

Creating a New Account

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

The screenshot shows a web page with a navigation bar at the top containing three links: HOME, ABOUT, and CONTACT. The main content area features a light blue background with the title "School Online Payment Processing" and a descriptive paragraph: "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." Below this text is a prominent green button labeled "Create Account".

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:

HOME	ABOUT	CONTACT
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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:

Click the **Create Account** button.

HOME	ABOUT	CONTACT
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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:

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**

The screenshot shows the top navigation bar with links for HOME, ABOUT, and CONTACT. The main heading is "School Online Payment Processing" with a subtext explaining the portal's purpose. A green "Create Account" button is centered below the text. Under the "Parents" section, there is a "Parent Login" button. Under the "Administrators" section, there is an "Admin Login" button.

Parent Portal Sign In

Email Address

Password

Remember Me

[Forgot Pwd](#)

[Home](#)

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

Parent Portal Sign In

 Remember Me

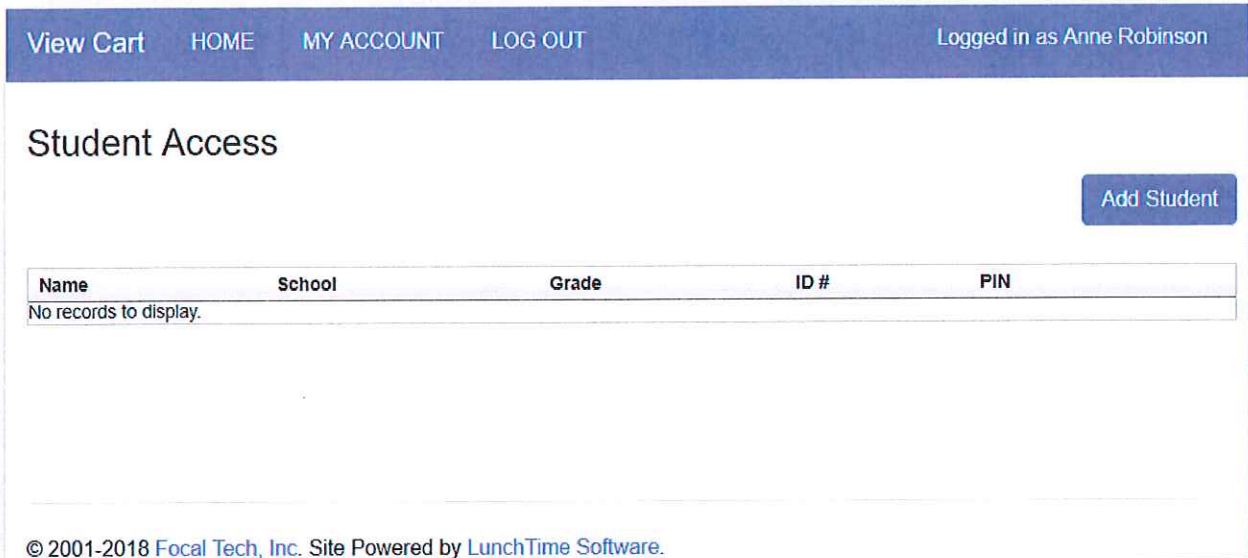
Site Logout

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

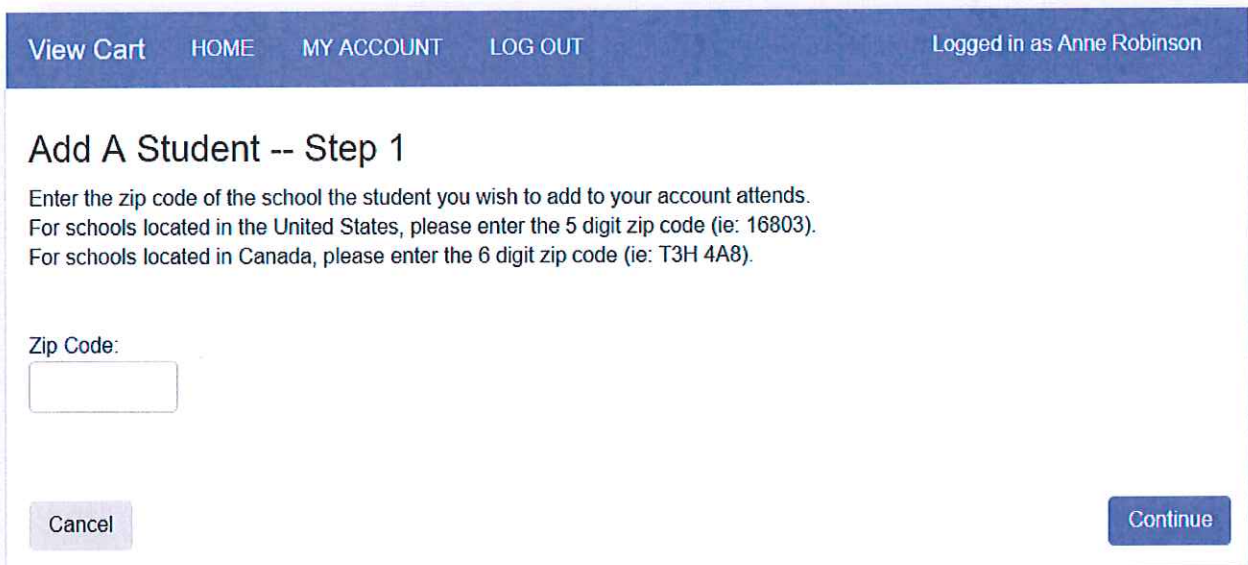
Adding Students to Account

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.



