

Mobile Application Users Guide

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

Create Account

For New Users - with your Android or Apple device, choose CREATE ACCOUNT.

Already have an account? Login below. Email Address	LunchTime CAFETERIA DATA MANAGEMENT Already have an account? Login below. Email Address
	Password
Remember Me?	Remember Me?
LOGIN	
OR	LOGIN
CREATE ACCOUNT	OR
RESET PASSWORD	CREATE ACCOUNT
	RESET PASSWORD
Version: 2.0000.0007	Version: 2.0000.0007
	Sent frum my iPhane

You can save your login credentials by enabling the Remember Me? Toggle. (Green indicates that it has been enabled)

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

All fields are required. Tap **CREATE ACCOUNT** once all information has been entered.

LunchTime CAFETERIA DATA MANAGEMENT Enter the information below to create an account. Passwords must be at least 6 characters long. First Name: John		LunchTime CAFETERIA DATA MANAGEMENT Enter the information below to create an account Passwords must be at least 6 characters long. First Name: John
	_	Last Name
Last Name:		Doe
Doe		
		Email Adress:
Email Adress:		jdoe@email.com
jdoe@email.com		
		Password:
Password:	o	12345
		Confirm Password
Confirm Password:		commin Password.
Commin Password.	O	
	_	CREATE ACCOUNT
CREATE ACCOUNT		OR
OR		
CANCEL		CANCEL

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

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0

You will be prompted to verify your email address that is associated with this account.

Click the **Verify Email** button in the bottom right corner of the screen. This step is required.

≡ ^{MENU} Student Accounts	≡ ^{MENU} Student Accounts
+ ADD NEW STUDENT	+ ADD NEW STUDENT
THERE ARE NO STUDENTS UNKED TO THIS Verify Your Email	THERE ARE NO STUDENTS UNKED TO THIS Verify Your Email
The email address associated with your account has not been verified. Please click the Verify Email button to begin the process of verifying your email address. Your email address is currently	The email address associated with your account has not been verified. Please click the Verify Email button to begin the process of verifying your email address. Your email address is currently
To change your email address, click the My Account button below.	To change your email address, click the My Account button below.
IY ACCOUN ERIFY EMAI	IY ACCOUN ERIFY EMAI

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

You'll receive an email with a one-time six-digit code that you'll need to enter in the Emailed Code:

For smaller screens, you will want to scroll down until you see the word Code, tap on the word and enter the code you were emailed.

do-not-reply@schoolg	paymentportal.com		9:44 AM (2 minutes ago)	☆	ر ،
to me +					
	Here	's the one-time code to verify your email address.			
		Enter this code to verify your email address:			
		328965			
		Powered by SchoolPaymentPortal.com.			
(Reply) (Prorv	vard				

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

Once the code has been entered, click Verify Email.

Click **OK** on the successfully verified dialogue box.

≡ MENU Student Accounts	≡ MENU Student Accounts	
+ ADD NEW STUDENT	+ ADD NEW STUDENT	
THERE ARE NO STUDENTS UNKED TO THIS Verify Your Email	THERE ARE NO STUDENTS UNKED TO THIS Verify Your Email	
You have been emailed a code from do- not-reply@schoolpaymentportal.com that you can use to verify your email address.	You have been emailed a code from do- not-reply@schoolpaymentportal.com that you can use to verify your email address.	
If you did not receive an email, check your SPAM folder. The emailed code is valid for 15 minutes.	If you did not receive an email, check your SPAM folder. The emailed code is valid for 15 minutes.	
Emailed Code: Code Emailed Code: Code Code Verify Your Email		
VERIFY EMAIL Emailed Code:	ive an email, check The emailed code is es. 328965	
VERIF	SUCCESS YOU HAVE SUCCESSFULLY VERIFIED YOUR EMAIL ADDRESS	
	ок	

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

Logging in to account

To login to an existing account or a newly created account, tap **LOGIN**

Already have an account? Login below. Email Address	Already have an account? Login below. Email Address
Password	Password
Remember Me?	Remember Me?
OR	LOGIN
CREATE ACCOUNT	OR
RESET PASSWORD	CREATE ACCOUNT
	RESET PASSWORD
Version: 2.0000.0007	Version: 2.0000.0007
III O <	Sent from my iPhone

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

Main Menu

To access the Main Menu, tap on **Menu** in the top right corner of the screen.

≡ ^{MENU} Student Accounts	■ MENU Student Accounts
+ ADD NEW STUDENT	+ ADD NEW STUDENT
THERE ARE NO STUDENTS LINKED TO THIS ACCOUNT	<section-header></section-header>

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

The Main Menu displays all functions of the app

渔	Cart	
θ	Student Accounts	١T
8	Cafeteria Deposit	D TO THIS
ţ.	Online Deposit History	
Ē	Payment Sources	
	Transaction History	
0	My Account	
÷	Privacy Policy	
\otimes	Logout	

,≜	Cart	
8	Student Accounts	
8	Cafeteria Deposit) THIS
ţ.	Online Deposit History	
≞	Payment Sources	
	Transaction History	
٥	My Account	
ĉ	Privacy Policy	
\otimes	Logout	

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

Adding Students to Account

From the Student Accounts page, tap +ADD NEW STUDENT

≡ ^{MENU} Student Accounts	≡ MENU Student Accounts
+ ADD NEW STUDENT	+ ADD NEW STUDENT
THERE ARE NO STUDENTS LINKED TO THIS ACCOUNT	+ ADD NEW STUDENT THERE ARE NO STUDENTS LINKED TO THIS ACCOUNT

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

Step 1 - Enter the zip code of the **school** the student attends.





