HOW TO USE

LUNCHTIME ACCOUNT

The School Payment Portal provides a safe, secure, and convenient way for parents and guardians to manage student lunch accounts. With your account, you can: Track your child's cafeteria purchases, set up automatic payments, monitor account balances in real time.

1 Get Started

- Visit schoolpaymentportal.com or simply scan the QR code.

2 Create Your Account

- Visit the website and click the green Create Account button.
- Enter your first name, last name, email address, and create a password.
- Click Create Account in the bottom right corner.
- You'll see a confirmation message once your account has been created.

3 Log In

- Return to the homepage and click the Parent Login button.
- Enter your email and password, then click Sign In.

4 Add Your Student(s)

- After logging in, click Add Student.
- Enter the school's zip code: 08016, then click Continue.
- Find your school and click the blue Select button next to its name.
- Enter your student's required information.
- Review the details, then click the blue Add Student button next to your student's name.
- You'll be returned to the Student Access page. Repeat these steps for each additional student you wish to add.

5 How to Make a Lunch Account Payment

- Click the blue Make Cafeteria Deposit button.
- Enter the deposit amount for each student listed, then click Continue.
- Follow the on-screen prompts to set up and complete your payment.
- Download the LunchTime app to manage and make payments.