

# SchoolPaymentPortal

<https://www.schoolpaymentportal.com>



## Parents Guide to Getting Started

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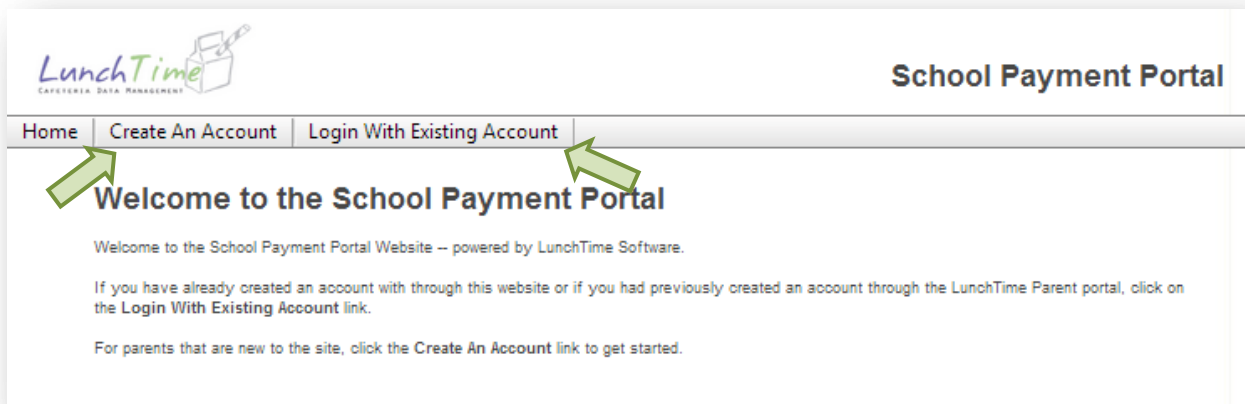
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## Welcome to SchoolPaymentPortal

Your school has chosen to use LunchTime Software for their School Lunch Management. As part of the LunchTime suite of software, SchoolPaymentPortal is being offered as a safe, secure and convenient way for parents or guardians of students manage school payments. You will have the opportunity to track purchases, create reminders and set up automatic payments.

This document will assist new users with the most basic functionality of SchoolPaymentPortal. Any questions or concerns with a student's account should be directed to your schools food services team.

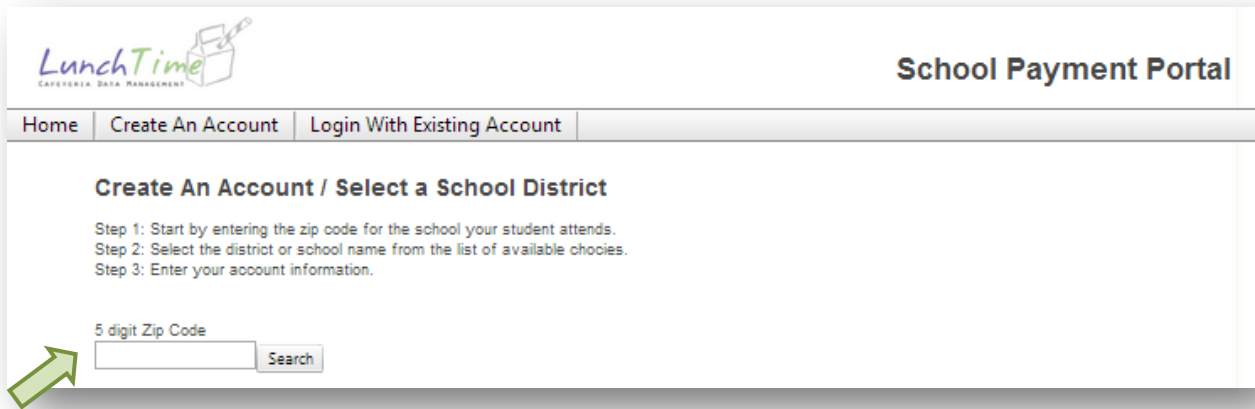
## The Home Screen



The first time you access [www.SchoolPaymentPortal.com](http://www.SchoolPaymentPortal.com), you are required to **Create An Account**. Use the tab at the top to begin.

If you are returning to [www.SchoolPaymentPortal.com](http://www.SchoolPaymentPortal.com), you will use the tab labeled **Login with Existing Account**