The screenshot shows the 'Student Access' page. At the top, there is a navigation bar with 'View Cart', 'HOME', 'MY ACCOUNT', and 'LOG OUT' on the left, and 'Logged in as Anne Robinson' on the right. Below the navigation bar, the page title 'Student Access' is displayed. To the right of the title is a blue button labeled 'Add Student'. Below the title is a table with the following columns: 'Name', 'School', 'Grade', 'ID #', and 'PIN'. The table contains the text 'No records to display.' Below the table, there is a copyright notice: '© 2001-2018 Focal Tech, Inc. Site Powered by LunchTime Software.'

Click on the **Add Student** button.



The screenshot shows the 'Add A Student -- Step 1' page. At the top, there is a navigation bar with 'View Cart', 'HOME', 'MY ACCOUNT', and 'LOG OUT' on the left, and 'Logged in as Anne Robinson' on the right. Below the navigation bar, the page title 'Add A Student -- Step 1' is displayed. Below the title, there is instructional text: '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).' Below the text is a label 'Zip Code:' followed by an empty text input field. At the bottom left, there is a 'Cancel' button, and at the bottom right, there is a blue 'Continue' 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 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.

Make a Safety Deposit

Logging into the School Payment Portal

Click on the **Parent Login**

HOME	ABOUT	CONTACT
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[Admin Login](#)

Parent Portal Sign In

Remember Me

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

[Home](#)

Parent's Guide to Pre-Order

Once you have logged into the payment portal, you will click on the **Meal Pre-Order** button

LunchTime 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](#)

Pre-Order Meals

To pre-order meals for students assigned to your account or to change existing pre-order selections, click the **Meal Pre-Order** button below.

[Meal Pre-Order](#)



You will need to repeat steps 1-4 for each student on the account:


1. Click on **Select Meals** to proceed to the selections window.

Student Pre-Order

The ability to pre-order meals is available for the students listed below.