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

Step 2 – Select the school of the student you wish to add by tapping on it from the list below.

d Student - Step 2 ect the school of the student you wish to from the list below. The school you are looking for is not listed, k the CANCEL button to restart the process. HOOL ZIP CODE: 16803 ple Grove High School erry Hill Middle School ashington Elementary	←	Student A	Accounts		
ect the school of the student you wish to from the list below. The school you are looking for is not listed, k the CANCEL button to restart the process. HOOL ZIP CODE: 16803 ple Grove High School erry Hill Middle School ashington Elementary	Add :	Student - St	ер 2		
he school you are looking for is not listed, k the CANCEL button to restart the process. HOOL ZIP CODE: 16803 ple Grove High School erry Hill Middle School ashington Elementary	Select add fro	the school of t om the list belo	the student you w ow.	ish to	
HOOL ZIP CODE: 16803 ple Grove High School erry Hill Middle School ashington Elementary	If the s click th	school you are he CANCEL but	looking for is not tton to restart the	listed, process.	
ple Grove High School erry Hill Middle School shington Elementary	SCHO	OL ZIP CODE:	16803		
erry Hill Middle School ashington Elementary	Apple	e Grove High So	chool		
Isnington Elementary	Cherr	y Hill Middle S	chool		
	wasn	ington Elemen	tary		
		C	ANCEL		
CANCEL			0	,	
CANCEL		111	0 <		Sent from my iPhone

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

Step 3 - Enter the required information for the student you wish to add to your account. Contact the School the student attends for the required information.

← Student Accounts	Cack Student Accounts
Add Student - Step 3 Enter the requested information for the student you wish to add to your account.	Add Student - Step 3 Enter the requested information for the student
SCHOOL: Cherry Hill Middle School	SCHOOL: Cherry Hill Middle School
Ackerman	ackerman
CANCEL CONTINUE	*required
	qwertyuiop
	asdfghjkl
	☆ z x c v b n m
	123 😂 🔮 space return

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

Step 4 - Use the **SELECT** button to add the student to your account.

← Studen	Accounts	
Add Student -	Step 4	<i>.</i> .
The following stud	ent(s) have been	found.
Use the SELECT by your account.	utton to add the st	tudent to
Grade: 8		
	CANCEL	
	CANCEL	
111	\cap	1

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

You have successfully added a student to your account. Tap **OK**.

To add additional students to your account, follow Steps 1 through 4 (pages 9-13 of this document).

≡ MENU Student Accounts	≡ MENU Student Accounts
+ ADD NEW STUDENT	+ ADD NEW STUDENT
Select a student to do any of the following: • Set up or remove an auto-replenishment • Set up or remove a low balance reminder • Remove the student from your account.	Select a student to do any of the following: • Set up or remove an auto-replenishment • Set up or remove a low balance reminder • Remove the student from your account.
SUCCESS STAN ACKERMAN HAS BEEN ADDED TO YOUR ACCOUNT	SUCCESS STAN ACKERMAN HAS BEEN ADDED TO YOUR ACCOUNT
ок	ОК
	Sens from my Phose

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

Student Accounts

This is the **Home** screen. Wherever you see the **Home** icon in the upper right corner, this is the page that you'll be directed to.

Selecting Student Accounts from the Main Menu directs you to the Student Accounts page. The options available here are:

Adding New Students – Used for adding new students to the account (refer to Steps 1-4 on pages 9-14 of this document)

Setting Auto-Replenishments – Set up, remove or edit an auto-replenishment. To use this feature, you must first save a payment source.

Setting Reminders – Set up, remove or edit a low balance reminder

Removing Students - Remove Student(s) from the account

	Student Accounts	
+	ADD NEW STUDENT	
Select a stud • Set up of • Set up of • Remove	lent to do any of the follow r remove an auto-replenishment r remove a low balance reminde the student from your account.	ing: : r
Stan Ac	kerman MIDDLE SCHOOL	\$91.35
	Meal Pre-Order	

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

Removing Student(s) – From the Student Accounts page, tap the Student's name.

Choose **YES** to Continue or **NO** to Cancel this action.



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.

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



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.

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.

Student Acc	counts		く Back	Student Accounts
atic Replenis funds into the at an when their ba specified below. st have a saved p ted with the gate ool in order to se sh.	sh - Step 1 ccount of Stan lance falls below the payment source eway account used by tup an automatic		Automatic Deposit fund Ackerman w amount spec You must ha associated w the school in replenish.	c Replenish - Step 1 ds into the account of Stan hen their balance falls below the cified below. ve a saved payment source with the gateway account used by n order to setup an automatic
ance Level			Balance Level 10.00	el
ayment Source*			Payment So	urce*
eposit Amount		_	Deposit Amo	ount
CANC CANC Deposit Ackerma amount You mus associat the scho replenis F F	atic Replenish - S funds into the account an when their balance is specified below. st have a saved payment ted with the gateway ar- bol in order to setup an h. School Lunch	tep 1 t of Stan falls below the ent source ccount used by automatic	Sent from my Phone	CEL Deposit funds into the acc Ackerman when their bala amount specified below. You must have a saved pa associated with the gatew the school in order to setu replenish.
Deposit 50.00 *require C.	Amount d ANCEL C	ONTINUE		Deposit Amount 50.00 *required CANCEL

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.

