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.

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

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

Cancel

Create Account

Click the **Create Account** button.

HOME	ABOUT	CONTACT

Create a New Account

Fill in the information below to create a new account to use with the School Payment Portal website.

First Name   Anne

Last Name   Robinson

Email Address   anne.robinson@thegraduate.net

Password   ··········

Confirm Password   ·········

Cancel

Create Account

Logging into the School Payment Portal

Click on the **Parent Login**

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.

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
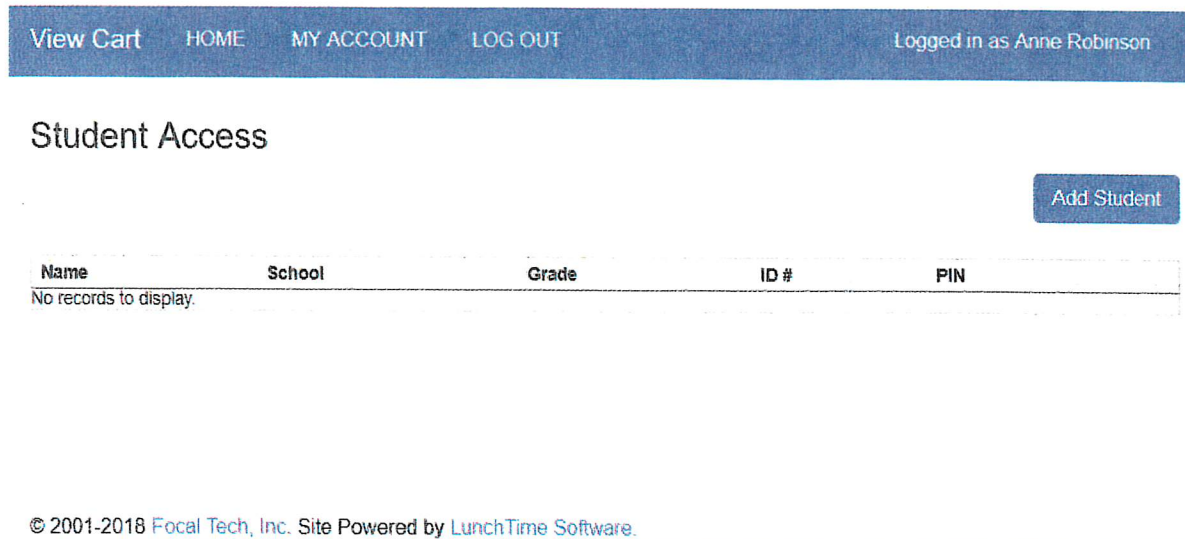
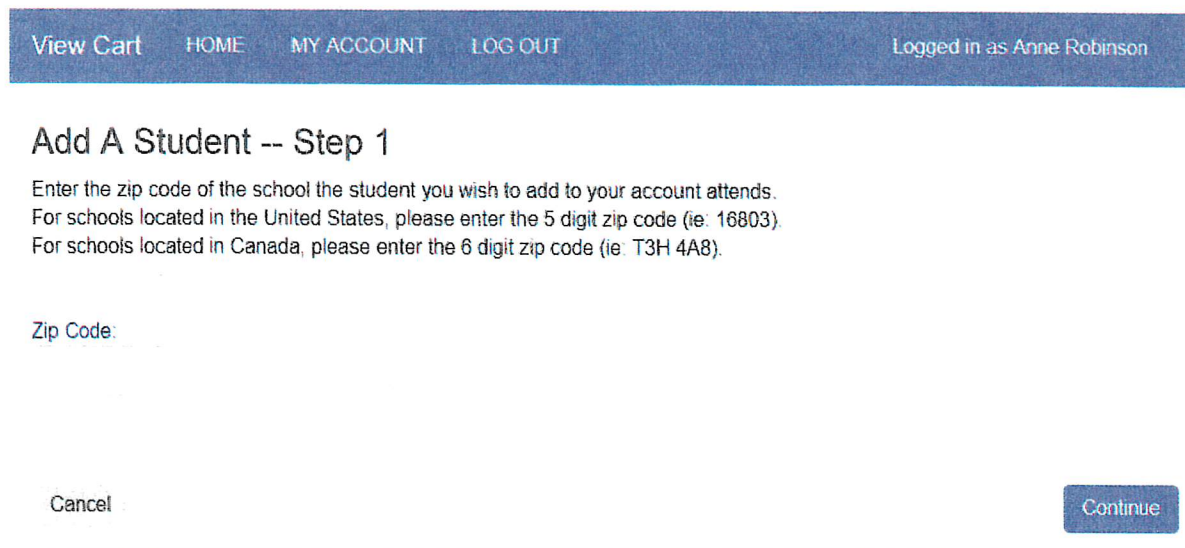| View Cart | HOME | MY ACCOUNT | LOG OUT | | Logged in as Anne Robinson |

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.

Student Access

Add Student

Name	School	Grade	ID #	PIN
No records to display.				

Click on the **Add Student** button.

Add A Student -- Step 1

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).

Zip Code:

Cancel   Continue

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:

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	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
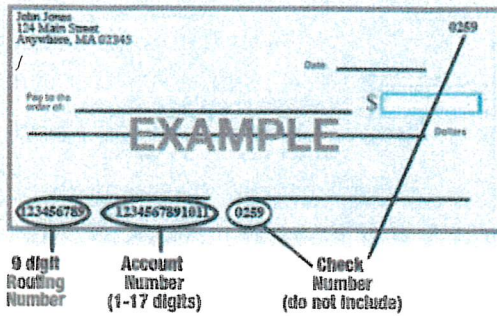
Name on Account:

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.
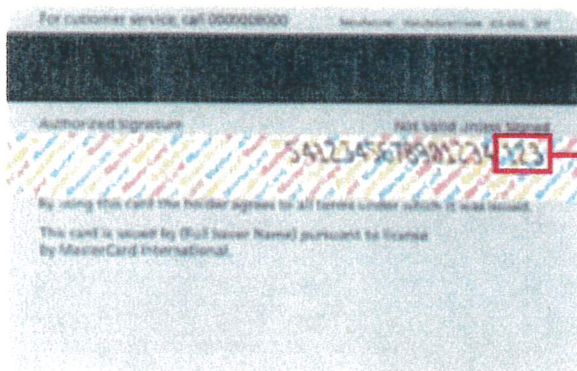
Account Information

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

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:

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 1:09:34 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.

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

My Account Info

First Name:

Anne

Last Name:

Robinson

Email Address:

anne.robinson@thegraduate.net

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:

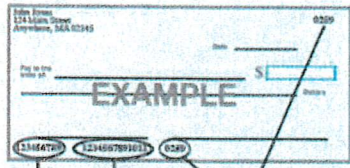City: Beverly Hills

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