

School Lunch Portal

www.schoolpaymentportal.com

Parents' Guide to Getting Started

Before you begin:

You will need your student's first and last name and student ID number to set up the account.

You can find the student ID number by following these steps:

1. Log into My Country Day (<http://ecdschool.myschoolapp.com>) and select your student's name.
2. Click on the "contact card" tab.
3. The ID number is located under "General Information" and uses the numeric digits following the prefix STU (Example: STU12345, where 12345 is the ID number).

Creating a New Account

To create a *NEW* account, click the green “**Create Account**” button.

HOME	ABOUT	CONTACT
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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
<h2>Create a New Account</h2> <p>Fill in the information below to create a new account to use with the School Payment Portal website.</p>		
First Name:	<input type="text"/>	
Last Name:	<input type="text"/>	
Email Address:	<input type="text"/>	
Password:	<input type="password"/>	
Confirm Password:	<input type="password"/>	
<input type="button" value="Cancel"/>	<input type="button" value="Create Account"/>	

Click the **Create Account** button.

HOME	ABOUT	CONTACT
<h2>Create a New Account</h2> <p>Fill in the information below to create a new account to use with the School Payment Portal website.</p>		
First Name:	<input type="text" value="Anne"/>	
Last Name:	<input type="text" value="Robinson"/>	
Email Address:	<input type="text" value="anne.robinson@thegraduate.net"/>	
Password:	<input type="password" value="*****"/>	
Confirm Password:	<input type="password" value="*****"/>	
<input type="button" value="Cancel"/>	<input type="button" value="Create Account"/>	

Once the New Account has been successfully created, Click the blue **Login Page** button to complete the Login process.

Create a New Account

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

 Account successfully created.

Login Page

Logging into the School Payment Portal

Click on the **Parent Login**

[HOME](#)[ABOUT](#)[CONTACT](#)

School Online Payment Processing

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[Admin Login](#)

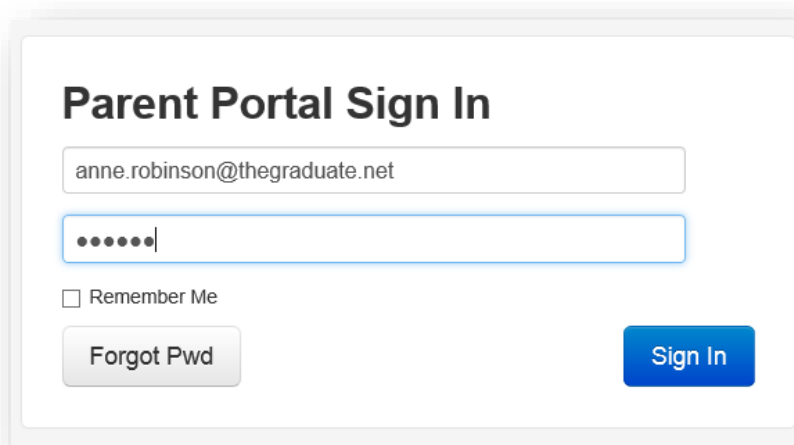
Parent Portal Sign In

☐ Remember Me

[Forgot Pwd](#)[Sign In](#)

[Home](#)

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



The image shows a 'Parent Portal Sign In' form. It has a title 'Parent Portal Sign In' at the top. Below the title is a text input field containing the email address 'anne.robinson@thegraduate.net'. Underneath the email field is a password input field with six dots and a cursor. Below the password field is a checkbox labeled 'Remember Me'. At the bottom left is a button labeled 'Forgot Pwd'. At the bottom right is a blue button labeled 'Sign In'.