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

Automatic Rep	lenish - Step 2	
Please verify the ir COMPLETE to add your account.	formation below and clic this automatic replenish	k to
Patron Name:	Stan Ackerman	
Balance Level:	\$10.00	
Payment Source:	School Lunch	
Deposit Amount:	\$50.00	
Service Fee:	\$2.15	
Total:	\$52.15	
reonfirm that automatically into the cafet time their acc \$50.00 will b Stan Ackerm applied each recuted. I un contrue to re	I wish to have a total of \$52.15 or charged to my credit card and p eria account of Stan Ackerman e count reaches or falls below \$10.0 e added into the cafeteria account an and a \$2.15 service fee will be time this recurring transaction is inderstand that this transaction w un until I cancel it via the website. COMPLETE	ut ach 00. It of ill /app.

Automat	ic Reple	enish - Step 2
Please verif COMPLETE your accour	y the info to add th nt.	rmation below and click is automatic replenish to
Patron Nar	ne:	Stan Ackerman
Balance Le	evel:	\$10.00
Payment S	ource:	School Lunch
Deposit Ar	nount:	\$50.00
Service Fe	e:	\$2.15
Total:		\$52.15
aut into tim \$50 Sta app exe	nfirm that I omatically c o the cafeter e their acco 0.00 will be a n Ackerman blied each tir cuted. I und stinue to run Ste/app.	wish to have a total of \$52.15 harged to my credit card and put ia account of Stan Ackerman each unt reaches or falls below \$10.00. added into the cafeteria account of and a \$2.15 service fee will be me this recurring transaction is lerstand that this transaction will until I cancel it via the
CANCE		

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

LOW BALANCE EMAIL - To set up or remove a low balance reminder, tap the Student name and choose **LOW BALANCE EMAIL**



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.

When the account reaches the Balance Level, an email will be generated. Set the Balance Level and tap **CONTINUE**. Tap **COMPLETE** to finish setting up this Low Balance Reminder.

Low Balance Reminder		Low Bala	nce Rem	inder
Receive an email when this student's account balance falls below the amount specified below.		Receive an balance fall	email when s below the	this student's account amount specified below.
Stan Ackerman		Stan Ack	erman	
Balance Level		Balance Lev	vel	
10.00		10.00		
*required		*required		
CANCEL CONTINUE		REM	IOVE	CONTINUE
← Student Accounts		<	(Back	Student Accounts
Low Balance Reminder			.ow Balar	nce Reminder
Select the COMPLETE button to f up this low balance reminder.	finish setting	s	Select the C his low bala	OMPLETE button to finish settir nce reminder.
Stan Ackerman				
Balance Level: \$10.00			Stan Acke	erman
		E	Balance Lev	el: \$10.00
CANCEL	MPLETE .	et from my iPhone	CAN	

Once the Low Balance Email or Auto-replenish has been set up, a bell icon will appear next to the Student name on the Student Accounts page indicating the email reminder has been setup for this student. A circular arrow icon will appear indicating the auto-replenish is setup for this account.

+ ADD NEW STUDENT + ADD NEW STUDENT
a student to do any of the following:
Set up or remove an auto-replenishment Set up or remove a low balance reminder Remove the student from your account. Set up or remove a low balance reminder • Set up or remove a low balance reminder • Remove the student from your account.
Stan Ackerman \$78.60 SHERRY HILL MIDDLE SCHOOL Stan Ackerman Uessica Smith \$26.62
PLE GROVE HIGH SCHOOL

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

Cafeteria Deposit

To make deposits to the account, tap the Student Name or the **+START DEPOSIT** button.

Enter a deposit amount using either the Quick Add buttons or by manually entering the desired deposit amount. Clicking **CONTINUE** will take you to A) the next student on the account or B) to the Deposit Summary screen.

NOTE: Clicking Cancel will clear out all pending deposits and they will need to be re-entered. A prompt confirming this action will appear prior to processing the cancellation.



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

In the Deposit Summary screen, click **CONTINUE** to specify your payment information for the deposit.

← Cafeteria Dep	posit	Cafeter	ia Deposit
eposit Summary		Deposit Summary	
lect the CONTINUE button to ormation for this deposit.	specify your payment	Select the CONTINUE butto information for this deposit.	n to specify your payment
tan Ackerman LANCE: \$20.00	\$25.00	Stan Ackerman BALANCE: \$20.00	\$25.
TAL DEPOSIT:	\$25.00	TOTAL DEPOSIT:	\$25.
DTAL DEPOSIT: CANCEL	\$25.00 CONTINUE	TOTAL DEPOSIT: CANCEL	\$25. CONTINUE

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

Select your payment method from one of the options:

Saved Payment Source – Uses the payment source on file to pull the funds from.

One-Time Credit Card – Choose this option when using a credit card that has not been set as a saved payment source or is only being use this one time.

One-Time ACH – Choose this option when using an online checking account that has not been set as a saved payment source or is only being used this one time.

← Cafeteria Deposit		く Back	Cafeteria Deposit	
Payment Method EPOSIT AMOUNT: \$25.00 ease select your payment method from or Ilowing options:	ne of the	Payment DEPOSIT AMO Please select y following optio	Method DUNT: \$50.00 your payment method from ins:	one of the
School Lunch 4; redit Card	XXXXXX1111 SERVICE FEE: \$1.58	School Lun Credit Card	ch	4xxxxxx1111 SERVICE FEE: \$2.15
ne-Time Credit Card edit Card	SERVICE FEE: \$1.58	One-Time (Credit Card	Credit Card	SERVICE FEE: \$2.1
Dne-Time ACH	SERVICE FEE: \$1.50	One-Time	ACH	SERVICE EEE: \$1.50
CANCEL			CANCEL	
	4		CANCEL	

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

Using a Saved Payment Source Payment Source

If choosing this payment method, the saved payment source on file will be used to process the deposit. (for instructions on how to create a saved payment source, see Payment Sources on page 36.)

