School Payment Portal

www.schoolpaymentportal.com

Parents’ Guide to Getting Started
Contents

Creating a New Account ............................................................................................................................................... 3
Logging into the School Payment Portal .................................................................................................................. 6
Site Logout .............................................................................................................................................................. 7
Adding Students to Account ..................................................................................................................................... 8
Make a Cafeteria Deposit ......................................................................................................................................... 10
Make a Payment ...................................................................................................................................................... 17
Reminders ............................................................................................................................................................. 21
Transactions .......................................................................................................................................................... 23
Restrict Items ......................................................................................................................................................... 25
My Account ............................................................................................................................................................ 25
Change Your Password .......................................................................................................................................... 26
Change Your Email Address .................................................................................................................................... 26
Review Saved Payment Sources ............................................................................................................................. 26
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.

Login

---

**Administrators**
The Administrative Portal provides district and school administrators with the ability to view reports and configure items specific to their district.

Login
Fill in the information:

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.
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

Parent Portal Sign In

Email Address

Password

Remember Me

Forgot Pwd

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

**Parent Portal Sign In**

Enter your username and password.

- **Username**: anne.robinson@thegraduate.net
- **Password**: [HIDDEN]

- **Remember Me**
- **Forgot Pwd**

**Sign In**

---

**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.

Enter the Required information and Click on the blue **Continue** button in the lower right.
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.

<table>
<thead>
<tr>
<th>Patron</th>
<th>School</th>
<th>Deposit Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith, Carl</td>
<td>West Area High School</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Item</th>
<th>School</th>
<th>Quantity</th>
<th>Item Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remove Lunch Time Cafeteria Deposit Smith, Carl</td>
<td>West Area High School</td>
<td>1</td>
<td>$50.00</td>
<td>$50.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td>$50.00</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Nickname</th>
<th>Type</th>
<th>Account Number</th>
<th>Service Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saved Account #1</td>
<td>ACH</td>
<td>1xxxxxx32</td>
<td>$1.00</td>
</tr>
<tr>
<td>One-Time Credit Card</td>
<td>Credit Card</td>
<td></td>
<td>$2.72</td>
</tr>
<tr>
<td>One-Time ACH</td>
<td>ACH</td>
<td></td>
<td>$1.00</td>
</tr>
</tbody>
</table>

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 [X]

**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**

![Credit Card logos]

**Card Number:**
4111111111111111

**Expiration:**
February 2023

**Payment Information**

<table>
<thead>
<tr>
<th>Service Fee</th>
<th>Total Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>$2.72</td>
<td>$77.72</td>
</tr>
</tbody>
</table>
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.
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 balance falls below a specified level.

<table>
<thead>
<tr>
<th>Transactions</th>
<th>Name</th>
<th>School</th>
<th>Grade</th>
<th>PIN</th>
<th>Balance</th>
<th>Pending</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Smith, Cody</td>
<td>Elkhorn High School</td>
<td>9</td>
<td>11969</td>
<td>$45.50</td>
<td>$25.00</td>
</tr>
<tr>
<td></td>
<td>Smith, Drew</td>
<td>Elkhorn High School</td>
<td>11</td>
<td>21099</td>
<td>$94.50</td>
<td>$25.00</td>
</tr>
<tr>
<td></td>
<td>Smith, Makenzie</td>
<td>Elkhorn High School</td>
<td>11</td>
<td>5557</td>
<td>$566.00</td>
<td>$6.00</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Modify</th>
<th>Patron</th>
<th>Auto Email</th>
<th>Auto Replenish</th>
<th>Balance Amount</th>
<th>Deposit Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Modify</td>
<td>Smith, Cody</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Modify</td>
<td>Smith, Drew</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Modify</td>
<td>Smith, Makenzie</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

From the Reminder Type dropdown, choose either Auto Email or Auto Replenish. Click 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

[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

[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.

