School Payment Portal

www.schoolpaymentportal.com

Parents' Guide to Getting Started

Contents

Creating a New Account
To create a *NEW* account, click the green "**Create Account**" 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

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:

Click the **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 **Parent Login**

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

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

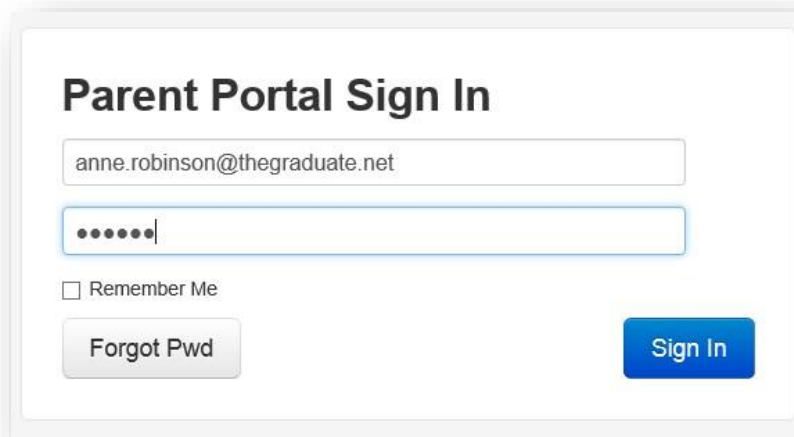## Parent Portal Sign In

Email Address

Password

☐ Remember Me

Forgot Pwd

Sign In

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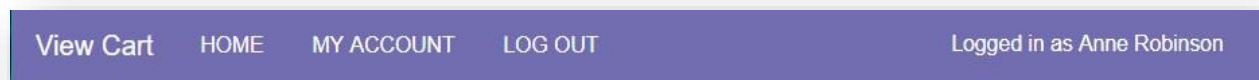
Enter your credentials and Click the **Sign In** button.

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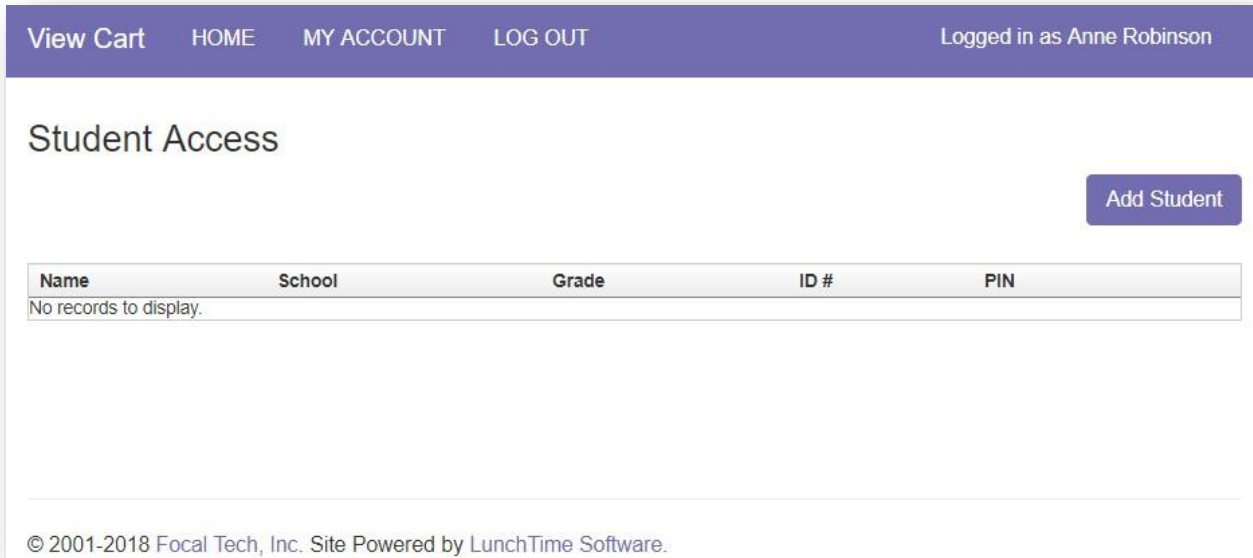
Along the top menu bar, click on **Log Out** to end your session

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 **Home** in the menu bar along the top.

Click on the **Add Student** button.