## Create An Account



**LunchTime**  
CAFETERIA DATA MANAGEMENT

**School Payment Portal**

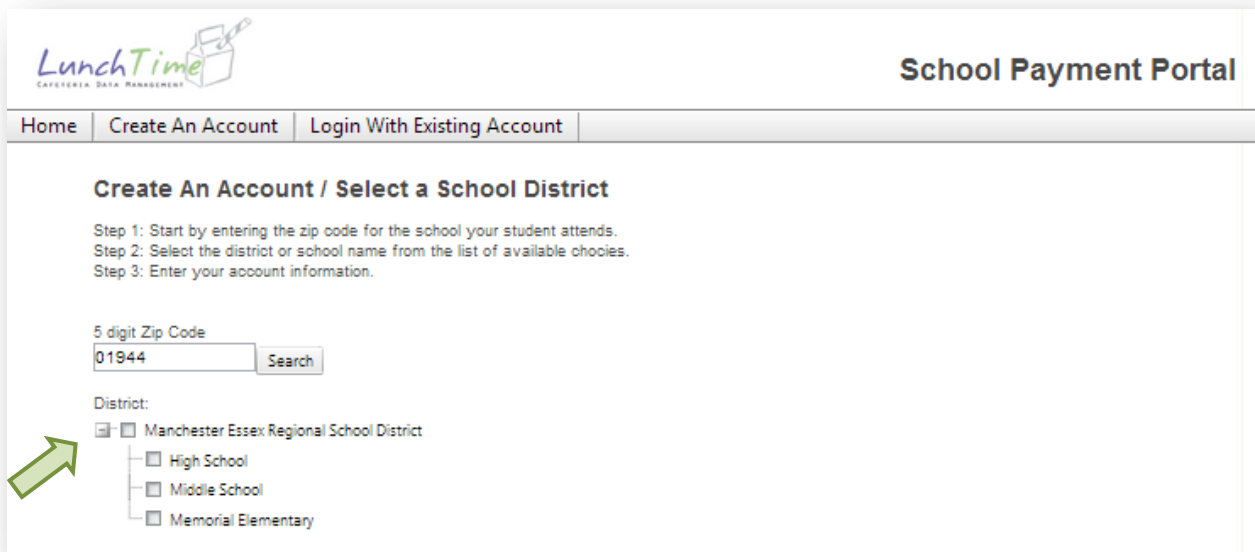
Home | **Create An Account** | Login With Existing Account

### Create An Account / Select a School District

Step 1: Start by entering the zip code for the school your student attends.  
Step 2: Select the district or school name from the list of available choices.  
Step 3: Enter your account information.

5 digit Zip Code

SchoolPaymentPortal is used by many school districts across the country. To begin to identify with your school, please enter the Zip Code for your School and click **Search**.



**LunchTime**  
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**School Payment Portal**

Home | **Create An Account** | Login With Existing Account

### Create An Account / Select a School District

Step 1: Start by entering the zip code for the school your student attends.  
Step 2: Select the district or school name from the list of available choices.  
Step 3: Enter your account information.

5 digit Zip Code

District:

☒ Manchester Essex Regional School District

- ☐ High School
- ☐ Middle School
- ☐ Memorial Elementary

Depending on the size of your district, you may have more than one option. If you have more than one student and they attend different schools within the district, then check the box by the district name. Otherwise, check the box by your student's school.

**LunchTime**  
CAFETERIA DATA MANAGEMENT

**School Payment Portal**

Home | Create An Account | Login With Existing Account

### Enter Account Information

Online Account Registration Form for Manchester Essex Regional School District

Please enter the requested information in the entry area below. Once you have successfully filled out the entry form, you will be able to login to the Website and add your kids into your account.

Parent/Guardian Last Name\*

Parent/Guardian First Name\*

Email Address\*

Requested Password\*

Create Account

Enter the requested information to create your account. All information is required. Your Email Address should be in the format of [user@mailprovider.com](#). We recommend choosing a password that is at least 8 characters in length and contains both numbers and letters. Once you have entered the information, click the **Create Account** button.

**LunchTime**  
CAFETERIA DATA MANAGEMENT

**School Payment Portal**


Home | Create An Account | Login With Existing Account

### Account Created

Your account has been successfully created. Please click [HERE](#) to go to the site login page.

Once you have successfully created an account, you will click the [HERE](#) link to proceed. You will be taken back to the Home screen where you can now login with an existing account.

## My Account Page



0 items, \$0.00 [View Cart](#) | [My Account](#) | [Logout](#)

**Regional School District**

Cafeteria Account

### My Account

**Students** | **Saved Payment Sources** | **Payment History** | **My Info**

#### Current Students

First Name	Last Name	School Name	Lunch Balance	Grade	Student ID	PIN	HR Num	Active
No Students associated with your Account								

