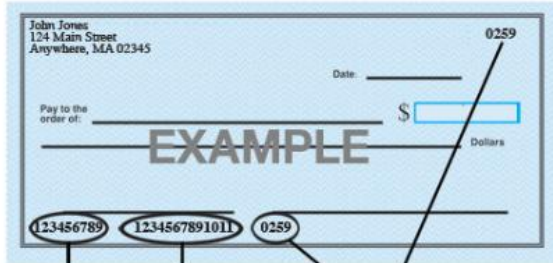

City:
Hometown

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:
July | 2020

3 Digit Card Verification Number

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

SchoolPaymentPortal.com Transaction Receipt

Merchant:
HomeTown Public School
123 North Main Street
HomeTown, NE 12345

Customer:
Joe Smith
123 Main Street
HomeTown, NE 68022

#11189   7/27/2016 10:24:25 AM

Item	School	Quantity	Item Price	Total
LunchTime Cafeteria Deposit-Smith, Cody	High School	1	$25.00	$25.00
LunchTime Cafeteria Deposit-Smith, Drew		1	$25.00	$25.00
LunchTime Cafeteria Deposit-Smith, Sharon	High School	1	$25.00	$25.00
Service Fee		1	$2.72	$2.72
Total				$77.72

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

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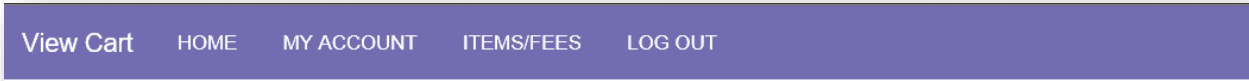
Transaction ID: 3211450478
Amount Received: $2.72

Back to My Account   Print

Make a Payment

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

School Items

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

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

Details of the Item/Fees are shown:

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.

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-Alampi, 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

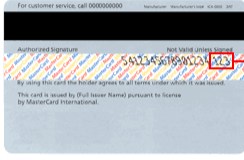|	
First Name:	Anne
Last Name:	Robinson
Address Line 1:	1967 North Palm Drive
Address Line 2:	
City:	Beverly Hills
State:	CA
Zip Code:	16803
Country:	USA
Phone:	814-555-212

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

Account Information

Card Number: 000000000000

Expiration: July 2015

3 Digit Card Verification Number

CVV Code: 123

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.**

Cancel   Process Payment

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: 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:
10.00

Cancel Continue

Verify the information and click the **Save Reminder** button. Repeat with additional students as needed.

Set Cafeteria Low Balance Reminder - Confirm Choices

Please verify the reminder information and click Save Reminder to save these choices. You will receive an email each time the patron's balance reaches or falls below the specified level.

Patron Name:
Smith, Drew
Low Balance Level:
$10.00

Cancel   Save Reminder

Transactions

Click on the blue text **Transactions** to see a listing of all cafeteria activity for that student.

Cafeteria Account

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

View/Set Reminders   Make Cafeteria Deposit

		Name	School	Grade	PIN	Balance	Pending
Transactions	Restrict Items	Smith, Cody	Elkhorn High School	9	11959	$49.50	$25.00
Transactions	Restrict Items	Smith, Drew	Elkhorn High School	11	21039	$94.50	$25.00
Transactions	Restrict Items	Smith, Makenzie	Elkhorn High School	11	9567	$60.60	$0.00

Review the information then click the **Return** button.

Cafeteria Transactions

Name:

Return

Date	Meal	Item	Quantity	Item Amount	Debit	Credit	Balance
5/13/2016 11:15:20 AM	Lunch	Tray Water	1	$3.40	$3.40		$68.25
5/12/2016 1:36:24 PM	Lunch	Tray Water	1	$3.40	$3.40		$71.65
5/9/2016 11:17:10 AM	Lunch	Tray Water	1	$3.40	$3.40		$75.05
5/6/2016 11:37:56 AM	Lunch	Tray Water	1	$3.40	$3.40		$78.45
5/4/2016 12:26:26 PM	Lunch	Milk - Choc.	1	$0.65	$0.65		$81.85
5/3/2016 10:00:39 AM	Lunch	Milk - Choc.	1	$0.65	$0.65		$82.50
5/2/2016 12:20:20 PM	Lunch	Tray Water	1	$3.40	$3.40		$83.15
4/28/2016 9:00:14 AM	Lunch	Tray Water	1	$3.40	$3.40		$86.55
4/26/2016 12:36:40 PM	Lunch	Tray Water	1	$3.40	$3.40		$89.95
4/21/2016 11:55:55 AM	Lunch	Tray Water	1	$3.40	$3.40		$93.35
4/20/2016 12:20:52 PM	Lunch	Tray Water	1	$3.40	$3.40		$96.75
4/18/2016 12:48:39 PM	Lunch	Tray Water	1	$3.40	$3.40		$100.15
4/12/2016 11:43:26 AM	Lunch	Tray Water	1	$3.40	$3.40		$103.55
4/11/2016 12:16:41 PM	Lunch	Tray Water	1	$3.40	$3.40		$106.95
4/7/2016 1:03:17 PM	Lunch	Tray Water	1	$3.40	$3.40		$110.35
4/4/2016 12:21:28 PM	Lunch	Tray Water	1	$3.40	$3.40		$113.75
4/1/2016 12:17:34 PM	Lunch	Tray Water	1	$3.40	$3.40		$117.15
3/31/2016 1:17:28 PM	Lunch	Tray Water	1	$3.40	$3.40		$120.55
3/29/2016 1:30:09 PM	Lunch	Tray Water	1	$3.40	$3.40		$123.95
3/25/2016 9:10:16 AM	Lunch	Tray Water	1	$3.40	$3.40		$127.35
3/24/2016 1:16:18 PM	Lunch	Tray Water	1	$3.40	$3.40		$130.75
3/23/2016 1:08:34 PM		Online Deposit	1	$150.00		$150.00	$134.15
3/22/2016 9:23:36 AM	Lunch	Tray Water	1	$3.40	$3.40		($15.85)
3/21/2016 12:22:18 PM	Lunch	Tray Water	1	$3.40	$3.40		($12.45)
3/11/2016 12:35:25 PM	Lunch	Tray Water	1	$3.40	$3.40		($9.05)

My Account

You can use the My Account menu to Change Your Password, Change Your Email Address and Review Saved Payment Sources.
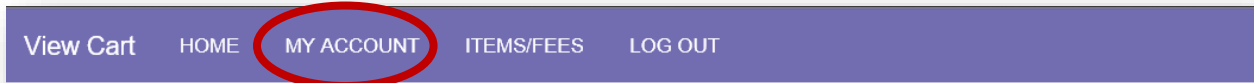
Change Your Password

 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

Review Saved Payment Sources

 Under Saved Payment Sources, Click **Modify**

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