



## LUNCHTIME PAYMENT SOURCE & AUTO REPLENISH INSTRUCTIONS

All cafeteria accounts are managed via the LUNCHTIME software system. Using the online portal, you can set personal alerts, make payments, view transactions, auto-replenish, and more.

Get started by going to [www.schoolpaymentportal.com](http://www.schoolpaymentportal.com).

- 1) Create your parent account prior to adding your kids.
- 2) Log back into your account using your newly created account info.
- 3) Click on "Add Student" and input the school zipcode and select the school.
- 4) Use the Name as it appears on cafeteria alerts and the student ID to complete the process.
- 5) Add additional students as needed.
- 6) Add a payment source. Please follow the steps below.
- 7) Establish your Auto-Debit enrollment. Please follow the steps below.

### **PAYMENT SOURCE**

Before you can establish the auto-replenish feature, you must establish a payment source.

#### ***Using the website portal:***

From your account, click on My Account in the top navigation. Click on New Saved Payment Source. Select your Gateway, which is the school whom you'll be paying. Select Account Type to select ACH or Credit Card. Enter your payment information and click Continue to save.

#### ***Using the mobile app:***

From the main menu, select Payment Sources. Select Add Payment Source. Select Account Type to select ACH or Credit Card. Enter Account Holder Information. Enter Payment Account Information. Select Complete.

### **AUTO REPLENISH**

#### ***Using the website portal:***

From your account, click on My Account in the top navigation. Click on View/Set Reminders. Click Modify for the student account you want to modify. Under Reminder Type, select Auto Replenish and continue. Establish the Balance Level used to trigger the auto replenish. Select Payment Source. Establish how much to Deposit into the student account any time the account balance falls below the Balance Level. Select Continue. Verify the settings and select Save Reminder.

#### ***Using the mobile app:***

From the main menu, select Student Accounts. Select Student Name. Select Auto Replenish. Establish the Balance Level used to trigger the auto replenish. Select Payment Source. Establish how much to Deposit into the student account any time the account balance falls below the Balance Level. Select Continue. Verify the settings and select Complete.

**THE FOLLOWING PAGES PROVIDE A STEP-BY-STEP GUIDE FOR BOTH  
WEBSITE PORTAL AND MOBILE APP.**



**WEBSITE PORTAL INSTRUCTIONS  
FOR  
PAYMENT SOURCE & AUTO REPLENISH**

On the My Account Info page, click the **New Saved Payment Source** button.

View Cart MY ACCOUNT STUDENT ACCESS & CAFETERIAACCOUNT LOG OUT Logged in as Anne Robinson

### My Account Info

First Name:

Last Name:

Email Address:

New Password:

Confirm New Password:

[Update](#)

### 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
No records to display.			

### Online Payment History

Receipt	Date	Total
No records to display.		

Page size: 10 0 items in 1 pages

Choose the school Gateway that will receive the payments from the this payment source. Each saved payment source is assigned to a specific online gateway account. Gateway accounts determine where the money is transferred to when you complete a transaction.

The screenshot shows a web interface with a purple header bar containing navigation links: 'View Cart', 'MY ACCOUNT', 'STUDENT ACCESS & CAFETERIA ACCOUNT', and 'LOG OUT'. On the right side of the header, it says 'Logged in as Anne Robinson'. Below the header, the main content area is titled 'Add A New Saved Payment Source - Step 1'. Underneath the title, there is a paragraph of text explaining that each saved payment source is assigned to a specific online gateway account. Below this text is a form with a label 'Gateway:' followed by a dropdown menu currently showing 'Apple Grove'. At the bottom of the form, there are two buttons: 'Cancel' on the left and 'Continue' on the right. At the very bottom of the page, there is a small copyright notice: '© 2001-2022 Focal Tech, Inc. Site Powered by LunchTime Software.'

Saved Payment Source – ACH (Checking or Savings Account):  
Select ACH (Checking or Savings Account) from the dropdown list

Click **Continue**

The screenshot shows the next step in the process, titled 'Add A New Saved Payment Source - Step 2'. The header bar is identical to the previous screenshot. The main content area asks the user to 'Select the type of account you wish to add.' Below this is a form with a label 'Account Type:' followed by a dropdown menu. The dropdown menu is open, showing three options: 'ACH (Checking or Savings Account)', 'ACH (Checking or Savings Account)', and 'Credit Card'. The first two options are highlighted in blue. At the bottom of the form, there are two buttons: 'Cancel' on the left and 'Continue' on the right. The 'Continue' button is circled in red.

Enter your account information. The Nickname will be used to identify this card in your saved payment list.

View Cart MY ACCOUNT STUDENT ACCESS & CAFETERIA ACCOUNT LOG OUT Logged in as Anne Robinson

### Modify Saved ACH

Please enter your account information.

Nickname:

#### Billing Information

First Name:

Last Name:

Address Line 1:

Address Line 2:

City:

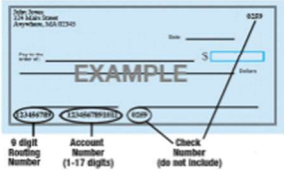
State:

Zip Code:

Country:

Phone:

#### Account Information



EXAMPLE

9 digit Routing Number      Account Number (1-17 digits)      Check Number (do not include)

Name on Account:

Routing Number:

Account Number:

Account Entity:

Account Type:

Click **Continue** to be returned to the My Account Info page

## Setting Email Reminders/Auto-Replenish

Users can establish thresholds for each student and receive either email reminders or automatic payments when the threshold has been reached. Under the LunchTime Cafeteria Account section, Click on **View/Set Reminders**.