Parent Portal Sign In

anne.robinson@thegraduate.net

.....|

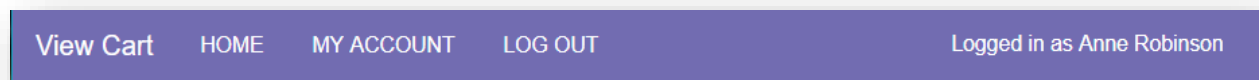
☐ Remember Me

Forgot Pwd

Sign In

Site Logout

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



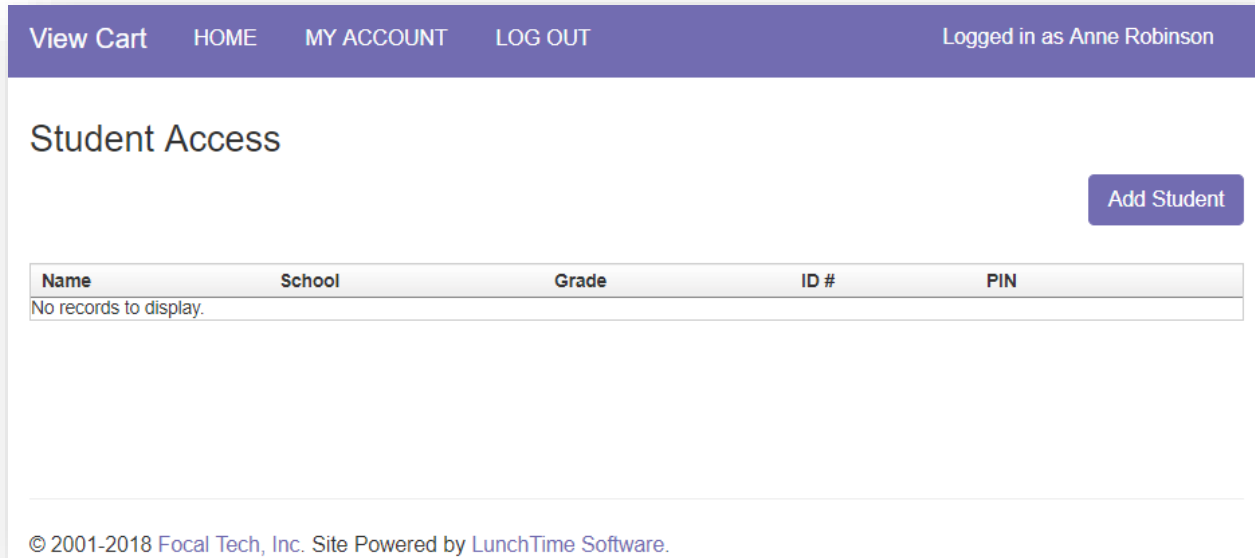
The image shows a top menu bar with a dark blue background. It contains four links: 'View Cart', 'HOME', 'MY ACCOUNT', and 'LOG OUT'. On the right side of the bar, it says 'Logged in as Anne Robinson'.

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.



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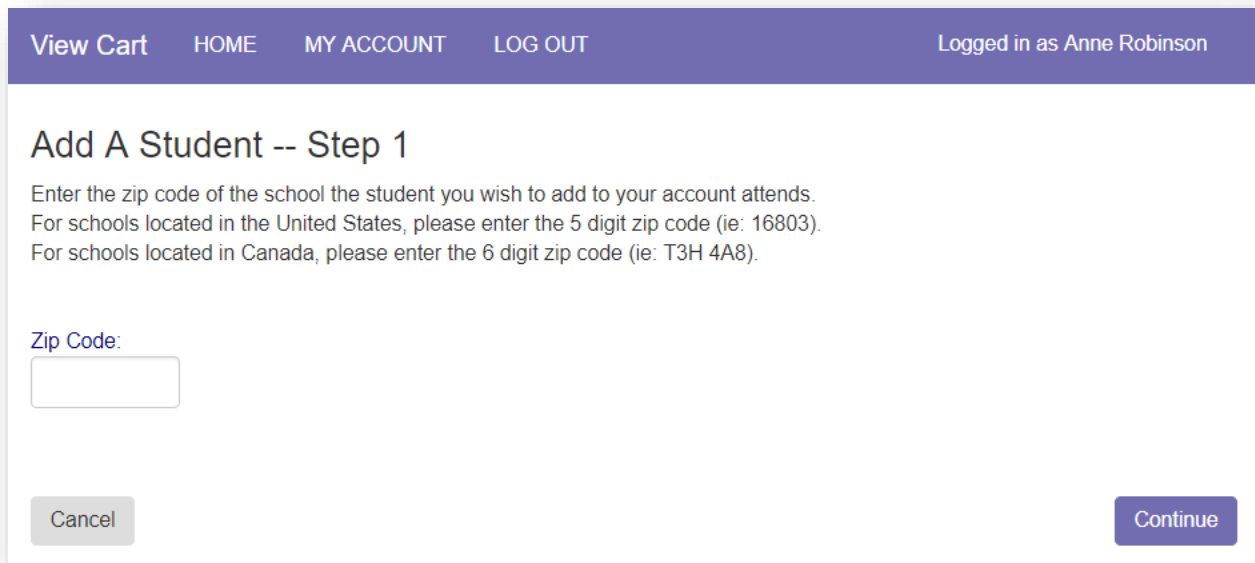
Student Access