<table>
<thead>
<tr>
<th>Name</th>
<th>School</th>
<th>Grade</th>
<th>PIN</th>
<th>Balance</th>
<th>Pending</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transactions</td>
<td>Elkhorn High School</td>
<td>9</td>
<td>11959</td>
<td>$49.50</td>
<td>$25.00</td>
</tr>
<tr>
<td>Transactions</td>
<td>Elkhorn High School</td>
<td>11</td>
<td>21039</td>
<td>$94.50</td>
<td>$25.00</td>
</tr>
<tr>
<td>Transactions</td>
<td>Elkhorn High School</td>
<td>11</td>
<td>9567</td>
<td>$60.60</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Review the information then click the Return button.

**Cafeteria Transactions**

<table>
<thead>
<tr>
<th>Date</th>
<th>Meal</th>
<th>Item</th>
<th>Quantity</th>
<th>Item Amount</th>
<th>Debit</th>
<th>Credit</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/13/2016 11:15:20 AM</td>
<td>Lunch</td>
<td>Tray Water</td>
<td>1</td>
<td>$3.40</td>
<td>$3.40</td>
<td>$0.00</td>
<td>$48.25</td>
</tr>
<tr>
<td>5/12/2016 1:28:24 PM</td>
<td>Lunch</td>
<td>Tray Water</td>
<td>1</td>
<td>$2.40</td>
<td>$2.40</td>
<td>$0.00</td>
<td>$71.65</td>
</tr>
<tr>
<td>5/9/2016 11:17:10 AM</td>
<td>Lunch</td>
<td>Tray Water</td>
<td>1</td>
<td>$3.40</td>
<td>$3.40</td>
<td>$0.00</td>
<td>$75.05</td>
</tr>
<tr>
<td>5/9/2016 11:37:56 AM</td>
<td>Lunch</td>
<td>Tray Water</td>
<td>1</td>
<td>$3.40</td>
<td>$3.40</td>
<td>$0.00</td>
<td>$78.45</td>
</tr>
<tr>
<td>5/4/2016 12:28:20 PM</td>
<td>Lunch</td>
<td>Tray Water</td>
<td>1</td>
<td>$2.40</td>
<td>$2.40</td>
<td>$0.00</td>
<td>$81.85</td>
</tr>
<tr>
<td>5/3/2016 10:09:39 AM</td>
<td>Lunch</td>
<td>Tray Water</td>
<td>1</td>
<td>$2.40</td>
<td>$2.40</td>
<td>$0.00</td>
<td>$82.50</td>
</tr>
<tr>
<td>5/3/2016 12:29:20 PM</td>
<td>Lunch</td>
<td>Tray Water</td>
<td>1</td>
<td>$2.40</td>
<td>$2.40</td>
<td>$0.00</td>
<td>$83.15</td>
</tr>
<tr>
<td>4/28/2016 9:08:14 AM</td>
<td>Lunch</td>
<td>Tray Water</td>
<td>1</td>
<td>$2.40</td>
<td>$2.40</td>
<td>$0.00</td>
<td>$86.55</td>
</tr>
<tr>
<td>4/26/2016 12:36:40 PM</td>
<td>Lunch</td>
<td>Tray Water</td>
<td>1</td>
<td>$2.40</td>
<td>$2.40</td>
<td>$0.00</td>
<td>$89.95</td>
</tr>
<tr>
<td>4/21/2016 11:55:55 AM</td>
<td>Lunch</td>
<td>Tray Water</td>
<td>1</td>
<td>$2.40</td>
<td>$2.40</td>
<td>$0.00</td>
<td>$93.35</td>
</tr>
<tr>
<td>4/20/2016 12:29:52 PM</td>
<td>Lunch</td>
<td>Tray Water</td>
<td>1</td>
<td>$2.40</td>
<td>$2.40</td>
<td>$0.00</td>
<td>$96.75</td>
</tr>
<tr>
<td>4/18/2016 12:43:35 PM</td>
<td>Lunch</td>
<td>Tray Water</td>
<td>1</td>
<td>$2.40</td>
<td>$2.40</td>
<td>$0.00</td>
<td>$100.15</td>
</tr>
<tr>
<td>4/12/2016 11:43:28 AM</td>
<td>Lunch</td>
<td>Tray Water</td>
<td>1</td>
<td>$2.40</td>
<td>$2.40</td>
<td>$0.00</td>
<td>$103.55</td>
</tr>
<tr>
<td>4/11/2016 12:19:41 PM</td>
<td>Lunch</td>
<td>Tray Water</td>
<td>1</td>
<td>$2.40</td>
<td>$2.40</td>
<td>$0.00</td>
<td>$106.95</td>
</tr>
<tr>