[View Cart](#)   [MY ACCOUNT](#)   [STUDENT ACCESS & CAFETERIA ACCOUNT](#)   [LOG OUT](#)   Logged in as Anne Robinson

### Student Access

Students available to your account are listed below. Click the "Add Student" button to start the process of adding a student to your account.

[Add Student](#)

Name	School	Grade	ID #	PIN	
Ackerman, Stan	Cherry Hill Middle School	8	3833	3833	<a href="#">Remove</a>
Smith, Tyler	Cherry Hill Middle School	6	6993	6993	<a href="#">Remove</a>

### LunchTime 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](#)

### Pre-Order Meals

To pre-order meals for students assigned to your account or to change existing pre-order selections, click the **Meal Pre-Order** button below.

[Meal Pre-Order](#)

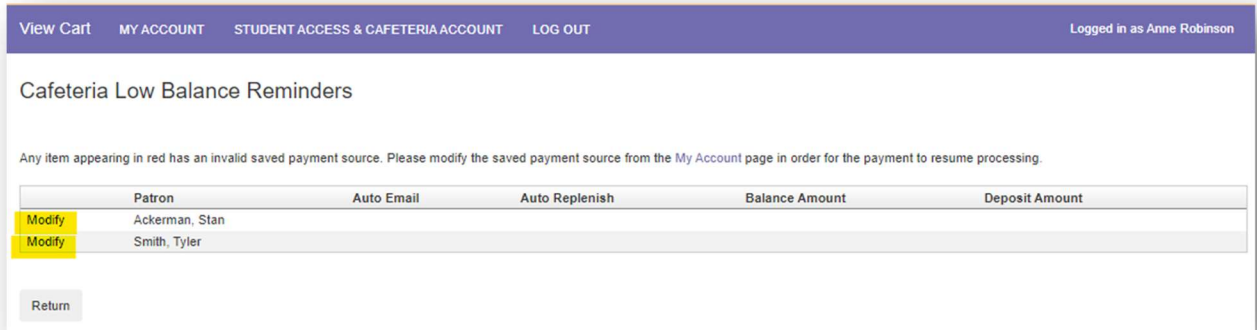
### Cafeteria Balance/Transaction Information

		Name	School	Grade	PIN	Balance	Pending
<a href="#">Transactions</a>	<a href="#">Restrict Items</a>	Ackerman, Stan	Cherry Hill Middle School	8	3833	\$103.60	\$0.00
<a href="#">Transactions</a>	<a href="#">Restrict Items</a>	Smith, Tyler	Cherry Hill Middle School	6	6993	\$26.79	\$0.00

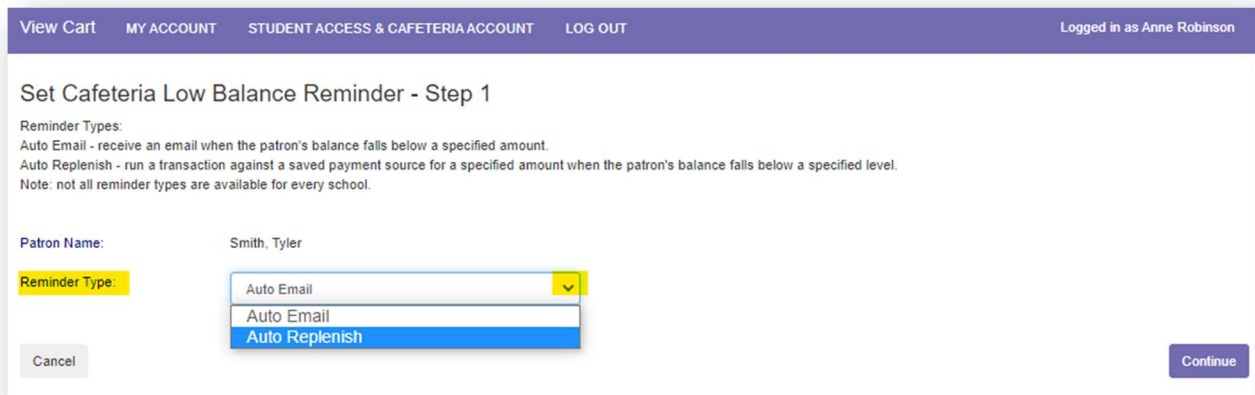
# Auto Replenish

(You must have a saved payment source to use this Reminder Type)

Click Modify next to the Patron name.



Choose Auto Replenish from the Reminder Type dropdown list to trigger an automatic deposit when the patron’s balance falls below a specified level.



Click **Continue**

Enter the Balance Level that will trigger the Auto Replenish.

Choose the Saved Payment Source to be used for the payment.

View Cart MY ACCOUNT STUDENT ACCESS & CAFETERIA ACCOUNT LOG OUT Logged in as Anne Robinson

### Set Cafeteria Low Balance Reminder - Automatic Replenishment

Deposit funds into the patron's account when their balance falls below a specified level. You must have a saved payment source associated with the gateway account used by the school in order to save an auto replenish reminder. You can view your saved payment sources on the "My Account" page.

Patron Name: Smith, Tyler

Balance Level: 10.00

Saved Payment Source: Lunches

Amount To Deposit: Lunches Credit Card

Cancel Continue

Enter the Amount to be deposited.

