

To the Parents/ Guardians,

The Riverside School District is implementing an online credit card payment system through the Lunchtime Software System that is currently being used with the guidance of Nutri Serve Food Management. We will introduce the new system on Friday, January 3, 2020 and you will be able to add funds to your students account on-line. To set up your account you will need to go to [www.schoolpaymentportal.com](http://www.schoolpaymentportal.com).

1. Click: Create Account
2. Fill in "Create New Account" with parent/guardian information
3. Click: Login Page
4. Click: Parent Login
5. Sign in with your email address and newly created password
6. Click: Sign in
7. Click: Add Student
8. Enter (Zip Code)
9. All Districts in that Zip Code will show
10. Click on Your Students School
11. Enter your students last name , first name and student ID
12. Click: Add Student
13. From here you can view your students account or make a payment
  - a. FEE STRUCTURE
    - i. Credit Card Payments (Visa, MasterCard, Discover)
      1. 2.3% + \$1.00 per transaction
  - b. EXAMPLE
    - i. Parent / Guardian Deposits \$50.00
      1. Credit Card Payment: The parent/guardian would be charged \$50.00 that is deposited to the students account as well as a \$2.15 convenience fee.
  - c. Click Manage Cafeteria Account
    - i. Enter Amount and Click Continue
    - ii. Click Add to Cart
    - iii. Click Check Out
  - d. Click Select to add your billing information
    - i. Enter Your Information
    - ii. Check Agreement Box which has the amount and fees
    - iii. Click Process Payment