Tap the name of the saved payment source (sample uses School Lunch). Click to slide the confirmation of payment (This will be green when enabled). Click **PROCESS PAYMENT**



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

Using a One Time Credit Card Payment Method

Choose this option when using a credit card that has not been set as a saved payment source or is only being use this one time. Enter the Billing Information, click **CONTINUE.** Enter the Account Information, choose **CONTINUE**



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

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Using a One-Time ACH Payment Method

Choose this option when using an ACH (online checking) payment method that has not been set as a saved payment source or is only being use this one time. Enter the Billing Information, click **CONTINUE.** Enter the Account Information, choose **CONTINUE**



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

Click to slide the confirmation of payment (This will be green when enabled). Click **PROCESS PAYMENT**



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

32 | P a g e

Online deposits will show as Pending with the amount in parenthesis until they post to the student's account. Click the **Home** icon to return to the Student Accounts page, click **MENU** to open the Main Menu options.

	Cafeteria Depos	sit 🏠
Online depo post to the	osits will show as Pen student's account.	ding until they
This usuall in rare case	y happens within a fev es can take up to 48 ho	v minutes but ours.
STUDE PENDI	NT(S) WITH A PENDIN NG AMOUNTS IN PAR	G DEPOSIT ENTHESIS
B Stan A	Ckerman	\$78.60 (\$25.00)
	er Adams	\$63.40 (\$25.00)
		\$54.06 (\$10.00)
WASHINGT		



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

An email message will be generated and sent to the email address used to create the account. A receipt will be attached to the email.

transaction@schoolpaymentportal.com 🖻 Lunchtime Support 🔋 1 2:10 PM Your recent payment made through the School Payment Portal Mobile Application.			×
		Sign	ı In
\square \Leftrightarrow \leftrightarrow \square \bigcirc	2	\bowtie	6
		^	Q
SchoolPaymentPortaLoom Transaction Receipt Merchant: Customer:			
Apple Grove Documentation Mary Smith 301 Science Park Road 20 Any Street Suite 121			
State College, PA 18803 State College, PA 18803 #3468690 3/30/2022 2:10:16 PM			
Item School Qty Item Price To Item Cafeteria Deposit-Adams, Jennifer Apple Grove High School 1 \$25.00 \$25.1	11 D		₽₀
LunchTime Cafeteria Deposit-Kowitz, Wendy Washington Elementary 1 \$35.00 \$35.1 LunchTime Cafeteria Deposit-Ackerman, Stan Cherry Hill Middle School 1 \$10.00 \$10.1	0 0		Ę
Sub Total: \$70.1 Service Fee: \$22.1 Total: \$77.1	0 1 1		B.
Payment Type: Credit Card Card Number: 4xxxxxx1111		•	ĔП
Expiration Date: 03/22 Transaction ID: 7103981142 Amount Received: \$70.00			
Service Fee Transaction Transaction ID: 7103981237			225
Amount Received: \$2.61			
			0
			Ē
			~
		¥	→

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

Online Deposit History

The Online Deposit History to view deposits made during the current school year only.

From the Main Menu, choose **Online Deposit History**.



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

Select a deposit to view the transaction receipt.

4

Date 3/25/2022 11:46:11 AM	Receipt # 3468688	Amount	Date 3/25/2022 11:46:1	1 AM	Receipt # 3468688
3/25/2022 11:26:46 AM	3468687	\$25.00	3/25/2022 11:26:4	6 AM	3468687
3/19/2022 04:04:04 PM	3468686	\$8.00	3/19/2022 04:04:0	04 PM	3468686

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

Choose the back arrow to return to the Online Deposit History list

← Receipt #	\$3468688				
3/25/2022			Merchant:		
11:46:11 AM			Apple Grove Docu	mentation	
/lerchant:			301 Science Park I	Road Suite 121	
Apple Grove Documenta	tion		State College, PA	16803	
01 Science Park Road	Suite 121				
State College, PA 16803			Customer:	Customer:	
ustomer:			Stan Lee Ackerma	n	
Stan Lee Ackerman			301 Any Street		
301 Any Street			State College , PA	16803	
State College , PA 16803	3		Payment Type:	Credit Card	
Payment Type:	Credit Card		Card Number:	4xxxxxx1111	
Card Number:	4xxxxxx1111		Expiration:	0322	
xpiration:	0322		Transaction ID:	7090980939	
ransaction ID:	7090980939		Amount Received	\$25.00	
mount Received:	\$25.00		Amount Received	\$25.00	
			Service Fee Tra	nsaction:	
Service Fee Transac	TION: 7000091091		Transaction ID:	7090981081	
Amount Received:	\$1.58		Amount Received	\$1.58	
eposit Detail:			Deposit Detail:		
LunchTime Cafeteria Deposit-Ackerman, Stan Cherry Hill Middle School \$25.00		\$25.00	LunchTime Cafete Cherry Hill Middle	LunchTime Cafeteria Deposit-Ackerman, Stan Cherry Hill Middle School	
Service Fee: Fotal:		\$1.58 \$26.58	Service Fee:		\$1.5

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

Choose the Home icon to return to the Student Accounts page or choose **MENU** to return to the Main Menu options.

• ·	- · · · <i>n</i>	
Date	Recelpt #	Amount
0/20/2022 11.40.11 PM	0400000	\$25.00
3/25/2022 11:26:46 AM	3468687	\$25.00
3/19/2022 04:04:04 PM	3468686	\$8.00

Date	Receipt #	Amount
3/25/2022 11:46:11 AM	3468688	Anount
		\$25.00
3/25/2022 11:26:46 AM	3468687	\$25.00
3/19/2022 04:04:04 PM	3468686	\$8.00

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

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.