View Cart MY ACCOUNT STUDENT ACCESS & CAFETERIA ACCOUNT LOG OUT Logged in as Anne Robinson

### Set Cafeteria Low Balance Reminder - Automatic Replenishment

Deposit funds into the patron's account when their balance falls below a specified level. You must have a saved payment source associated with the gateway account used by the school in order to save an auto replenish reminder. You can view your saved payment sources on the "My Account" page.

Patron Name: Smith, Tyler

Balance Level: 10.00

Saved Payment Source: Lunches Credit Card

Amount To Deposit: 50.00

Cancel Continue

Click **Continue**

Verify the replenishment information



Review the payment information for accuracy, check the box confirming that you accept the fees for this transaction

View Cart MY ACCOUNT STUDENT ACCESS & CAFETERIA ACCOUNT LOG OUT Logged in as Anne Robinson

### Set Cafeteria Low Balance Reminder - Confirm Choices

Please verify the item information and click Save Reminder to add this item to your shopping cart.

Patron Name: Smith, Tyler  
Low Balance Level: \$10.00  
Saved Payment: Lunches Credit Card  
Amount To Deposit: \$50.00  
Service Fee: \$2.15  
Transaction Total: \$52.15

By checking this box I confirm that I wish to have a total of \$52.15 automatically charged to my credit card to put into the cafeteria account of Smith, Tyler each time their account reaches or falls below \$10.00. \$50.00 will be added into this patron's cafeteria account and \$2.15 will be applied to the service fee each time this recurring transaction is executed. I understand that this transaction will continue to run based on the information above until I cancel it via this website.

Cancel Save Reminder

Click **Save Reminder**. You'll be directed to the Cafeteria Low Balance Reminders page. Here you'll see the patron name(s) and which reminder option has been applied to each of them.

View Cart MY ACCOUNT STUDENT ACCESS & CAFETERIA ACCOUNT LOG OUT Logged in as Anne Robinson

### Cafeteria Low Balance Reminders

Any item appearing in red has an invalid saved payment source. Please modify the saved payment source from the My Account page in order for the payment to resume processing.

	Patron	Auto Email	Auto Replenish	Balance Amount	Deposit Amount	
<a href="#">Modify</a>	Ackerman, Stan	True	False	\$10.00	\$0.00	<a href="#">Remove</a>
<a href="#">Modify</a>	Smith, Tyler	False	True	\$10.00	\$50.00	<a href="#">Remove</a>

[Return](#)

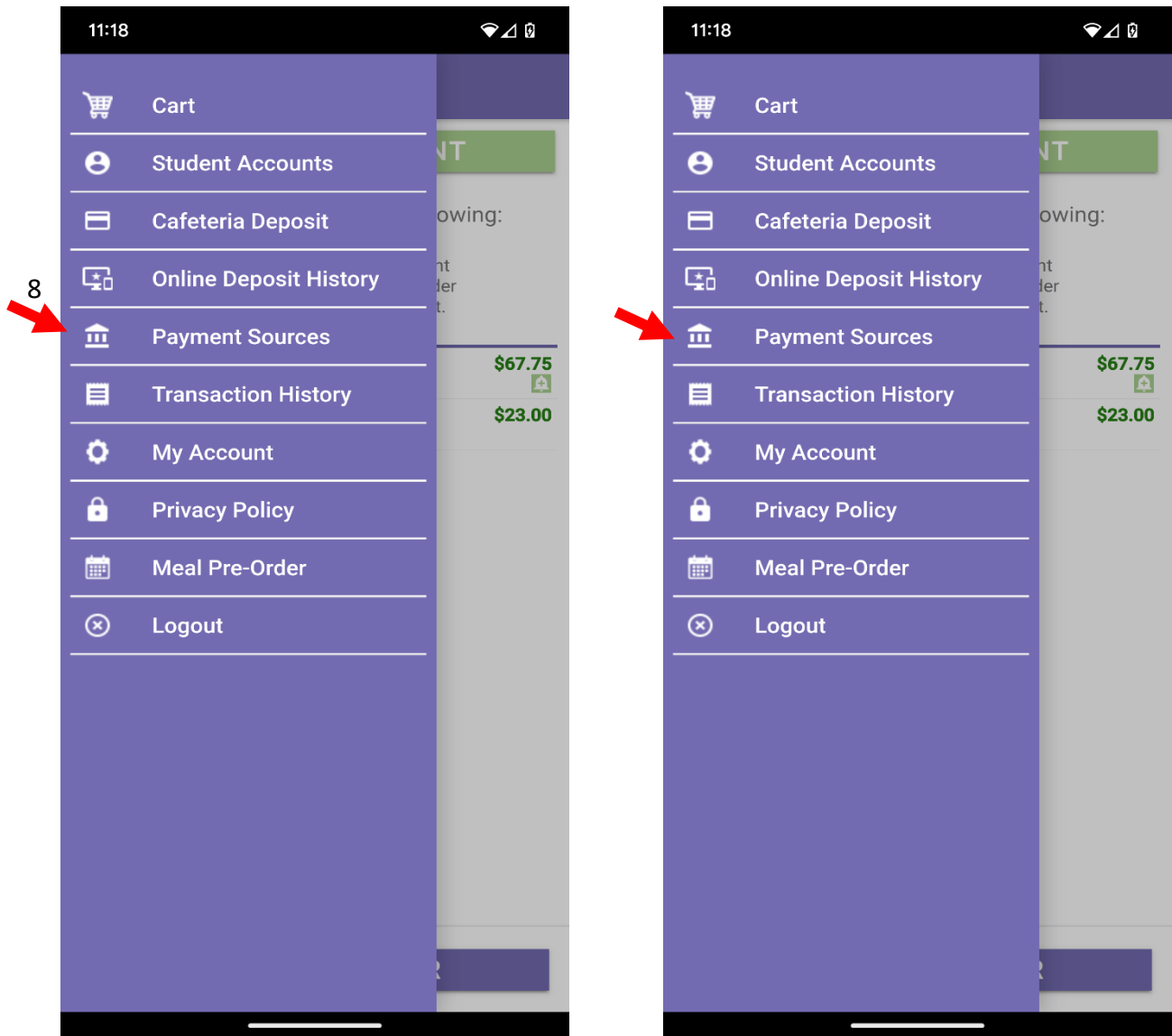
Clicking on the Return button will return you to the Student Access page.