#### Add Students

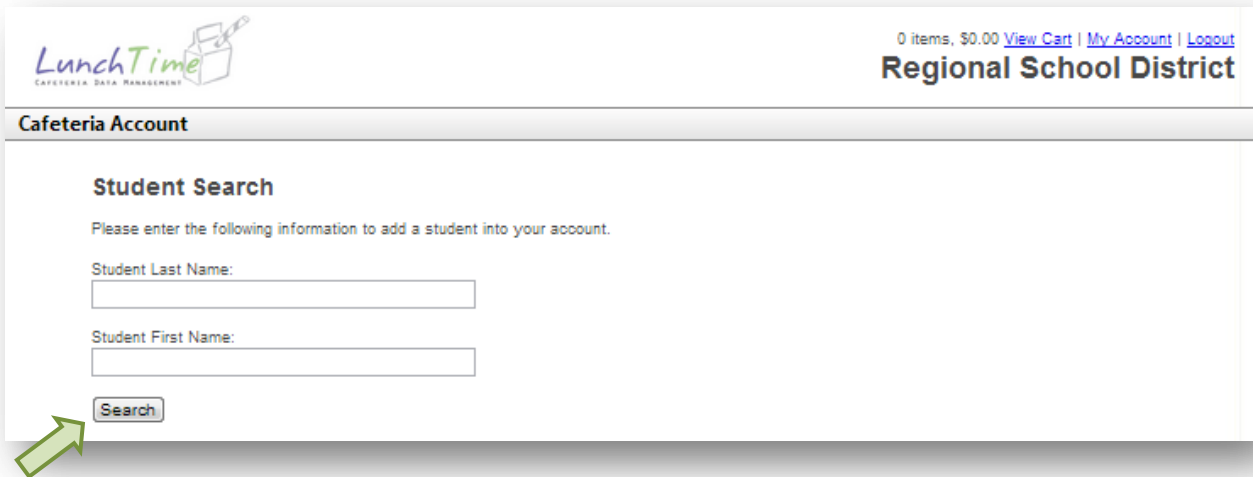
To add students into your account, please click [HERE](#) to go to the Student selection page.

[Manage Cafeteria Account](#)

To manage the cafeteria account of the students listed above, please click the link above.

From the **My Account** page, users can add Students; add, modify or delete Payment Sources; review Payment History or review account information (to update email addresses or change passwords). Click on the [HERE](#) link to go to the Student Search.

## Add Students



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CAFETERIA DATA MANAGEMENT

0 items, \$0.00 [View Cart](#) | [My Account](#) | [Logout](#)  
**Regional School District**

**Cafeteria Account**

**Student Search**

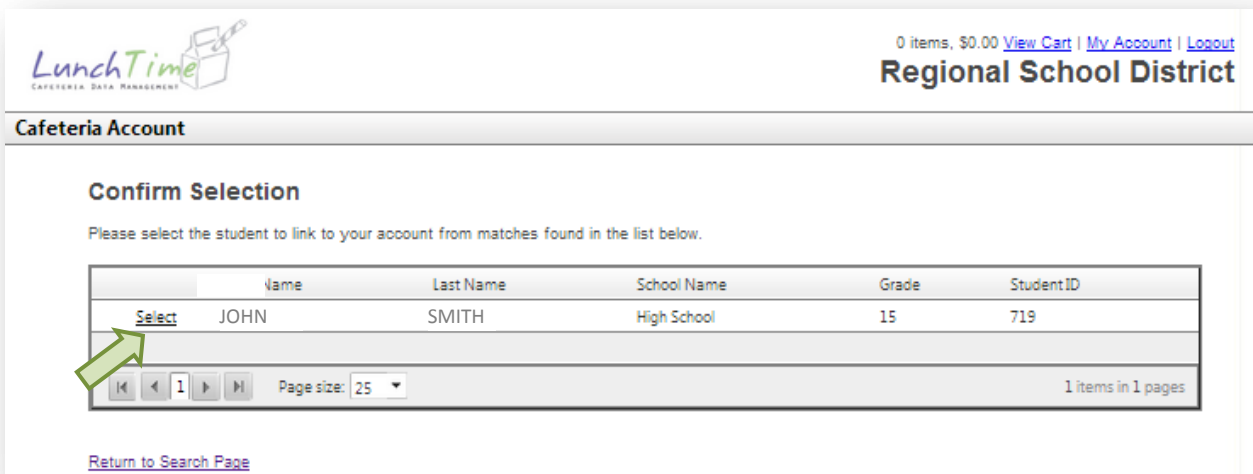
Please enter the following information to add a student into your account.

Student Last Name:

Student First Name:

Your school will determine the criteria required for searching students. Some schools may choose to use any combination of name, date of birth or school id's for search terms. Type in the requested search criteria and click **Search**.

## Confirm Selection



**LunchTime**  
CAFETERIA DATA MANAGEMENT

0 items, \$0.00 [View Cart](#) | [My Account](#) | [Logout](#)  
**Regional School District**

**Cafeteria Account**

**Confirm Selection**

Please select the student to link to your account from matches found in the list below.

	Name	Last Name	School Name	Grade	Student ID
<a href="#">Select</a>	JOHN	SMITH	High School	15	719


Page size: 25 1 items in 1 pages

[Return to Search Page](#)

Confirm the identity of your student and click **Select**. You will be returned to the **My Account** Page which will now show your student information.

## Manage Cafeteria Account

You can continue to Add Students to your account as needed.