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

≡ ^{MENU} Payment Sour	rces 🎢	≡ MENU Paym	ent Sources
+ ADD PAYMENT S	SOURCE	+ ADD PA	YMENT SOUR
Select the payment source to ei account information or remove	ither modify the it completely.	Select the payment s account information	ource to either m or remove it com
Test Credit Card	4xxxxx1111	Test Credit Card	

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

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.

← Payme	nt Sources		<	Back	Payment	Sources
Payment Sour Select the type of Account Type	r ce - Step 2 account you w	vish to add.	Pa Se Ad	ayment elect the ty ccount Typ	Source - S /pe of accou	Step 2 nt you wish to add.
ACH (CCredit C	hecking or Sav Card	vings)		ACH	l (Checking	or Savings)
CANCEL	СС	DNTINUE		CAN	ICEL	CONTINUE
111	0	<	Sect fro	n ny Ptone		

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

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

Kernel 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
iest from my iPhone

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

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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.

← Payment Sources	〈 Back Payment Sources
Payment Source - Step 4 Enter your account information.	Payment Source - Step 4 Enter your account information.
The Nickname will be used to easily identify this card in your saved payment list.	The Nickname will be used to easily identify the card in your saved payment list.
Nickname	Nickname Nickname
Card Number Card Number	Card Number Card Number
Expiration Date 03 - March 2022	Expiration Date 03 - March - 2022
CANCEL	CANCEL COMPLETE
	Sent from my Phone

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

The Payment Sources should reflect each payment source you've saved. To save other payment sources, repeat the steps on pages 37-40 of this document.

Choosing the **Home** icon will return you to the Student Accounts page. Choosing **MENU** returns you to the Main Menu options.

Clicking on an existing payment source will give you the options to modify or remove it. When modifying the payment source, repeat steps 3 and 4 above.

.

≡ ^{MENU} Payment Sc	ources 🕋	■ MENU Payment	Sources
+ ADD PAYMEN	T SOURCE	+ ADD PAYME	ENT SOURCE
Select the payment source t account information or remo	o either modify the ove it completely.	Select the payment source account information or re	e to either modify the move it completely.
School Lunch Credit Card	4xxxxx1111	School Lunch	4xxxxx1
Test Credit Card	4xxxxx1111	Test Credit Card	4xxxxx11

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

Transaction History

View the history of transactions recorded to each student account.

Choose Transaction History from the Main Menu.



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

Next, select a student to view their transaction history. Choose the back arrow to return to the Transaction History.

	Transaction Hi	story 🕋	
Select a stu history.	udent to view their tra	nsaction	
Stan A CHERRY HI	ckerman	\$70.00	
	← Transact	ion History	
	Stan Ackerman BALANCE: \$70.00		
	Date	Description	Amoun
	3/25/2022 11:46:11 AM	Online Deposit	\$25.00
		Balance:	\$70.00
	3/25/2022 11:26:46 AM	Online Deposit	\$25.00
	0/01/0000 10:00:00 AM	Balance:	\$45.00
	2/21/2022 10:00:00 AM	Breakrast	\$0.00
	9/29/2021 08:26:50 AM	Cheese Lasagna	\$20.00
		Balance:	\$0.0 \$20.0
	5/6/2021 10:15:37 AM	Balance Adjustment	\$40.00
	E// (0001 10-07-05 AM	Balance:	\$20.00
	5/6/2021 10:07:35 AM	Balance Adjustment	(\$39.48 (\$20.00
	3/30/2021 10:00:00 AM	Deposit	(\$20.00
		Balance:	\$20.0 \$19.4
	3/30/2021 10:00:00 AM	Chicken Sandwich	
		Balance:	\$0.0 (\$0.52
	3/30/2021 10:00:00 AM	Smoothie	(\$1.50
		Balance:	(\$0.52
	9/14/2020 08:12:36 AM	Lunch	(\$2.50
		Balance:	\$0.98
	7/31/2020 01:58:39 PM	Opening Balance	\$3.4
		Balance:	\$3.48
		0	

MENU	Transaction Hist	ory 🕋	
elect a stu	udent to view their tra	ansaction history.	
Stan /	Ackerman	\$70.00	
			_
1	く Back Trans	action History	
	Stan Ackerman		
	BALANCE: \$70.00	Description	Amount
	3/25/2022 11:46:11 AM	Online Deposit	Amount
	0,20,2022	Balance:	\$25.00 \$70.00
	3/25/2022 11:26:46 AM	Online Deposit	
		Balance:	\$25.00 \$45.00
	2/21/2022 10:00:00 AM	Breakfast	
		Balance:	\$0.00 \$20.00
	9/29/2021 08:26:50 AM	Cheese Lasagna	
		Balance:	\$0.00 \$20.00
	5/6/2021 10:15:37 AM	Balance Adjustment	
		Balance:	\$40.00 \$20.00
	5/6/2021 10:07:35 AM	Balance Adjustment	(620.40)
		Balance:	(\$39.48) (\$20.00)
	3/30/2021 10:00:00 AM	Deposit	\$20.00
		Balance:	\$19.48
	3/30/2021 10:00:00 AM	Chicken Sandwich	\$0.00
		Balance:	(\$0.52)
n ny Phone	3/30/2021 10:00:00 AM	Smoothie	(\$1.50)
		Balance:	(\$0.52)
	9/14/2020 08:12:36 AM	Lunch	(\$2.50)
		Balance:	\$0.98
	7/31/2020 01:58:39 PM	Opening Balance	\$3.48
	Sent from my iPhone		

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

Use the Home icon to return to Student Accounts or MENU to bring up the menu options.