**MOBILE APP INSTRUCTIONS  
FOR  
PAYMENT SOURCE & AUTO REPLENISH**

## Payment Sources

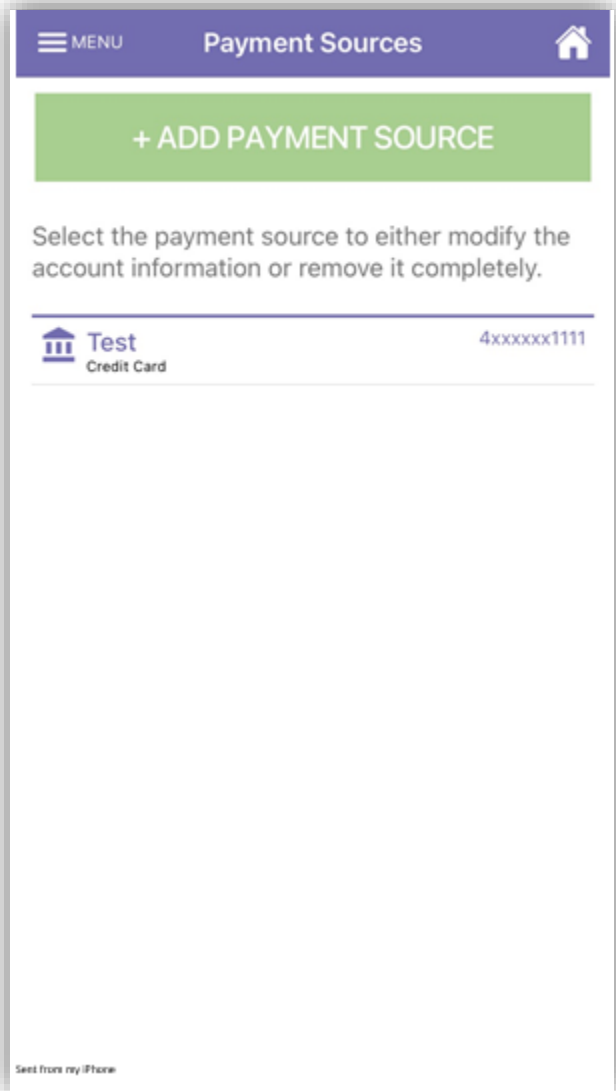
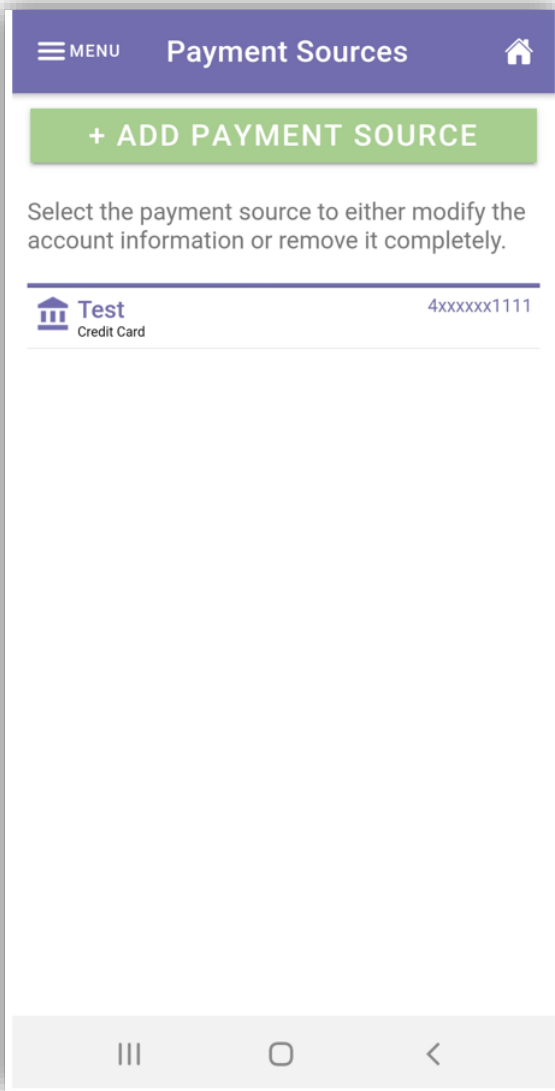
This mobile application includes a feature that offers the ability to identify a payment method and save that payment method to use as an auto-replenish for the student(s) account(s).



**NOTE:** This document contains side-by-side screenshots.

Android device images are on the left, Apple device images are on the right, unless noted otherwise.

To begin, touch the **+ADD PAYMENT SOURCE** button.