0 items, \$0.00 [View Cart](#) | [My Account](#) | [Logout](#)  
**Regional School District**

Cafeteria Account

### My Account

**Students** | **Saved Payment Sources** | **Payment History** | **My Info**

#### Current Students

First Name	Last Name	School Name	Lunch Balance	Grade	Student ID	PIN	HR Num	Active
JOHN	SMITH	High School	\$0.00	15	719			<input type="checkbox"/> <a href="#">Remove</a>

#### Add Students

To add students into your account, please click [HERE](#) to go to the Student selection page.

#### Manage Cafeteria Account

To manage the cafeteria account of the students listed above, please click the link above.

After adding all your students, click **Manage Cafeteria Account** to proceed.



**Cafeteria Account**
**LunchTime Cafeteria Account Access Listing**

The account(s) you have access to are listed below. Click the View button next to the account whose transactions you would like to view. To deposit money, click the deposit link following the Balance on the account you wish to update.

	First Name	Last Name	Grade	Balance	PIN #	
<a href="#">View Transactions</a>	JOHN	SMITH	15	\$0.00	7344	<a href="#">Restrictions</a>

[Make a Deposit](#)
**Notification Settings**

To setup Notification settings for the patrons in your account, click the "Set Up" link next to the name of the patron you wish to set up.

	First Name	Last Name	Grade	Option	Balance	Deposit
<a href="#">Set Up</a>	JOHN	SMITH	15	None		


The following options are available:

- Automatically receive an email when a patron's account drops below a specified level
- Automatically add funds to a patron's account when it drops below a specified level
- Automatically receive an email with a link to add funds to a patron's account when it drops below a specified level

From this screen, you may **View Transactions**, **Make a Deposit** or **Set Up** notifications or automatic payments. Each of these options will be discussed next. While the **Restrictions** link may be visible, this function may not be available for your school. Check with your school's cafeteria for additional information on **Restrictions**.


**View Transactions**
**Cafeteria Account**
**LunchTime Cafeteria Account Access Listing**

The account(s) you have access to are listed below. Click the View button next to the account whose transactions you would like to view. To deposit money, click the deposit link following the Balance on the account you wish to update.



	First Name	Last Name	Grade	Balance	PIN #	
<a href="#">View Transactions</a>	JOHN	SMITH	15	\$0.00	7344	

Click on **View Transactions** to see the most recent transactions by this student.



**LunchTime**  
CAFETERIA DATA MANAGEMENT

0 items, \$0.00 [View Cart](#) | [My Account](#) | [Logout](#)

**Regional School District**

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**Cafeteria Account**

**Account Transactions**

Account: JOHN SMITH  
Balance: \$19.10

[Back To LunchTime Account List](#)

[Export to Excel](#) [Export to Word](#)



Date	Description	Qty	Deposit	Charge	Balance
3/12/2013 11:24:40 AM	Milk	1.0		\$0.65	\$19.10
3/11/2013 11:30:28 AM	Milk	1.0		\$0.65	\$19.75
3/4/2013 11:26:05 AM	Milk	1.0		\$0.65	\$20.40
1/22/2013 11:23:03 AM	\$2.75 Lunch	1.0		\$2.75	\$21.05
1/16/2013 11:32:17 AM	.50 Drink	1.0		\$0.50	\$23.80
1/9/2013 11:28:25 AM	.50 Drink	1.0		\$0.50	\$24.30
12/4/2012 11:23:11 AM	1.00 Snack	1.0		\$1.00	\$24.80
12/4/2012 11:23:11 AM	DEPOSIT		\$1.00		\$25.80
12/4/2012 11:20:58 AM	.50 Drink	1.0		\$0.50	\$24.80
10/26/2012 11:21:34 AM	1.00 Snack	1.0		\$1.00	\$25.30
10/26/2012 11:21:34 AM	DEPOSIT		\$1.00		\$26.30
10/25/2012 11:21:25 AM	Milk	1.0		\$0.65	\$25.30
10/23/2012 11:21:41 AM	Milk	1.0		\$0.65	\$25.95
10/22/2012 11:22:53 AM	1.00 Snack	1.0		\$1.00	\$26.60
10/22/2012 11:22:53 AM	DEPOSIT		\$1.00		\$27.60
10/18/2012 11:27:32 AM	Milk	1.0		\$0.65	\$26.60
10/16/2012 11:21:45 AM	Milk	1.0		\$0.65	\$27.25
10/14/2012 11:36:24 AM	WEB DEPOSIT		\$20.00		\$27.90
10/12/2012 11:12:57 AM	Milk	1.0		\$0.65	\$7.90
9/14/2012 11:23:18 AM	Milk	1.0		\$0.65	\$8.55
9/12/2012 11:21:27 AM	Milk	1.0		\$0.65	\$9.20
9/10/2012 11:19:10 AM	Milk	1.0		\$0.65	\$9.85
8/1/2012 2:03:00 PM	OPENING BALANCE		\$10.50		\$10.50

You have the option of exporting this data in either Word or Excel format. When you are finished reviewing and/or exporting your students' transactions, you can click **Back to LunchTime Account** list which will take you back to the **Cafeteria Account** page.