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

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My Account

Update the account details such as new email address, name change and password change.

To edit account details, choose My Account from the Main Menu.



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

To update the account details such as new email address, name change and password change, enter the information that needs updating. If you are changing a password, clicking on the 'EYE' icon will enable viewing of the text being entered into those fields.

≡ ^{MENU} My Account	ñ	≡ MENU My Account
First Name: Suzanne		First Name: Suzanne
Last Name: Dauber		Last Name: Dauber
Email Adress: sdauber@lunchtimesoftware.com		Email Adress: sdauber@lunchtimesoftware.com
New Password: New Password	٥	New Password: New Password
Confirm New Password: Confirm New Password	©	Confirm New Password: Confirm New Password
UPDATE		UPDATE
	<	Set from my Phone

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

Privacy Policy

Describes what Focal Tech, Inc does with Personal information shared with us.



Privacy Policy

Focal Tech, Inc. shares your concern about the protection of your personal information online. This Privacy Policy includes examples of the types of personal information we collect and the kinds of companies with whom we share such information. These examples are illustrative and should not be considered a complete inventory of our information collection, use and sharing practices. We will comply with applicable state laws that may restrict the types of information we may disclose about you or require us to provide you with additional notices.

Information Gathered and Tracked

We gather two types of data about users:(a) personal information, which individual users provide when registering for the School Payment Portal product; and (b) tracking information, which is automatically collected about all visitors to our sites.

Personal Information

We collect personal information in the payment processing area of the website (if used) when you enter payment information to complete a transaction. We will always provide a secure area of our site for you to enter your

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Privacy Policy

Privacy Policy

MENU

Focal Tech, Inc. shares your concern about the protection of your personal information online. This Privacy Policy includes examples of the types of personal information we collect and the kinds of companies with whom we share such information. These examples are illustrative and should not be considered a complete inventory of our information collection, use and sharing practices. We will comply with applicable state laws that may restrict the types of information we may disclose about you or require us to provide you with additional notices.

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Personal Information

We collect personal information in the payment processing area of the website (if used) when you enter payment information to complete a transaction. We will always provide a secure area • •

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Sent from my iPhone

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

Meal Pre-Order

If your school has chosen to use the Meal Pre-Order feature, choose Meal Pre-Order from the Main Menu or the Meal Pre-Order button at the bottom of the Student Accounts page to begin. You'll be directed to the Start a New Order screen. (If the school is not offering meal pre-ordering, this option will not be present on this menu.)



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

Tap on the **Start Date**: Scrolling date options will appear at the bottom of the screen. Choose a date to begin the ordering process. Tap **Done** to save the date.

Tap on the **End Date**: Scrolling date options will appear at the bottom of the screen. Choose an end date. Tap **Done** to save the date.

Start Date.	5/10/2023		Start Date:	5/10/2	2023	
End Date:	5/10/2023		End Date:	5/10/2	2023	
Select Meal Periods:	🗌 Breakfast		Select Meal Periods:	🗌 Bre	akfast	
	Lunch			🗌 Lun	ch	
		DONE			CANCEL	DO
3	CANCEL	. DONE				001
3	CANCEL 17 18 2025	. DONE	3	17		001
3 4 5	CANCEL 17 18 2025 19 2024	. DONE	3	17 18	2025	001
3 4 5 6	CANCEL 17 18 2025 19 2024 20 2023	. DONE	3 4 5	17 18 19	2025 2024	
3 4 5 6 7	CANCEL 17 18 2025 19 2024 20 2023 21	. DONE	3 4 5 6	17 18 19 20	2025 2024 2023	

(When ordering for a single day, choose the same date for the Start Date and End Date)

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

Tap to select the meal periods that are available. Multiple meal periods can be selected.

MENU Sta	rt a New Order		MENU	Start a New Orde
rt Date:	5/10/2023	St	art Date:	5/10/2023
Date:	5/10/2023	En	d Date:	5/10/2023
lect Meal riods:	🗌 Breakfast	Se Pe	elect Mea eriods:	I 🗌 Breakfast
	Lunch			🔽 Lunch
S	TART ORDER			START ORDER

Tap the **START ORDER** button to continue

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

The first student on this account will now be displayed at the top of the screen as well as the School Name and the date that you choose to start the pre-order.

If the School has chosen to set a deadline for submitting pre-orders, that information will display in red text.

From the list of items that are available, tap on the 0 in the quantity space to the left of the Item Name and enter the number of items being ordered. Do this for each item that is being ordered for this student.

Ackerman Cherry Hill Monday, N Breakfast Order Deadlin Time	n, Stan (3833) I Middle School, Grade: 8 May 15, 2023	3 tern Standard	Ackerma Cherry H Monday, Breakfas Order Dead	nn, Stan (3833) ill Middle School, Grade: 8 May 15, 2023 i <u>t</u> line: 5/14/2023 11:59:59 PM Easte	rn Standard
Quantity	Item Name	Item Price	Ouantity	Item Name	Item Pric
0	Apple Slices	\$0.00		Apple Slices	\$0.00
0	Breakfast	\$0.00	U		• • • • •
	Oatmeal Brown	\$0.00	O	Breakfast	\$0.00
0	Sugar & Cinnamon	QU.00		Oatmeal Brown	\$0.00
0	Oatmeal, Plain	\$0.00	0	Sugar & Cinnamon	Q0.00
0	Oatmeal, Smores	\$0.00	0	Oatmeal, Plain	\$0.00
0	Oatmeal, Strawberries & Cream	\$ \$0.00	O	Oatmeal, Smores	\$0.00
Order Note	e:		0	Oatmeal, Strawberries & Cream	\$0.00
<u>Lunch</u>			Order No	te:	
CANCEL	ВАСК	NEXT	Lunch		
				_	

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

When ordering for multiple meal periods, such as Breakfast and Lunch, the first date of the range you selected will be displayed with Breakfast options listed first, then Lunch Items.