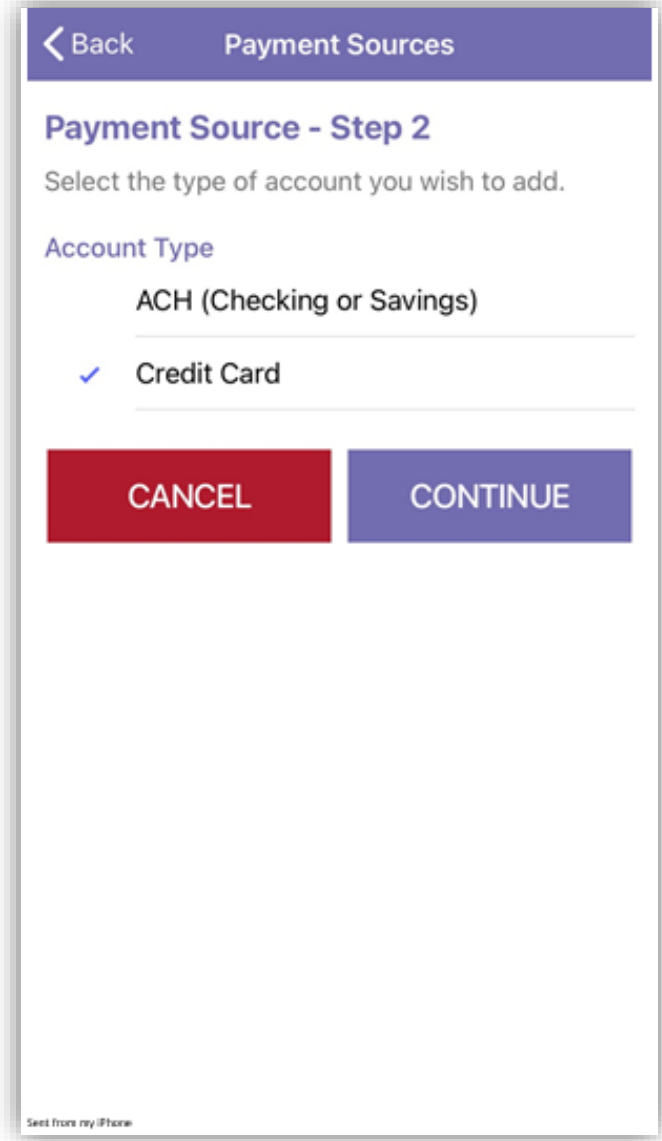
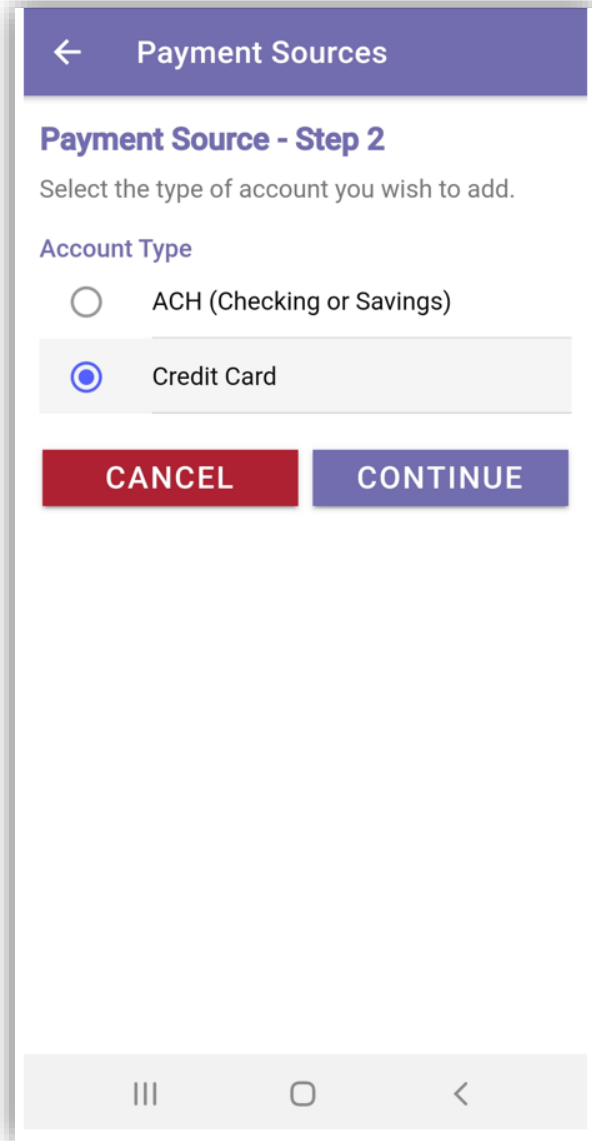


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**NOTE:** In the event that you have students existing across multiple districts, you first need to select the appropriate gateway for each student's school district.

For Step 2, select the type of account you wish to add. Touch **CONTINUE** to advance to Step 3.



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Enter the account holder information for this payment account. Choose **CONTINUE** to advance to Step 4.

← Payment Sources

### Payment Source - Step 3

Enter the account holder information for this account.

First Name\*

Last Name\*

Address\*

Address 2

City\*

Pennsylvania

Zip Code\*

United States

Phone

*\*required*

CANCEL CONTINUE

← Back Payment Sources

### Payment Source - Step 3

Enter the account holder information for this account.

