

PAYMENT PORTAL QUICK REFERENCE

www.schoolpaymentportal.com

About the Payment Portal

You are now in total control of your child's lunch account. You can do all of the following:

- Make one-time payments.
- Save payment methods, such as credit card or checking accounts.
- Receive an email message when your child's balance falls below a specified level.
- Set an auto-replenish against a saved payment source for a specified amount when your child's balance falls below a specified level.
- Restrict your student from purchasing certain items.
- Restrict your student from purchasing any items from the cafeteria.

NOTE: Even if your child will not be using a cafeteria account to make purchases, you must create an account and restrict all cafeteria items so your account blocks all purchases.

Getting Started

1. Go to www.schoolpaymentportal.com and login to your account.

NOTE:

- **If you are new to Faith West Academy**, please use the green **Create Account** button to create a new account before logging in.
- **If you are a returning family**, you can still use the blue **Parent Login** button and access your account from last year, **BUT you must add your children back in.**

2. Add your students to your account. Use the blue **Add Student** button.
3. Enter **77493**. Click the blue **Continue** button on the bottom.
4. **Faith West Academy** will be displayed. Click on the blue **Select** to the left of Faith West Academy.
5. Enter the following information and click on the blue **Continue** button in the lower right.

Last Name - Enter your child's last name.

Grade - For example: enter grades as follows preschool will be PK, kindergarten will be OK, first 01, etc. Tenth – twelfth will just be 10, 11, 12.

6. Verify the information and click on the blue **Add Student** to the left of your student's name. You will be returned to the Student Access page. You can add additional students as needed.

Restricting Items

1. Select **Restrict Items** next to your child to choose which items your child can and cannot purchase.
2. If you do not want your child to make any purchases from the cafeteria, please restrict all items.

Making Payments

1. Select the blue **Make Cafeteria Deposit** button and enter the amount you wish to deposit for your child and click **Continue**.
2. Verify the amounts and click the blue **Add to Cart** button.
3. Click the blue **Check Out** button to pay with an electronic check or credit card.
4. Select the payment method you want to use. You can make a one-time payment or you can save a credit card number or checking account information for future transactions.
5. Complete the required information for your payment method, check the box to confirm the payment, and press the green **Process Payment** button.

Saving Payment Sources

You can save a credit card or banking information to set up Auto-Replenish for your account.

1. Select **My Account** at the top of the screen
2. Click the blue **New Saved Payment Source** button to save an electronic check or credit card to your account.
3. Enter the necessary information for your payment source.

NOTE: We do not accept American Express

Viewing and Setting Reminders and Auto-Replenish

1. Select the green **View/Set Reminders** button.
2. Select **Modify** next to your child's name. If you have more than one child you will need to set this for each child.
3. Select the **Reminder Type** and complete the requested information.
 - For Auto-Replenish, you must have saved payment sources.
 - **Balance Level** means when the balance falls below this dollar amount.

NOTE: Always check your spam folder if you think you are not receiving your low-balance notifications. You can add lunchtime@schoolpaymentportal to your safe sender list.

Changing Credit Card Information for Auto-Replenish

1. You will need to add the new payment information. (See **Saving Payment Sources**.)
2. On the **Home** screen, select the green **View/Set Reminders** button.
3. Click **Modify** on the left (you will need to do this for each child).
4. Change reminder type to **Auto Replenish**
5. Change **Saved Payment Source**.