## Notification Settings


**Notification Settings**

To setup Notification settings for the patrons in your account, click the "Set Up" link next to the name of the patron you wish to set up.

	First Name	Last Name	Grade	Option	Balance	Deposit
<a href="#">Set Up</a>	JOHN	SMITH	15	None		

The following options are available:

- Automatically receive an email when a patron's account drops below a specified level
- Automatically add funds to a patron's account when it drops below a specified level
- Automatically receive an email with a link to add funds to a patron's account when it drops below a specified level



**Cafeteria Account**

**Notification Options**

Patron Name:  
John Smith

Notification Option:

- ☒ Email Notification once balance falls below a specified amount.
- ☐ Email Notification with a link to pay online once balance falls below a specified amount.
- ☐ Automatic funds transfer with a saved transaction once balance falls below a specified amount.

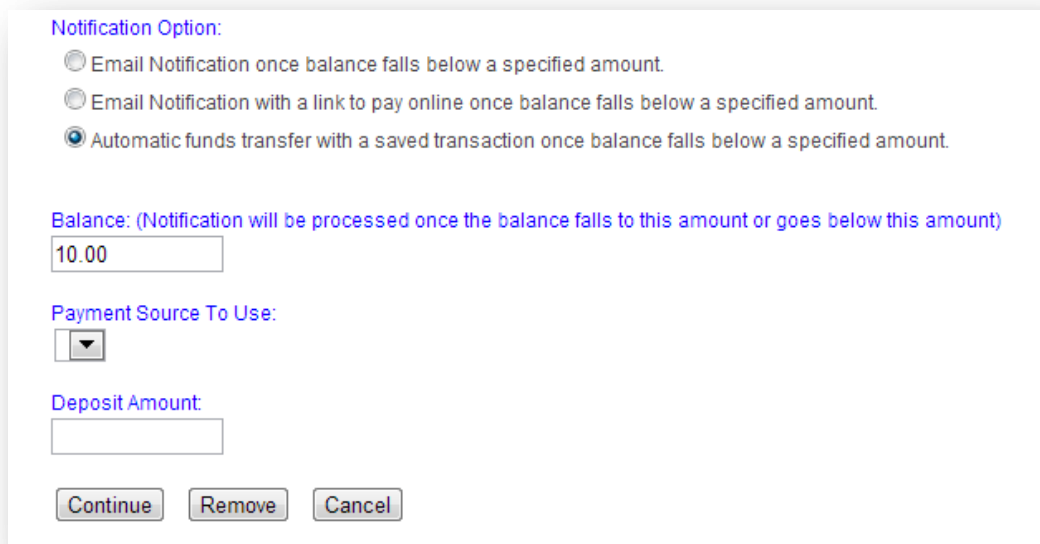
Balance: (Notification will be processed once the balance falls to this amount or goes below this amount)

Using this screen, select the balance that will trigger your notification. You have three options with the notification.

- The first option is a basic notification. This will send an email to the email address used to establish the account indicating that the student balance has fallen below the trigger amount.
- The second option will include a link to pay online –the link will automatically redirect you to the Make Payment section of the Payment Portal.
- The third option will automatically transfer funds using the saved transaction when the trigger amount has been reached.

Once an initial payment has been made (see Making a Payment) you may be prompted to save the payment source. If you elect this option, you will then be able to use this payment source to automatically fund the student account.

***Note: Saved Payments are NOT saved by the school. Neither the school nor LunchTime Software will have access to the payment source. Saved payments are saved with a payment processor who is PCI compliant and follows industry standard security to protect your identity.***



The screenshot shows a web form with the following sections:


- Notification Option:** Three radio button options:
  - ☐ Email Notification once balance falls below a specified amount.
  - ☐ Email Notification with a link to pay online once balance falls below a specified amount.
  - ☒ Automatic funds transfer with a saved transaction once balance falls below a specified amount.
- Balance:** (Notification will be processed once the balance falls to this amount or goes below this amount)  
A text input field containing "10.00".
- Payment Source To Use:**  
A dropdown menu with a downward arrow.
- Deposit Amount:**  
An empty text input field.
- At the bottom, three buttons: "Continue", "Remove", and "Cancel".

The **Remove** button will allow you to remove an automatic payment.

The **Cancel** button will return you to the Manage Cafeteria Account page.

The **Continue** button will establish the automatic payment. This option will require a confirmation on the next screen to proceed. It will then return you to the **Manage Cafeteria Account** page.

## Make a Deposit




[Make a Deposit](#)

### Notification Settings

To setup Notification settings for the patrons in your account, click the "Set Up" link next to the name of the patron you wish to set up.

	First Name	Last Name	Grade	Option	Balance	Deposit
<a href="#">Set Up</a>	BRIAN	SHIELDS	15	None		

On the **Manage Cafeteria Account** page, choose **Make a Deposit**.