First Name\*

Last Name\*

Address\*

Address 2

City\*

Pennsylvania

Zip Code\*

United States

Phone

*\*required*

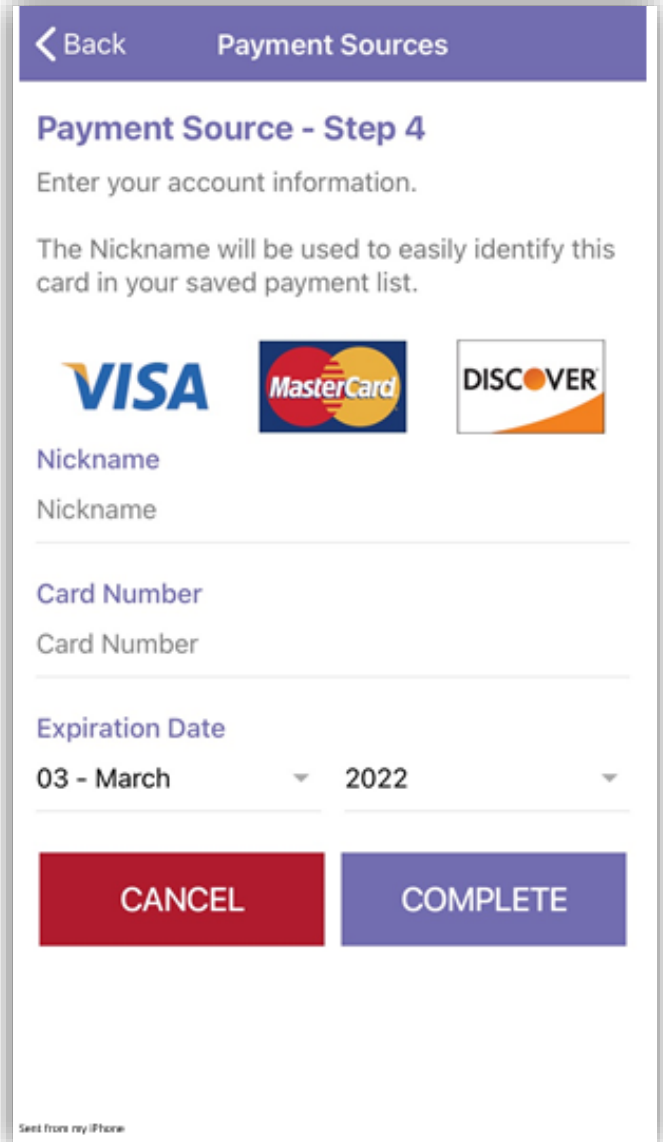
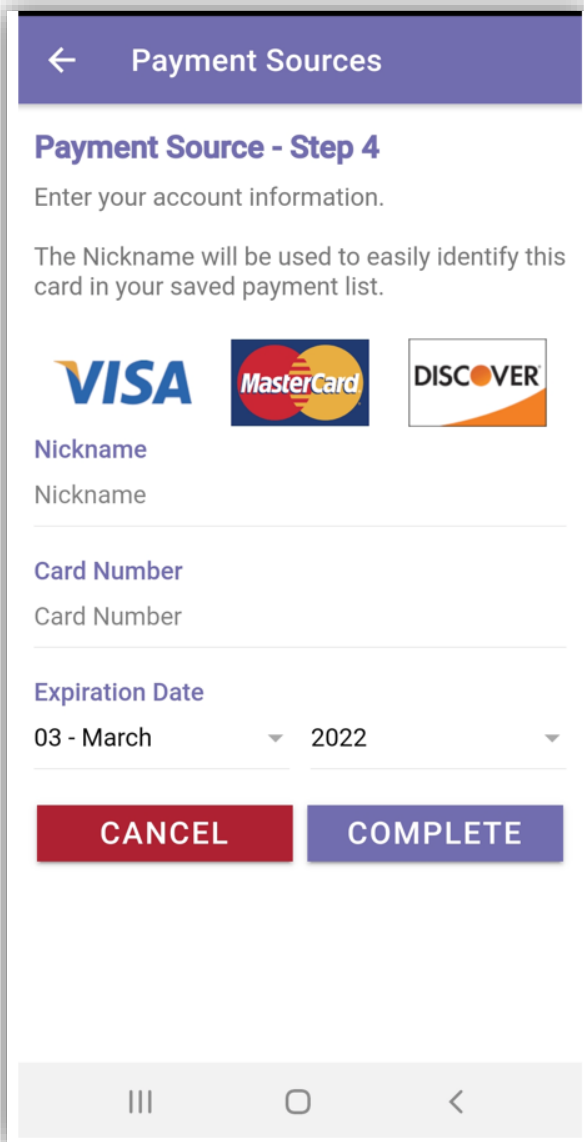
CANCEL CONTINUE

Send from my iPhone

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Step 4 – Enter your account information. The Nickname will be used to identify this card in your saved payment list. Choose **COMPLETE** when finished.