	LastName	FirstName	SchoolName
Select Meals	Adams	Brandon	Washington Elementary
Select Meals	Adams	Corby	Apple Grove High School
Select Meals	Adams	Gerald	Cherry Hill Middle School

[Return](#)



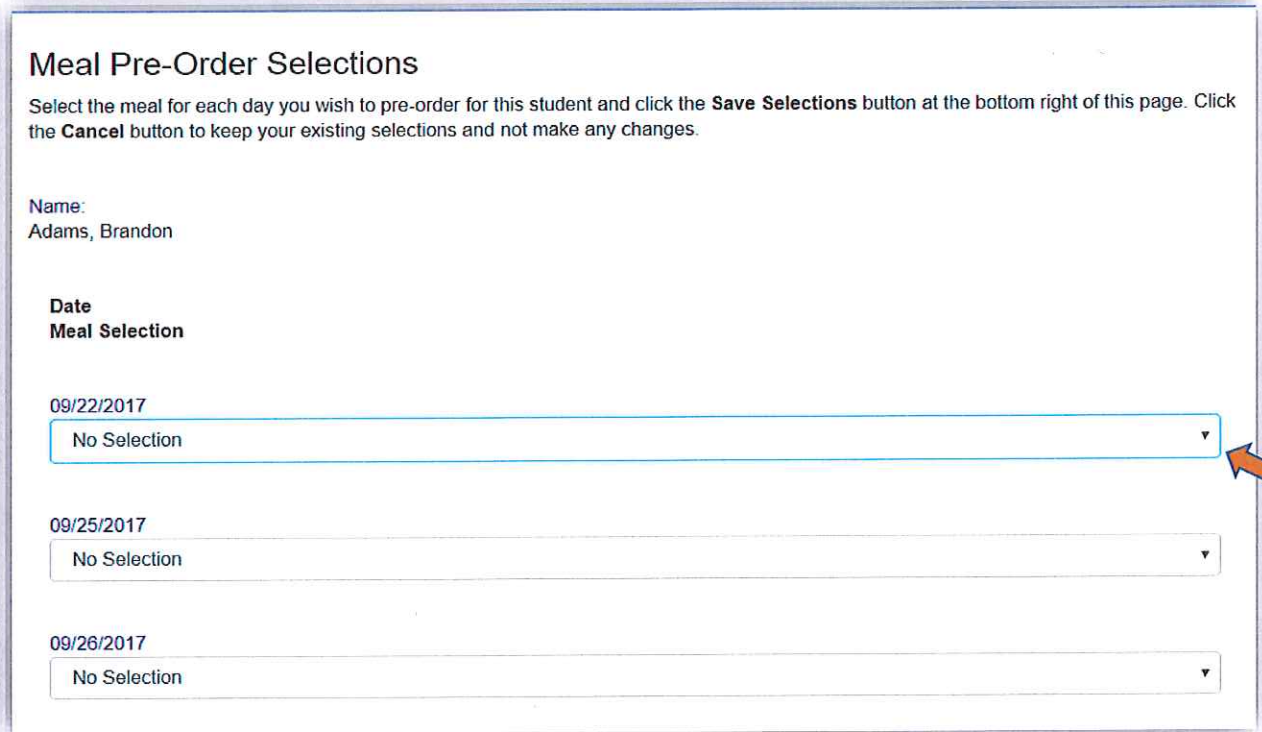
2. Click the dropdown list under each date

Meal Pre-Order Selections

Select the meal for each day you wish to pre-order for this student and click the **Save Selections** button at the bottom right of this page. Click the **Cancel** button to keep your existing selections and not make any changes.

Name:
Adams, Brandon

Date	Meal Selection
09/22/2017	No Selection
09/25/2017	No Selection
09/26/2017	No Selection