0 items, \$0.00 [View Cart](#) | [My Account](#) | [Logout](#)

## Regional School District


### Cafeteria Account

#### LunchTime Cafeteria Account Deposit

Patron Name	Current Balance	Amount To Deposit
John Smith	\$1.16	<input type="text" value="0.00"/>
Jane Smith	\$0.21	<input type="text" value="0.00"/>
Sam Smith	\$0.24	<input type="text" value="0.00"/>

 [Continue](#)

You will see the current balances for all your students and you will have the ability to deposit specific amounts to each student. Enter the amount you wish to deposit for each student and click **Continue**.



0 items, \$0.00 [View Cart](#) | [My Account](#) | [Logout](#)  
**Regional School District**


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Cafeteria Account

### Confirm LunchTime Deposit Amounts

First Name	Last Name	Deposit Amount
Jacqueline	Abbiatici	\$15.00

Select **Add to Cart** to continue or **Cancel** to return to the previous screen.



3 items, \$55.00 [View Cart](#) | [My Account](#) | [Logout](#)  
**Regional School District**

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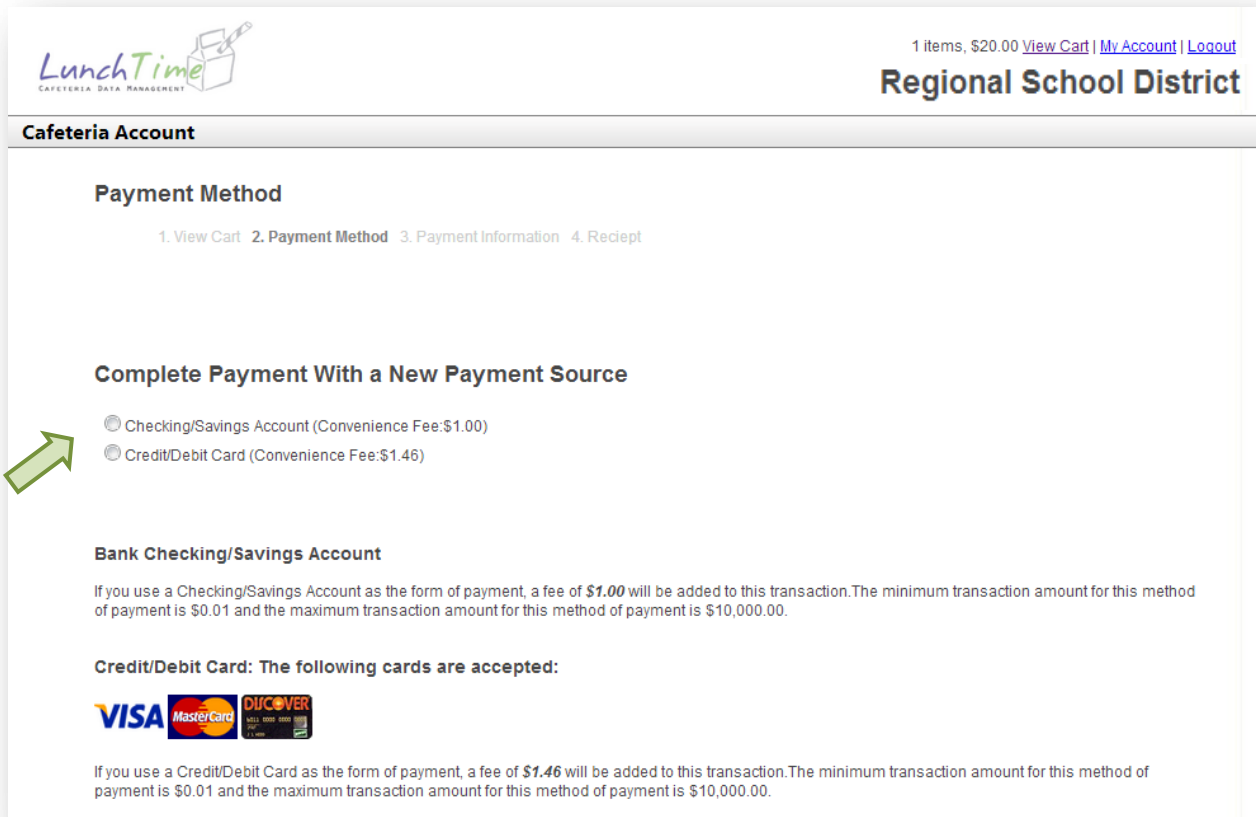
Cafeteria Account

Student	Item Name	Item Desc	Qty	Price	Total	
Abbiatici, Jacqueline	Meal Funds	Cafeteria Account	1	\$15.00	\$15.00	<input type="button" value="Remove"/>
					\$15.00	

This is your final opportunity to make changes. Once you click **Purchase Now** your payment account will be charged. Please click only once. Multiple clicks could result in multiple charges. It may take up to two minutes to fully process.