When ordering for multiple dates, continue scrolling down to access the additional dates and items available.

, Stan (3833) Middle School, 1ay 15, 2023	Grade: 8		Ackermar Cherry Hil Monday, P	i, Stan (3833) I Middle School, Grade: 8 viay 15, 2023	
0a & (tmeal, Strawberries Cream	\$0.00	0	Oatmeal, Strawberries & Cream	\$0.00
e:			Order Not	e:	
e: 5/15	/2023 11:59:59 PM Easte	ern Standard	Lunch		
lt	em Name	Item Price	Order Deadlin Time	ne: 5/15/2023 11:59:59 PM Easte	ern Standard
	Apple	\$0.00	Quantity	Item Name	Item Price
Bake	d Mac & Cheese	\$0.00	o	Apple	\$0.00
Cheese L	asagna	\$0.00	o	Baked Mac & Cheese	\$0.00
Cookies		\$0.00	o	Cheese Lasagna	\$0.00
Grilled Ch Sandwich	eese	\$0.00	o	Cookies	\$0.00
Hot Dog		\$0.00	o	Grilled Cheese Sandwich	\$0.00
	BACK	NEXT	0	Hot Dog	\$0.00

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

You will notice that there is an Order Note: space available for each student, for each meal period on each date. Tap the space to enter a note that will be seen by the Cashier at the Point of Sale at the time of purchase.

Once all items have been selected, tap the Next button to proceed to the next step. The Next button will also be used when skipping through other students on your account that you are not submitting orders for or who have already had orders submitted.

Kowitz, W Washingt weanesa	lendy (8679) on Elementary, Grade: 2 ay, May 10, 2023	
0	Milk	\$0.00
01	Pizza	\$0.00
01	Water	\$0.00
Order Not	e:	
pizza and	water only	
CANCEL	ВАСК	NEXT
>	only	Ŷ
1 2	3 4 5 6 7 8	390
q w	ertyu	іор
as	adfghj	k I
ΰz	x c v b n	m 🗵
?123 ,	٢	. →
~		

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

If all of the details are correct, click the **CONFIRM** button at the bottom of the screen. If you do not see the Confirm button, please scroll down until it is visible.

← Pre-Order Summary

added to your list of confirmed Pre-order items. Follow the instructions below to complete the transaction.

Transaction Detail

B=Breakfast L=Lunch Sn=Snack Su=Supper

Date/Meal	Patron	Item Price
5/10-L Item: Cheese La	Adams, Jennife Isagna	r 1 @ \$0.00
5/10-L Item: Pizza	Kowitz, Wendy	1 @ \$0.00
5/10-L Item: Water	Kowitz, Wendy	1 @ \$0.00

Confirm Transaction

To submit the items you have pre-ordered for processing, click the **Confirm** button. Click **Back** to review your selections for each day. Click **Cancel** to abandon the current order.

No payment is required to complete this preorder transaction. However, funds may be required to be in each patron's account prior to receiving the ordered items. Contact the school/food service provider for more information.



← Pre-Order Summary

added to your list of confirmed Pre-order items. Follow the instructions below to complete the transaction.

Transaction Detail

B=Breakfast L=Lunch Sn=Snack Su=Supper

Date/Meal	Patron	Item Price
5/10-L Item: Cheese L	Adams, Jennife asagna	er 1 @ \$0.00
5/10-L Item: Pizza	Kowitz, Wendy	1 @ \$0.00
5/10-L Item: Water	Kowitz, Wendy	1 @ \$0.00

Confirm Transaction

To submit the items you have pre-ordered for processing, click the **Confirm** button. Click **Back** to review your selections for each day. Click **Cancel** to abandon the current order.

No payment is required to complete this preorder transaction. However, funds may be required to be in each patron's account prior to receiving the ordered items. Contact the school/food service provider for more information.



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

The Pre-Order Complete screen will be displayed, Tap the CLOSE button. You will be returned to the Start a New Order screen. To Close out of the Meal Pre-Ordering, tap the MENU in the upper left corner and choose

=	MENU Start a New Order
St	art Date: 5/10/2023
En	d Date: 5/10/2022
s	Pre-Order Complete
P	Thank you for using the LunchTime Parent Pre-Order system. Your Pre-Order transaction is complete. A summary of the items you ordered has been emailed to you. You can also view your order history by clicking the Order History menu option above. You can review and make changes to prior orders by clicking the Confirmed Orders menu option.
l	CLOSE
	START ORDER

Sta	art Date: 5/10/2023
En	d Date: 5/10/2022
s	Pre-Order Complete
Ρ	Thank you for using the LunchTime Parent Pre-Order system. Your Pre-Order transaction is complete. A summary of the items you ordered has been emailed to you. You can also view your order history by clicking the Order History menu option above. You can review and make changes to prior orders by clicking the Confirmed Orders menu option.
	CLOSE
	START ORDER

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

You will receive an email confirmation with a receipt attached to the email address used to create the account.

