<u>SCHOOL PAYMENT PORTAL INSTRUCTIONS</u>

Go to www.schoolpaymentportal.com

Click on the green box that says *Create Account* and fill in the requested information.

Click on the blue box, *Create Account*. It should say – *Account Successfully Created.*
The next time you log in you will click on *Parent Login*.

Click on *Login Page* and enter the email and password that you just used to create your account.

Add A Student – Step 1: Click on *Add Student*. You will be prompted to enter the zip code of the school. **YOU MUST ENTER 06039**. Click *Continue*.

Add A Student – Step 2: Click on the blue *Select* to select Salisbury Central School.

Add A Student – Step 3: Enter your child's formal Last and First Names. Please do not enter a nickname or their middle name if that is what they go by. Click *Continue*.

Click on the blue *Add Student* to confirm that the student listed is the one you want to add to your account. This brings you to your Student Access page where you can made deposits, monitor transactions and set up notifications for your account.

<u>To Add Another Student</u> – Click on the blue *Add Student* box and follow the steps above.

<u>To Make a Deposit</u> – Click on the blue *Make Cafeteria Deposit* box.

Cafeteria Deposit – Step 1: Click on *Select* to choose the child you are making the deposit for.

Cafeteria Deposit – Step 2: Enter the amount you wish to deposit then click on *Continue*.

Cafeteria Deposit – Step 3: Click *Add To Cart*.

Click on *Check Out* if the information listed is correct.

Select Payment Method: Click on *Select* for either a credit card payment or an ACH payment. This screen shows the Service Fee which will be added to your deposit amount.

Complete the payment information and click on *Process Payment*.
MAKE SURE YOU HAVE CHECKED THE BOX AT THE BOTTOM CONFIRMING THE CHARGE.

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To View/Set Reminders – Click on the green *View/Set Reminders* box.

Cafeteria Low Balance Reminders: Click *Modify* next to the account you want to create settings for.

Under *Reminder Type* choose *Auto Email* or *Auto Replenish* then click *Continue.*

For *Auto Email*: Fill in the *Balance Level*, click on *Continue* and then *Save Reminder*.

For *Auto Replenish*: Fill in *Balance Level*, *Saved Payment Source*, and *Amount To Deposit* and click on *Continue*.

School Payment Portal Toolbar
View Cart – Allows you to see deposits in your shopping cart.

Home – This brings you to your Student Access page where you can made deposits, monitor transactions and set up notifications for your account.

My Account – Shows your account information, saved payment sources and transaction history. This is also where you can add a new payment source or modify your account information.

Log Out – Be sure to log out after you have finished with your account.