## First Time Purchase

If this is the first time you have used SchoolPaymentPortal, you will be prompted to add a payment source. Your school may accept payment by Checking/Savings account and/or by major credit card. Specific fees for each method are detailed.



**LunchTime**  
CAFETERIA DATA MANAGEMENT

1 items, \$20.00 [View Cart](#) | [My Account](#) | [Logout](#)

**Regional School District**

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**Cafeteria Account**

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**Payment Method**

1. View Cart 2. **Payment Method** 3. Payment Information 4. Receipt

**Complete Payment With a New Payment Source**




☐ Checking/Savings Account (Convenience Fee:\$1.00)

☐ Credit/Debit Card (Convenience Fee:\$1.46)

**Bank Checking/Savings Account**


If you use a Checking/Savings Account as the form of payment, a fee of **\$1.00** will be added to this transaction. The minimum transaction amount for this method of payment is \$0.01 and the maximum transaction amount for this method of payment is \$10,000.00.

**Credit/Debit Card: The following cards are accepted:**

If you use a Credit/Debit Card as the form of payment, a fee of **\$1.46** will be added to this transaction. The minimum transaction amount for this method of payment is \$0.01 and the maximum transaction amount for this method of payment is \$10,000.00.

Once you choose your payment source you will be directed to the next page for additional account information. You will also have the option to save this information for future use. Again, saved information is secured by PCI compliant payment processors. You will be able to modify and/or delete your payment source by going to **Saved Payment Sources**.



1 items, \$20.00 [View Cart](#) | [My Account](#) | [Logout](#)

Regional School District

Cafeteria Account

### Payment Information


1. View Cart 2. Payment Method 3. Payment Information 4. Receipt

#### Bank Account Information

##### Billing Address

First Name*	Last Name*
<input type="text"/>	<input type="text"/>
Address Line 1*	Address Line 2
<input type="text"/>	<input type="text"/>
City*	State*
<input type="text"/>	<input type="text" value="Pennsylvania"/>
Zip/Postal Code*	Phone Number (e.g. 8885551234)
<input type="text"/>	<input type="text"/>

☐ Save Payment Source for Future Use



Enter the required billing information and click **Continue**. Click on the checkbox by **Save Payment Source for Future Use** if you plan to use this method again or if you have automatic notifications set.



**Cafeteria Account**

**Payment Information**

1. View Cart 2. Payment Method 3. **Payment Information** 4. Receipt

**Bank Account Information**

Name on Account\*

Routing Number\*

Account Number\*

Account Type\*

checking ▼

Entity Type\*

personal ▼

Shopping Cart Total:

\$20.00

Convenience Fees:

\$1.00

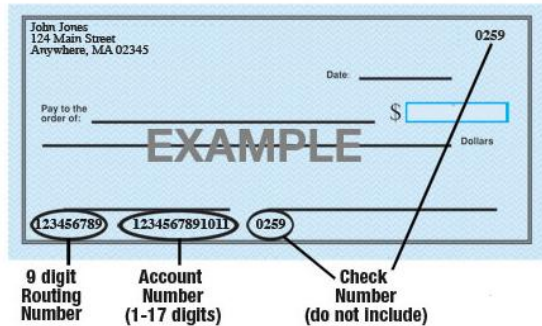
Total Purchase:

\$21.00

☐ By checking this box, I hereby authorize \$21.00 to be drawn from my checking/savings account.



**Submit Payment**



Enter the required information for Checking/Savings account use (*above*) or for Credit Card use (*below*). Carefully review the information on the **Shopping Cart Total**, **Convenience Fees** and **Total Purchase**. Once you have confirmed your transaction, click in the box **By checking this box, I hereby authorize \$XX.XX to be drawn from my checking/savings account (or authorize my credit card to be charged)** and finally click **Submit Payment**.

**Cafeteria Account**

**Payment Information**

1. [View Cart](#) 2. **Payment Information** 3. [Receipt](#)

**Credit Card Information**

**Billing Information**

Card Number\*

Expiration Month\*

Expiration Year\*

Security Code\* (CVV/CV2)

Shopping Cart Total:

\$20.00

Convenience Fees:

\$1.46

Total Purchase:

\$21.46

☐ By checking this box, I hereby authorize my credit card to be charged \$21.46.

**Submit Payment**

**Cards Accepted:**



**Security Code Location:**



3 Digit Card Verification Number

**Confirmation**

You will receive a confirmation of your payment. You should also receive an email confirmation at the email address associated with the payment account. It is recommended that you print and save your receipt.