<td>4/7/2016 1:02:17 PM</td>
<td>Lunch</td>
<td>Tray Water</td>
<td>1</td>
<td>$2.40</td>
<td>$2.40</td>
<td>$0.00</td>
<td>$110.35</td>
</tr>
<tr>
<td>4/6/2016 12:21:28 PM</td>
<td>Lunch</td>
<td>Tray Water</td>
<td>1</td>
<td>$2.40</td>
<td>$2.40</td>
<td>$0.00</td>
<td>$113.75</td>
</tr>
<tr>
<td>5/1/2016 12:17:34 PM</td>
<td>Lunch</td>
<td>Tray Water</td>
<td>1</td>
<td>$2.40</td>
<td>$2.40</td>
<td>$0.00</td>
<td>$117.15</td>
</tr>
<tr>
<td>3/31/2016 1:17:28 PM</td>
<td>Lunch</td>
<td>Tray Water</td>
<td>1</td>
<td>$2.40</td>
<td>$2.40</td>
<td>$0.00</td>
<td>$120.55</td>
</tr>
<tr>
<td>3/29/2016 1:39:09 PM</td>
<td>Lunch</td>
<td>Tray Water</td>
<td>1</td>
<td>$2.40</td>
<td>$2.40</td>
<td>$0.00</td>
<td>$123.95</td>
</tr>
<tr>
<td>3/25/2016 9:19:16 AM</td>
<td>Lunch</td>
<td>Tray Water</td>
<td>1</td>
<td>$2.40</td>
<td>$2.40</td>
<td>$0.00</td>
<td>$127.35</td>
</tr>
<tr>
<td>3/24/2016 11:18:18 PM</td>
<td>Lunch</td>
<td>Tray Water</td>
<td>1</td>
<td>$2.40</td>
<td>$2.40</td>
<td>$0.00</td>
<td>$130.75</td>
</tr>
<tr>
<td>3/23/2016 1:02:24 PM</td>
<td>Online Deposit</td>
<td>1</td>
<td>$150.00</td>
<td>$150.00</td>
<td>$0.00</td>
<td>$134.15</td>
<td></td>
</tr>
<tr>
<td>3/22/2016 9:23:36 AM</td>
<td>Lunch</td>
<td>Tray Water</td>
<td>1</td>
<td>$2.40</td>
<td>$2.40</td>
<td>$0.00</td>
<td>($15.85 )</td>
</tr>
<tr>
<td>3/21/2016 12:23:18 PM</td>
<td>Lunch</td>
<td>Tray Water</td>
<td>1</td>
<td>$2.40</td>
<td>$2.40</td>
<td>$0.00</td>
<td>($13.45 )</td>
</tr>
<tr>
<td>3/11/2016 12:35:29 PM</td>
<td>Lunch</td>
<td>Tray Water</td>
<td>1</td>
<td>$2.40</td>
<td>$2.40</td>
<td>$0.00</td>
<td>($9.90 )</td>
</tr>
</tbody>
</table>
**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**

<table>
<thead>
<tr>
<th>First Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anne</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Last Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robinson</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Email Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>anne <a href="mailto:robinson@thegraduate.net">robinson@thegraduate.net</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>New Password:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Confirm New Password:</th>
</tr>
</thead>
</table>

Review Saved Payment Sources
Under Saved Payment Sources, Click Modify

Saved Payment Sources

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.

<table>
<thead>
<tr>
<th>Gateway</th>
<th>Nickname</th>
<th>Type</th>
<th>Account Number</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Modify</td>
<td>United Visa</td>
<td>Credit Card</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Enter updated information for your payment source.

Modify Saved ACH
Please enter your account information.

Nickname: Checking

Billing Information
First Name: Anna
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