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

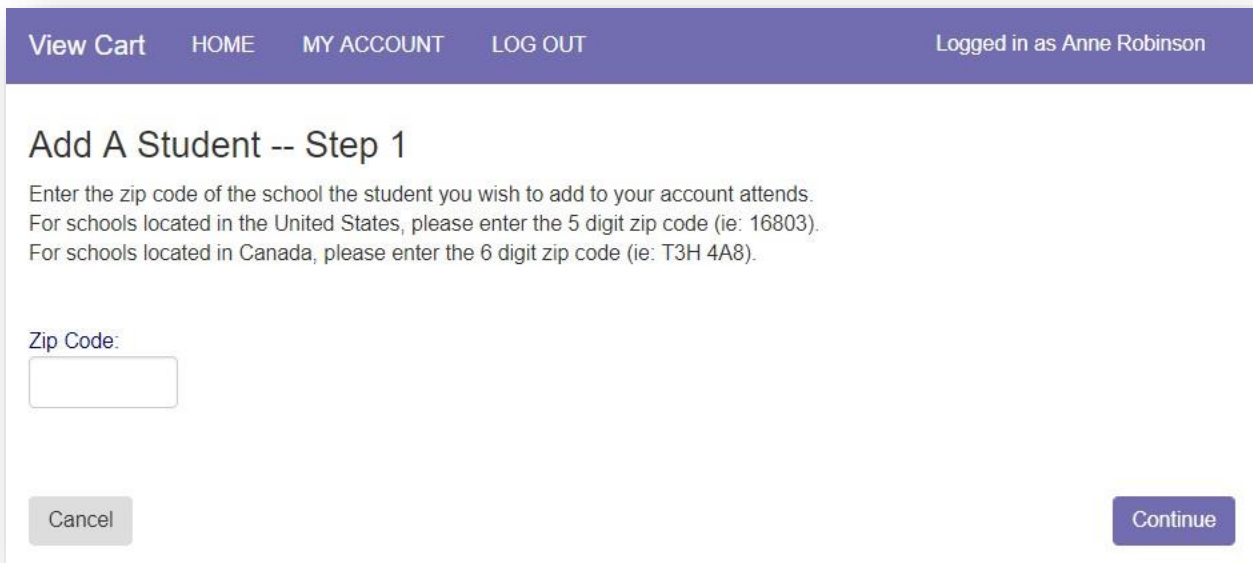Select the school of the student you wish to add from the list below. If the school you are looking for is not listed, click the Start Over button to restart the process.

	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 requesed 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.

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.

Enter the Deposit Amount for each Student Listed and click the **Continue** button.

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
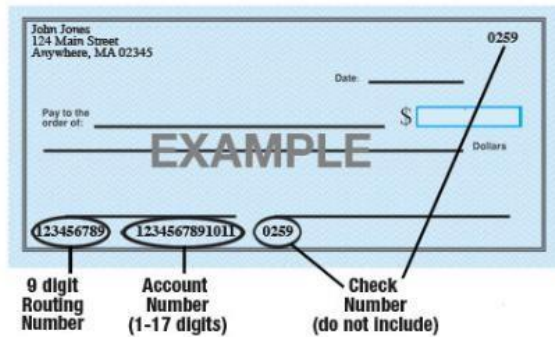
Name on Account:
John Smith

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

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.

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.

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.

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 as needed.

Transactions

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

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)

Restrict Items

Your school may allow Restrict Items. This allows parents/guardians to control cafeteria purchases. You will see all the items available for purchase. Click on the blue text Restrict to restrict specific items. Restricted items will show in the upper list. 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.

Cafeteria Item Restrictions

Student Name:	Arnold, Isaac

Items Restricted From Purchase

	Item
No records to display.	

Items Allowed for Purchase

	Item
Restrict	1.00 Beverage
Restrict	Baked Dessert
Restrict	Bottled Water- Large
Restrict	Bottled Water- Small
Restrict	Bread Item
Restrict	Bread, 1 Slice
Restrict	Breakfast 1
Restrict	Breakfast 2
Restrict	Breakfast 3
Restrict	Breakfast 4
Restrict	Breakfast Bread
Restrict	Brk Entree
Restrict	Brk Meat Sec
Restrict	Brk Meat Elem
Restrict	Canned Fruit, Side

My Account

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

View Cart   HOME   MY ACCOUNT   ITEMS/FEES   LOG OUT

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:
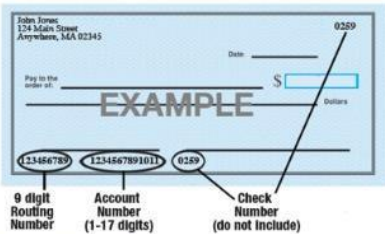Beverly Hills

State:
CA

Zip Code:
16803

Country:
USA

Phone:
814-555-2121

Click **Continue** when finished to return to the Home screen.