0 items, \$0.00 [View Cart](#) | [My Account](#) | [Logout](#)

**Regional School District**

## Cafeteria Account

### Receipt

1. View Cart 2. Payment Method 3. Payment Information 4. Receipt

#### Regional School District

301 Science Park Road  
Suite 123  
State College, PA 16803

800-963-0780  
[www.lunchtimesoftware.com](http://www.lunchtimesoftware.com)  
[info@lunchtimesoftware.com](mailto:info@lunchtimesoftware.com)

**1872762840 -- 4/29/2013 3:39:01 PM**

Suzy Smith  
123 Maple Street  
Hometown, ST, 12345


Item Description	Name	Grade	Qty	Price	Total
Cafeteria Account	JOHN SMITH	02	1	\$20.00	\$20.00
				<b>Sub Total</b>	<b>\$20.00</b>
				Convenience Fees	\$1.46
				<b>Total Purchase</b>	<b>\$21.46</b>

#### Payment Information

Payment Method: Credit Card  
Transaction ID: 1872762840  
Approval Code: 123456  
Account Number: 411111\*\*\*\*\*1111  
Transaction Amount: \$21.46

Once you have reviewed, printed and/or saved your receipt, click on **My Account** in the upper right-hand portion of the screen.

## Saved Payment Sources




0 items, \$0.00 [View Cart](#) | [My Account](#) | [Logout](#)  
**Regional School District**

**Cafeteria Account**

### My Account

**Students** **Saved Payment Sources** **Payment History** **My Info**

**Current Students** 

First Name	Last Name	School Name	Lunch Balance	Grade	Student ID	PIN	HR Num	Active	
JOHN	SMITH	High School	\$0.00	15	719			<input type="checkbox"/>	<a href="#">Remove</a>

**Add Students**

To add students into your account, please click [HERE](#) to go to the Student selection page.

[Manage Cafeteria Account](#)

To manage the cafeteria account of the students listed above, please click the link above.

Click on **Saved Payment Sources** to view any payment source you chose to save in the payment information screen (see above)

**Cafeteria Account**

**My Account**

**Students** **Saved Payment Sources** **Payment History** **My Info**

**Saved Payment Sources**

Method	Name	Account Number	Expiration	Routing Number		
creditcard	Susan Shields	411111*****1111	0319		<a href="#">Modify</a>	<a href="#">Delete</a>




**Add a New Payment Source**

- ☐ Bank Checking/Savings Account  
☐ Credit Card

From the **Saved Payment Sources** screen, you can **Modify**, **Delete** or **Add a New Payment**. Click on **Modify**. You will be returned to the **Payment Billing Information** screen associated with this payment method (see pg. 16). Review this information and make any necessary changes. You will be forwarded to your **Bank Account Information** screen (pg. 17) or your **Credit Card Information** screen (pg 18). The most common change will be to update expired credit card information. You will be returned to the **Saved Payment Sources** page. Use the same procedures to **Add a New Payment Source**.

## Payment History



0 items, \$0.00 [View Cart](#) | [My Account](#) | [Logout](#)

**Regional School District**

Cafeteria Account

### My Account

**Students** | **Saved Payment Sources** | **Payment History** | **My Info**

#### Current Students

First Name	Last Name	School Name	Lunch Balance	Grade	Student ID	PIN	HR Num	Active
JOHN	SMITH	High School	\$0.00	15	719			<input type="checkbox"/> <a href="#">Remove</a>


#### Add Students

To add students into your account, please click [HERE](#) to go to the Student selection page.

[Manage Cafeteria Account](#)

To manage the cafeteria account of the students listed above, please click the link above.

Click the **Payment History** tab.



0 items, \$0.00 [View Cart](#) | [My Account](#) | [Logout](#)

**Regional School District**

Cafeteria Account

### My Account

**Items Due** | **Students** | **Saved Payment Sources** | **Payment History** | **My Info**

#### Transaction History

The following transactions have been recorded with this account.


Transaction ID	Date	Sub Total	Convenience Fees	Total
<a href="#">1873418015</a>	4/30/2013 10:16:37 AM	\$10.00	\$1.23	\$11.23
<a href="#">1872762840</a>	4/29/2013 3:39:01 PM	\$20.00	\$1.46	\$21.46
		\$30.00	\$2.69	\$32.69

#### Item Payment Summary

Name	Item Desc	Amount Paid
SMITH, JOHN	Cafeteria Account	\$30.00
		\$30.00

The **Payment History** screen will allow you to view a record of your recent payments.

## My Info



0 items, \$0.00 [View Cart](#) | [My Account](#) | [Logout](#)

### Regional School District

Cafeteria Account

### My Account

Items DueStudentsSaved Payment SourcesPayment HistoryMy Info

#### My Information

Parent/Guardian Last Name\* **Required**

Parent/Guardian First Name\* **Required**

Email Address\* **Required**

Current Password

New Password

Confirm Password

Address Line 1\* **Required**

Address Line 2

City\* **Required**

State\* **Required**

--- Select State ---

Zip Code\* **Required**

Contact Phone\* **Required**

Update

Use the **My Info** screen to make any necessary changes to your personal information. This information will **NOT** be passed to your students' school. Contact your school to update any information they may have on file.

## Contact Information

If you have any questions, concerns or technical issues using the SchoolPaymentPortal, please contact your school.