

Nikolaos C. Koutsogiannis
Superintendent of Schools



Frances C. Adler
Business Administrator

September 8, 2020

To the Parents/ Guardians,

Clayton School District has recently added a new Cash Register System. As part of the LunchTime suite of software, School Payment Portal is being offered as a safe, secure and convenient way for parents or guardians of students manage school payments. You will have the opportunity to track purchases, create reminders and set up automatic payments. The automatic payment portion is ready for you to set up your account and view their daily transactions. Below is a guide to setting up your students account. If you do not want to pay on-line and would like to continue sending in money with your student, you are still able to create a user name and password to track your students' purchases and see how much money is on the account.

Below is a quick guide to setting up your User ID. If you would like detailed information use the "Parent Guide to School Payment Portal". This document will assist new users with the most basic functionality of the School Payment Portal. Any questions or concerns with a student's account should be directed to Barbara Zanghi 856-881-8700 ext. 2417

To set up your account you can visit www.schoolpaymentportal.com

- Enter the Zip Code the School uses in the field for zip code, then hit search
- Click on the School District and enter your information (you will create your password here) then click on create account.
- Click on [HERE](#) to take you to the Home Page
- Enter your E-mail Address and Password you just created
- Click [HERE](#) to add students
- Enter your students last name and student ID number then click search
- Click on [MANAGE CAFETERIA ACCOUNT](#)
- From here you can view your student's account to see their balance and what they have purchased since the first day of school or add funds to your student's account.

ON-LINE PAYMENTS COMING SOON!

FEE STRUCTURE

- Credit Card Payments (Visa, MasterCard, Discover) 2.3% + \$1.00 per transaction
- ACH (online checking account payments) \$1.50 per each \$500 deposit level.

EXAMPLE:

Parent/Guardian Deposits \$50.00 Credit Card Payment: The parent/guardian would be charged \$50.00 that is deposited to the district bank account as well as a \$2.15 convenience fee paid to us to cover the fee processing expenses.

Sincerely,

Barbara Zanghi
Secretary to the Business Administrator