Add Student

Name	School	Grade	ID #	PIN
No records to display.				

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Click on the **Add Student** button.



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

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.

To see a student's transactions, from the home screen scroll down to "Cafeteria Balance/Transactions

Cafeteria Balance/Transaction Information

	Name	School
Transactions	VanArsdall, Calvin	Evergreen Country Day School
Transactions	VanArsdall, Frederick	Evergreen Country Day School

If you have any questions or need assistance, please reach out to Arielle VanArsdall at avanarsdall@evergreencountryday.org.

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



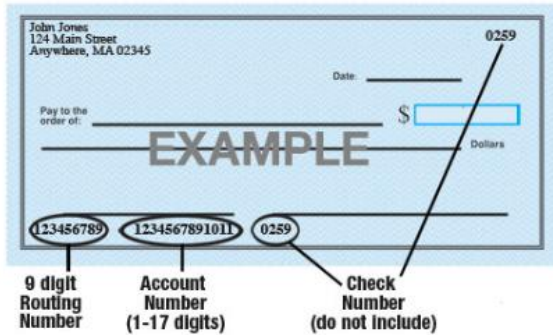
Phone:

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.

[View Cart](#) [HOME](#) [MY ACCOUNT](#) [ITEMS/FEES](#) [LOG OUT](#)

School Items

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

School Items

This table shows a summary of fees owed by students in your account. Click the details link to view more information on the items and fees that are currently due.

	Name	School	Balance Due	Prior Balance Due
View/Pay	Alampi, Charles	MD Area Middle School	\$325.00	\$0.00

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

[Return](#)

[Make A Payment](#)

Date	Description	Debit	Credit	Balance
6/28/2015	Tuition Charge	\$325.00	\$0.00	\$325.00
	Prior Year Balance		\$0.00	\$0.00

[Return](#)

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:

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

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-Alampí, 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:

Last Name:

Address Line 1:

Address Line 2:

City:

State:

Zip Code:

Country:

Phone:

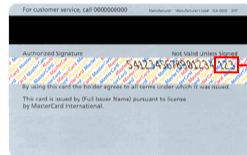
Fill in the appropriate demographic information (*above*) and the appropriate payment information (*below*):

Account Information



Card Number:

Expiration:



3 Digit Card Verification Number

CVV Code:

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.

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:

[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)

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.



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	<div></div>	United Visa	Credit Card	<div></div>	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



The diagram shows a check with the following details: Pay to the order of: **EXAMPLE**, Amount: \$ [] Dollars, Date: [], and MICR line: 123456789 1234567891011 0259. Labels with arrows point to the MICR line segments: '9 digit Routing Number' points to 123456789, 'Account Number (1-17 digits)' points to 1234567891011, and 'Check Number (do not include)' points to 0259.

Name on Account:

Routing Number:

Account Number:

Account Entity:

Account Type: