

# **School Payment Portal**

## **Parents' Guide to Getting Started**

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## Creating a New Account

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

The screenshot shows a website interface for 'School Online Payment Processing'. At the top, there is a navigation bar with three links: 'Home', 'About', and 'Contact'. Below this, the main heading reads 'School Online Payment Processing'. A descriptive paragraph follows: '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.' A prominent green button labeled 'Create Account' is centered below the text. The page is divided into two columns. The left column is titled 'Parents' and contains the text: 'Already have an account? Login to the Parent Portal to view information related to your kids and their district.' Below this text is a blue button labeled 'Parent Login'. The right column is titled 'Administrators' and contains the text: 'The Administrative Portal provides district and school administrators with the ability to view reports and configure items specific to their district.' Below this text is a blue button labeled 'Admin Login'. At the bottom left of the page, there is a copyright notice: '© 2001-2015 Focal Tech, Inc. Site Powered by LunchTime Software.'

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:	<input type="text"/>
Last Name:	<input type="text"/>
Email Address:	<input type="text"/>
Password:	<input type="password"/>
Confirm Password:	<input type="password"/>

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="....."/>

Click the blue "Create Account" button.

## Create a New Account

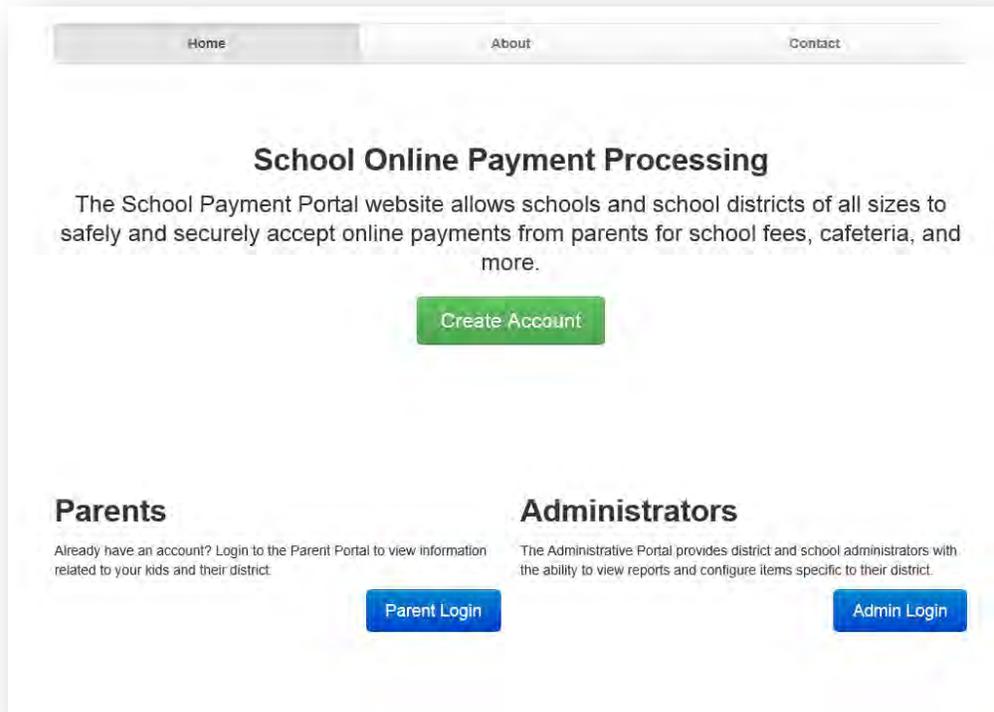
Fill in the information below to create a new account to use with the School Payment Portal website.

 Account successfully created.

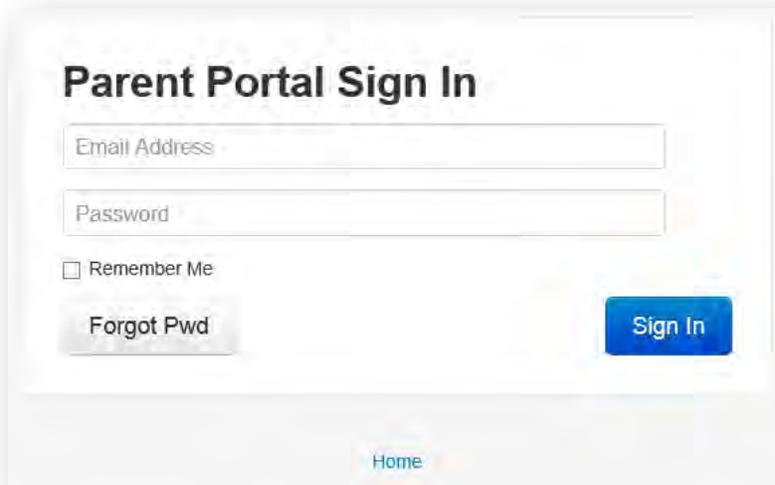
[Login Page](#)

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 blue "Parent Login"



Enter your credentials and Click the blue "Sign In" button.

## Parent Portal Sign In

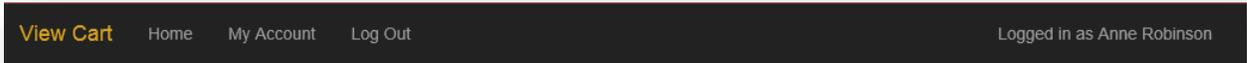
anne.robinson@thegraduate.net

••••••

Remember Me

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

### Site Logout



Along the top black 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 on **Home** in the black bar along the top.

View Cart Home My Account Log Out Logged in as Anne Robinson

### Student Access

[Add Student](#)

Name	School	Grade	ID #	PIN
No records to display.				

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Click on the blue "Add Student" button.

[View Cart](#)   [Home](#)   [My Account](#)   [Log Out](#)   Logged in as Anne Robinson

### 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 blue "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
<a href="#">Select</a>	Diocese Elementary	MMS Testing District
<a href="#">Select</a>	MD Area Middle School	MMS Testing District
<a href="#">Select</a>	Middle School	MMS Testing District
<a href="#">Select</a>	Skills Elementary	MMS Testing District
<a href="#">Select</a>	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
<a href="#">Add Student</a>	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

Click on the blue “Make Cafeteria Deposit” button on the right.

### 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](#)



## Shopping Cart Checkout - Select Payment Method

	Nickname	Type	Account Number	Service Fee
<a href="#">Select</a>	One-Time Credit Card	Credit Card		\$2.72

[View Cart](#)

Additional fees associated with the Payment Method will be shown. Click on the blue "Select" to accept these fees.

### Make Payment with a new Credit Card

#### Shopping Cart Details

Item	School	Quantity	Item Price	Total
School Fees-Alampf, Charles	MD Area Middle School	1	\$75.00	\$75.00
<b>Totals</b>				<b>\$75.00</b>

#### 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.

## 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
<b>Total</b>				<b>\$77.72</b>

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](#)

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.