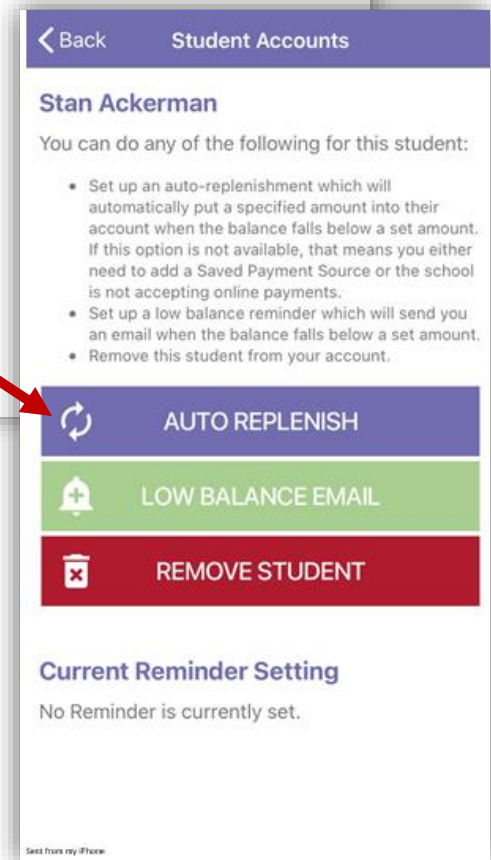
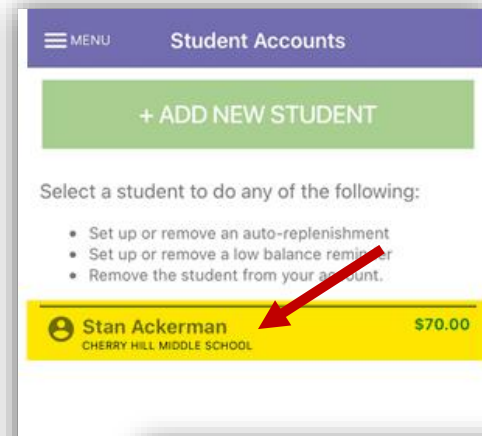
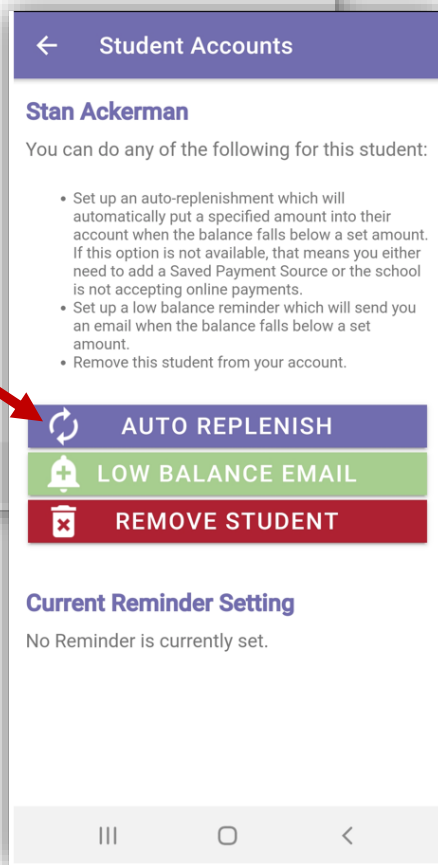
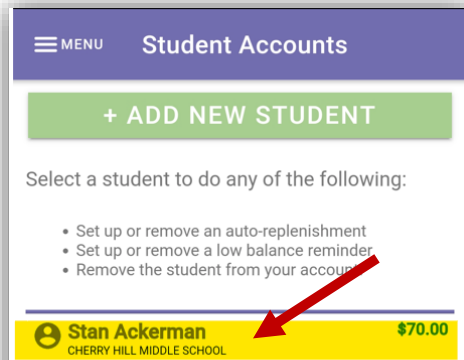


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## Setting Reminders

AUTO REPLENISH – **YOU MUST FIRST SETUP A SAVED PAYMENT SOURCE TO USE AUTO REPLENISH.** (See Payment Sources Section) From the Student Accounts page, tap the Student name, then tap **AUTO REPLENISH**