🕞 🕤 🕈 🎍 🥰 🥃 🖛 Your recent Parent Pre-Order transaction made through the School 📧 — 🗆 🗡	<
File Message Help Q Tell me what you want to do	
Wed 4/13/2022 9:02 AM	
transaction@schoolpaymentportal.com	
Your recent Parent Pre-Order transaction made through the School Payment Portal Mobile Application	
To 同Lunchtime Suppo	
PPO-10128.pdf 70 KB	
Thank you for your recent Parent Pre-Order made through the School Payment Portal Mobile application. The reference code for	
this transaction is 10128. Attached is a receipt for this transaction. The details of all Parent Pre-Order transactions made through	н
your account can be viewed on our website or through our mobile application.	1
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	_

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

PRE-ORDER MENU

The Pre-Order Menu give you access to Start a New Order, check Confirmed Orders, check Order History and check Patron Order History (useful when there are multiple students assigned to account).



CONFIRMED ORDERS

This menu also give you access to change or remove any pre-ordered items that haven't yet been purchased. Select an entry from the list to see the details of the Pre-Ordered item or to remove the Pre-Ordered item.

Below is a list your account. Belect an entra about the Pre	t of all confirmed future ry from the form below : -Ordered item or to rem	orders for patrons in to see further details ove the Pre-Ordered
tem. /ou will not b vhere the ord	e able to remove items ler deadline has expired	on serving days I.
B=Breakfas	st L=Lunch Sn=Sna	ck Su=Supper
Serving Date	Patron	Added By
5/10/2023-L	Ackerman, Stan Item:	John Doe 1 - Grilled Cheese Sandwich
i/10/2023-L	Adams, Brandon Item:	John Doe 1 - Hot Dog
5/10/2023-L	Adams, Jennifer Item:	John Doe 1 - Cheese Lasagna
5/10/2023-L	Kowitz, Wendy Item:	John Doe 1 - Pizza
5/10/2023-L	Kowitz, Wendy Item:	John Doe 1 - Water
5/15/2023-B	Ackerman, Stan Item:	John Doe 1 - Breakfast
5/15/2023-L	Ackerman, Stan Item:	John Doe 1 - Grilled Cheese Sandwich
i/16/2023-B	Ackerman, Stan Item:	John Doe 1 - Breakfast
5/16/2023-L	Ackerman, Stan Item:	John Doe 1 - Pizza

your account.	t of all confirmed future o	orders for patrons in
Select an enti about the Pre item.	ry from the form below to -Ordered item or to remo	o see further details ove the Pre-Ordered
You will not b where the ord	e able to remove items o ler deadline has expired.	on serving days
B=Breakfas	st L=Lunch Sn=Snac	k Su=Supper
Serving Date	Patron	Added By
5/10/2023-L	Ackerman, Stan Item:	John Doe 1 - Grilled Cheese Sandwich
5/10/2023-L	Adams, Brandon Item:	John Doe 1 - Hot Dog
5/10/2023-L	Adams, Jennifer Item:	John Doe 1 - Cheese Lasagna
5/10/2023-L	Kowitz, Wendy Item:	John Doe 1 - Pizza
5/10/2023-L	Kowitz, Wendy Item:	John Doe 1 - Water
5/15/2023-B	Ackerman, Stan Item:	John Doe 1 - Breakfast
5/15/2023-L	Ackerman, Stan Item:	John Doe 1 - Grilled Cheese Sandwich
5/16/2023-B	Ackerman, Stan Item:	John Doe 1 - Breakfast
5/16/2023-L	Ackerman, Stan Item:	John Doe 1 - Pizza

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

From the Confirmed Order Detail page, Tap REMOVE to delete the order.

Click YES on the Removal Confirmation.

Click OK. You will be returned back to the Start a New Order screen.



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

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ORDER HISTORY

From this list, you have the ability to see details from orders that have been submitted and processed.

	Order Date		Serving Date	
83795	5/10/2023	Patron:	(Mear) 5/16/2023 (Breakfast) Ackerman, Stan	
83795	5/10/2023	Total Price:	\$0.00 5/16/2023 (Lunch)	
83705	5/10/2023	Total Price:	\$0.00 \$115/2023	
00790	5/10/2025	Patron: Total Price:	(Breakfast) Ackerman, Stan \$0.00	
83795	5/10/2023	Patron: Total Price:	5/15/2023 (Lunch) Ackerman, Stan	
83794	5/10/2023	Patron: Total Price:	5/10/2023 (Lunch) Adams, Jennifer	
83794	5/10/2023	Patron:	5/10/2023 (Lunch) Kowitz, Wendy	
83794	5/10/2023	Patron:	5/10/2023 (Lunch) Kowitz, Wendy	
83793	5/10/2023	← Orde	er History Detail	
83793	5/10/2023	Order ID:	83794	
		Order Date:	5/10/2023	
		Customer:	John Doe	
		Email:	swilcox.lunchtime ail.com	esoftware@gm
		B=Breakfast	L=Lunch Sn=Snack St	u=Supper
		Adams, Jennif	er	Grade: 1
		5/10/2023-L	item 1 of Cheese Lasagna	\$0.0
			Total Purchases:	\$0.0
		Kowitz, Wendy	,	Grade: 1
	_	Serving Date	Item	Tota
		5/10/2023-L	1 of Pizza	\$0.0
		5/10/2023-L	1 of Water	\$0.0
				40.0



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

PATRON ORDER HISTORY

To see order history details by patron, select a patron name from the dropdown list.





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

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Exit Pre-Order

To exit out of Pre-Order, choose Exit Pre-Order from the MENU. You'll be directed to the Students Account page.

NOTE: You will be prompted if any pending pre-orders exist in your cart to confirm you still wish to exit the pre-order pages. Your pre-order cart will be cleared upon logging out.



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

Logout

When you are finished, choose Logout from the MENU. You will be redirected to the Login screen.





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