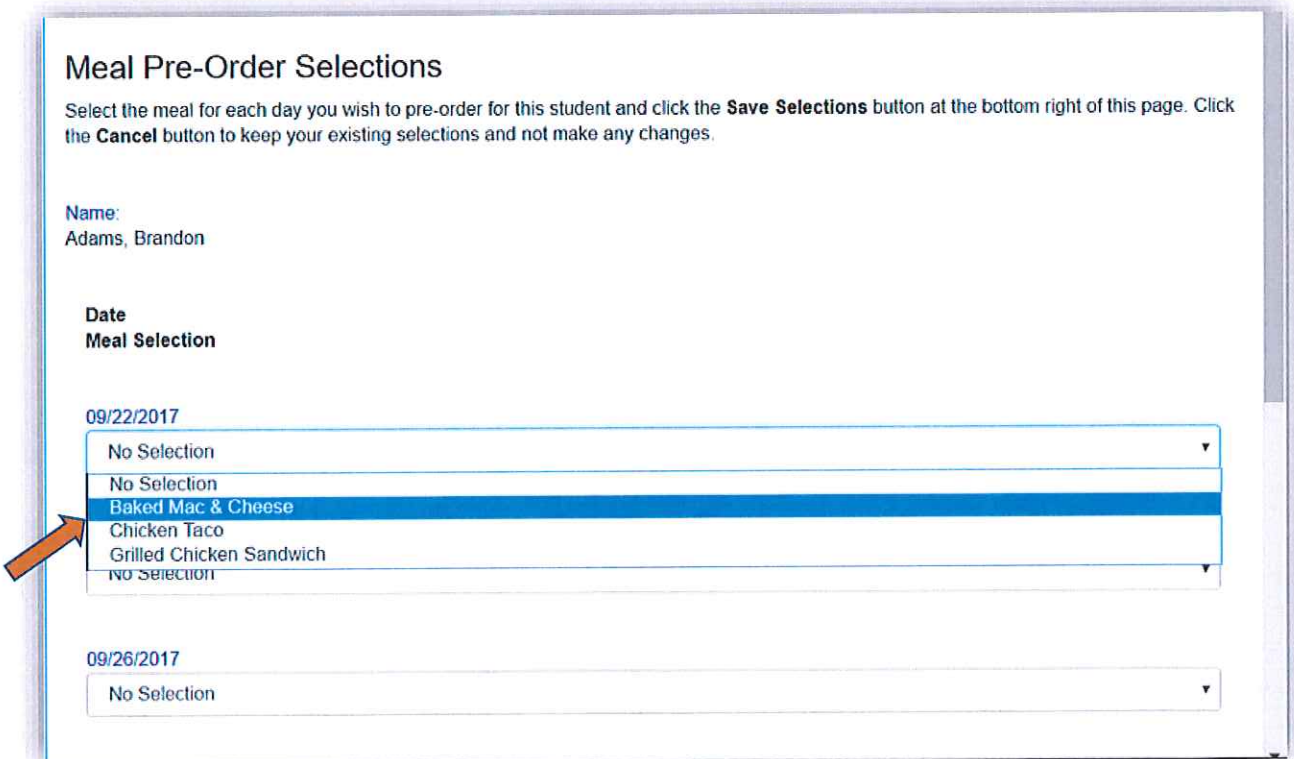
3. Select the preferred option for each date.

Meal Pre-Order Selections

Select the meal for each day you wish to pre-order for this student and click the **Save Selections** button at the bottom right of this page. Click the **Cancel** button to keep your existing selections and not make any changes.

Name:
Adams, Brandon

Date	Meal Selection
09/22/2017	<ul style="list-style-type: none">No SelectionNo SelectionBaked Mac & CheeseChicken TacoGrilled Chicken SandwichNo Selection
09/26/2017	No Selection



4. Click **Save Selections** when finished.

The screenshot shows a selection interface with three date-based dropdown menus. The first two are for 09/27/2017 and 09/28/2017, both showing "No Selection". The third is for 09/29/2017, showing "Baked Mac & Cheese". At the bottom left is a green "Cancel" button, and at the bottom right is a blue "Save Selections" button, which is highlighted by an orange arrow.

Date	Selection
09/27/2017	No Selection
09/28/2017	No Selection
09/29/2017	Baked Mac & Cheese

Buttons: Cancel (green), Save Selections (blue, highlighted by orange arrow)