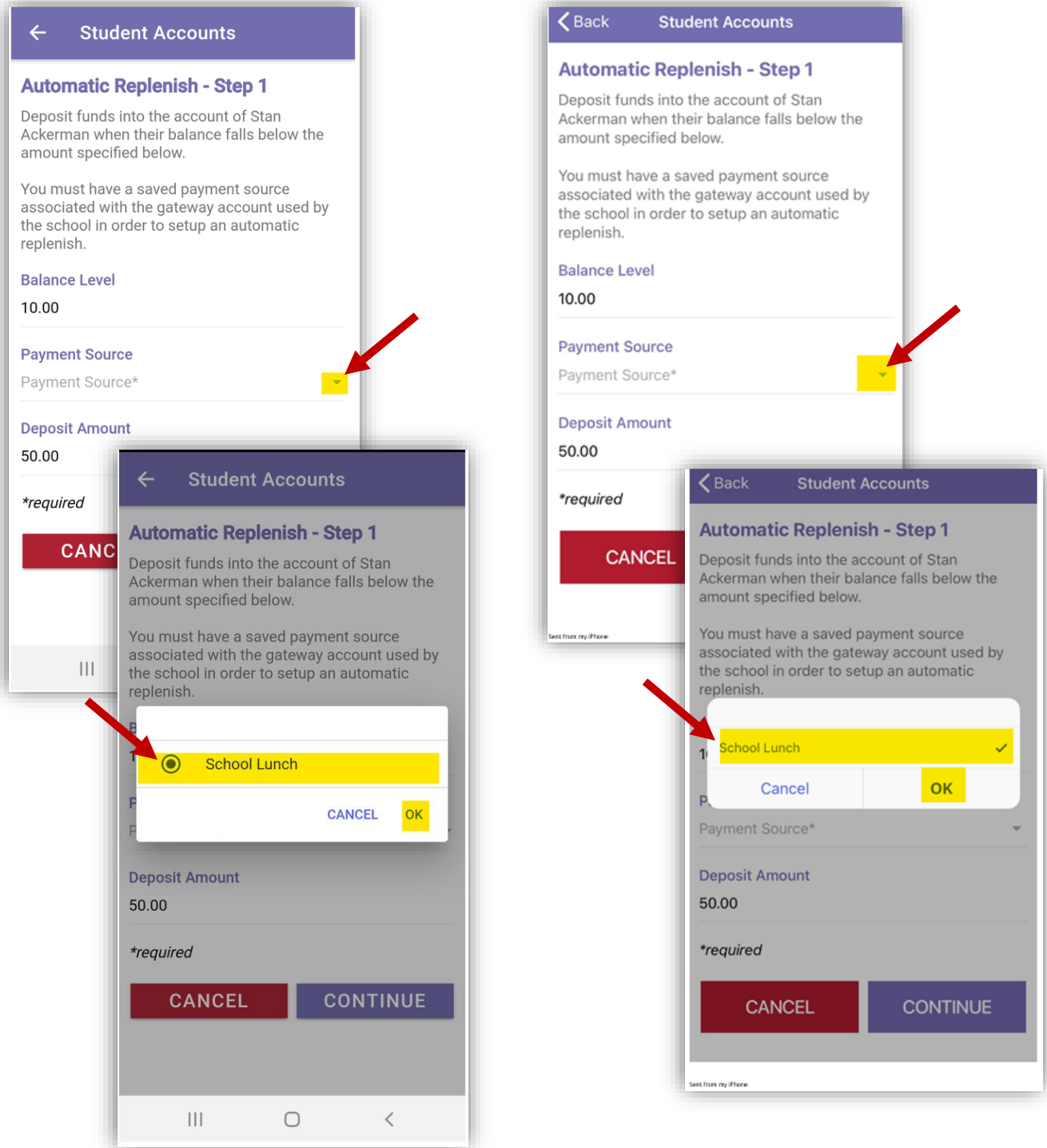


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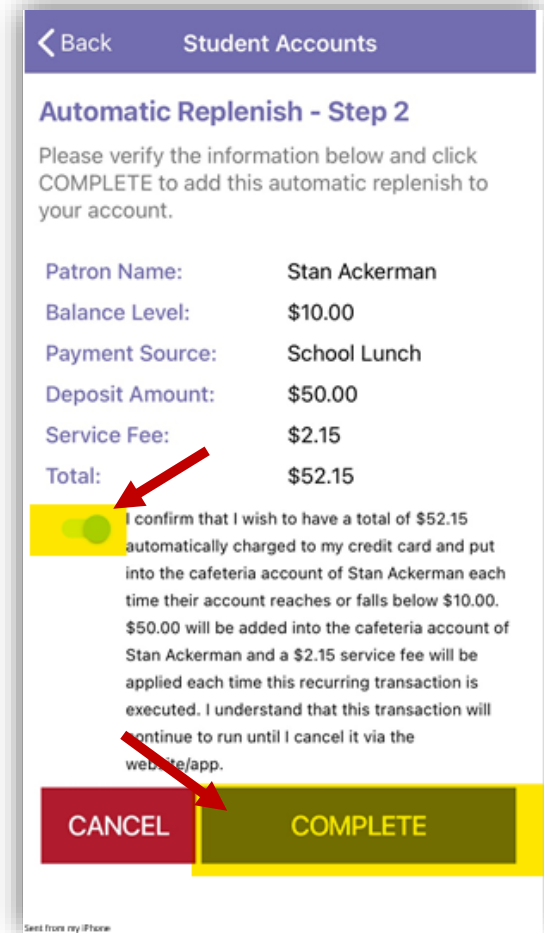
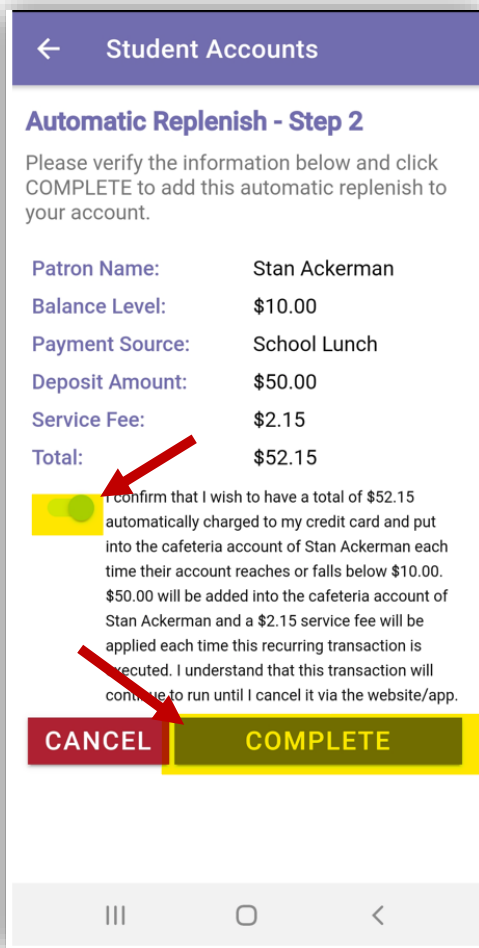
Step 1 – Set the amount of funds to deposit into the student account when their balance calls below the amount specified. *You must have a saved payment source associated with the gateway account used by the school in order to set up an automatic replenish.*



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Step 2 - Verify the information and tap **COMPLETE** to add this automatic replenish.



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