Greensburg Central Catholic - Accessing the School Payment Portal (LunchTime Software)
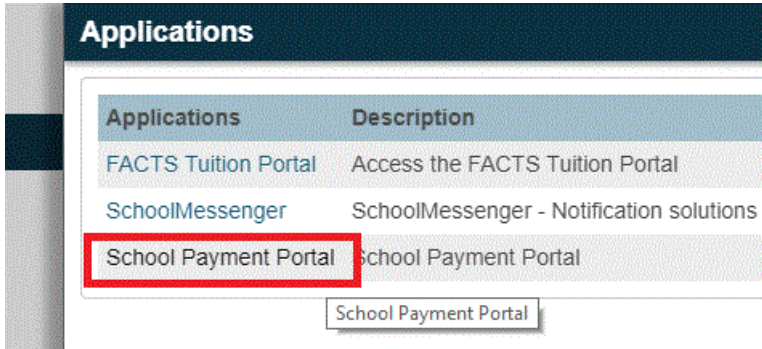
- Log into the PowerSchool Parent Portal. (https://powerschool.dioceseofgreensburg.org)
- Click on the **Applications** shortcut, located within the blue navigation bar at the top right corner of the page.

  -

- Click on the link for the **School Payment Portal** within the Applications menu.

  -

- The first time you access the School Payment Portal, you will be asked to establish a password for your account. Enter your desired password in the **New Password** and **Confirm New Password** fields. When finished, click on the Update button.

  Finish setting up your SchoolPaymentPortal.com access account

  Welcome to the School Payment Portal Website! Since this is the first time you've accessed the site, you will need to account in case you would ever choose to login to this site directly instead of accessing it from your PowerSchool P continue to be available to your account.

  Your password must be at least 6 characters in length and it is case sensitive.

  Email Address:

  New Password:

  Confirm New Password:

  -

- You will be taken to the home page of the LunchTime School Payment Portal. Within the portal you'll be able to view your child's balance, transactions, as well as make payments/deposits to his/her lunch account.

  View Cart   HOME   MY ACCOUNT   LOG OUT
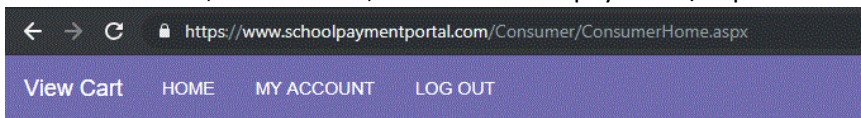
  Student Access

Name	School	Grade

  -

Additional Information Regarding the School Payment Portal

- The LunchTime School Payment Portal is accessible via the PowerSchool Parent Portal as noted above.
- The e-mail address used with your PowerSchool Parent Account serves as your username for the LunchTime School Payment Portal along with the password you created upon accessing the Payment Portal the first time.
- The student(s) tied to your PowerSchool Parent Account are automatically visible to you within the LunchTime School Payment Portal.

Make a Cafeteria Deposit

On the Home Screen, click the **Make Cafeteria Deposit** button.

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	Smith, Carl	West	Area High School	012		$2.70	$0.00

Enter the Deposit Amount for each Student Listed and click the **Continue** button.

Cafeteria Deposit - Enter Amounts

Enter the amount to be deposited for each patron shown. Only patrons attending schools that are accepting payments online and who do not have any pending payments from this website will be available.

Gateway	Patron	School		Total Balance	Deposit Amount
West	Smith, Carl	West	Area High School	$2.70	0.00

Cancel		Continue

Review the Payment Screen and then Click the **Add To Cart** button.

Cafeteria Deposit - Confirmation

Please confirm your cafeteria account deposit.

Patron	School		Deposit Amount
Smith, Carl	West	Area High School	$50.00

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.

	Item	School		Quantity	Item Price	Total
Remove	LunchTime Cafeteria Deposit-Smith, Carl	West	Area High School	1	$50.00	$50.00
	Total					**$50.00**

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

	Nickname	Type	Account Number	Service Fee
Select	Saved Account #1	ACH	1xxxxxx32	$1.00
Select	One-Time Credit Card	Credit Card		$2.72
Select	One-Time ACH	ACH		$1.00

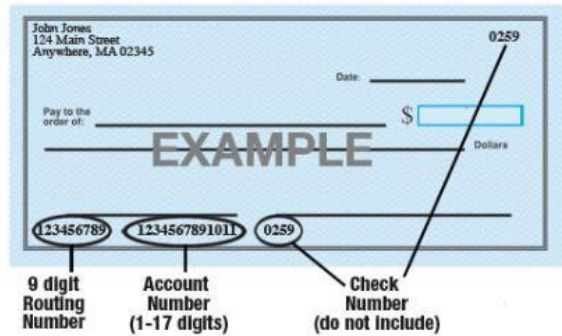View Cart

Enter all the required information in the Billing Information Section.

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

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**.

Click on **Modify** next to the Student.

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

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.

My Account

You can use the My Account menu to Review Saved Payment Sources.

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	▮▮▮	United Visa	Credit Card	▮▮▮▮▮	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:

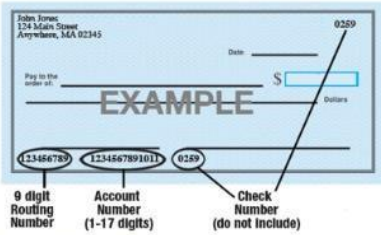City: Beverly Hills

State: CA

Zip Code: 16803

Country: USA

Phone: 814-555-2121

Click **Continue** when finished to return to the Home screen.

Account Information

Name on Account: Anne Robinson

Routing Number: 123456789

Account Number: 00100200345

Account Entity: Personal

Account Type: Checking

Cancel   Continue