

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 web page with a navigation bar at the top containing 'Home', 'About', and 'Contact' links. The main heading is 'School Online Payment Processing'. Below the heading is a 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.' A prominent green button labeled 'Create Account' is centered below the text. A horizontal line separates this section from the next. The next section 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 of the page, there is a footer with the text: '© 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

The screenshot shows the homepage of the School Online Payment Processing website. At the top, there is a navigation bar with three tabs: "Home", "About", and "Contact". The main heading is "School Online Payment Processing". Below the heading, a paragraph states: "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 green button labeled "Create Account" is centered below the text. Further down, there are 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".

Click on the blue "Parent Login"

The screenshot shows the "Parent Portal Sign In" page. The page has a white background with a light gray footer. The main heading is "Parent Portal Sign In". Below the heading, there are two input fields: "Email Address" and "Password". Below the "Password" field, there is a checkbox labeled "Remember Me". To the left of the "Sign In" button is a button labeled "Forgot Pwd". The "Sign In" button is blue and is positioned to the right of the "Forgot Pwd" button. At the bottom of the page, there is a "Home" link in blue text.

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

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

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
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 Payment

Click on Items/Fees on the black bar at the top of the page.

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.

School Fee Payment

Student:

Alampi, Charles

Amount:

Cancel

Continue

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 - Confirmation

Patron:

Alampi, Charles

School:

MD Area Middle School

Payment Amount:

\$75.00

Cancel

Add To Cart

Confirm the details shown on the screen and Click on the blue "Add to Cart" 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](#)

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 Checkout - Select Payment Method

	Nickname	Type	Account Number	Service Fee
Select	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-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:

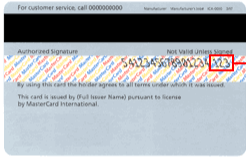
Fill in the appropriate demographic information (*above*) and the appropriate payment information (*below*):

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.

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-Alamp, 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](#)

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.