

# Making an Online Food Service Payment

[Viewing Fees](#) | [Fee Payments](#) | [Optional Fee Payments](#) | [Printing Account Details](#)

**PATH:** [Portal](#) > [Family](#) > [Payments](#)

The **Payments** tool allows Portal users to make online payments to food services incurred by members of a household. The **Payments** link will appear in the Portal index as shown:

**Family**

- Messages >
- Household Information >
- Family Members >
- Calendar >
- Fees >
- Payments**
- Food Service >
- To Do List >
- User Account
- Contact Preferences >
- Access Log >

**Payments**

Accepted Payment Methods

Payment History

Minimum payment amount is \$6.00  
In the sections below, you may add additional funds to your student's lunch accounts, pay for school fees, and add items pay for.

Food Service Account	Balance	*Estimate	Payment
Student, Adam M	\$0.00	N/A	\$ <input type="text"/>
Student, Laura A	\$0.00	N/A	\$ <input type="text"/>

\* The estimated payment is for one month and is based on the past food service purchases.

Student	Fee	Due Date	Due	Payment
Student, Adam M	Registration Fee	09/20/2013	\$25.00	\$ <input type="text"/>
	New Fee	06/19/2014	\$50.00	\$ <input type="text"/>
	Optional Fee 1	06/19/2014	\$150.00	\$ <input type="text"/>
	Optional Items			
Student, Laura A	Registration Fee	09/20/2013	\$25.00	\$ <input type="text"/>
	Optional Fee 1	06/30/2014	\$144.00	\$ <input type="text"/>
	Choir Concert	07/01/2014	\$13.00	\$ <input type="text"/>
	Optional Items			

Convenience Fee: \$ 2.00

Total: \$

Continue

Payments can only be made from the **Family Payments** section of the Portal.

To begin the online payment process for a fee, select **Payments** from the Index. The online payment editor will appear, displaying food service fees for all students within the [Household](#).

# Food Service Fee Payments

Food Service fee payments allow users to pay fees for each student within a household. Users can also view the details of a fee by selecting the plus sign (+) next to the fee name. A fee shown in red indicates that a payment for the full amount has not been made before the due date assigned by the school.

Once a form of payment has been registered, choose the amount of the fee payment by:

- Entering the amount to be paid in the **Payment** field, *OR*
- Clicking the amount of the fee included in the **Due** column to auto-fill the full fee amount due.






\* The estimated payment is for one month and is based on the past food service purchases.

Student	Fee	Due Date	Due	Payment
Student, Adam M	Registration Fee	09/20/2013	\$25.00	\$ 25.00
	New Fee	06/19/2014	\$50.00	\$
	Optional Fee 1	06/19/2014	\$150.00	\$
Optional Items				
Student, Laura A	Registration Fee	09/20/2013	\$25.00	\$
	Optional Fee 1	06/30/2014	\$144.00	\$
	Choir Concert	07/01/2014	\$13.00	\$
Optional Items				
Convenience Fee:				\$ 2.00
Total:				\$
<a href="#">Continue</a>				

## Making a Payment

If the entered amount that is being paid is less than the minimum price, a message displays indicating this. Click the OK button and reenter the total amount to be paid. The minimum amount due displays at the top of the Payments tab.

**Payments**

Accepted Payment Methods     

Minimum payment amount is \$5.00





Robbinsdale Area Schools has decided to provide an onLine payment option for certain athletic activities. Your participation and feedback are appreciated.

Student	Fee	Due Date	Due	Payment
Student, Andrew M	Course fee	04/14/2014	\$10.00	\$
	CHS Cap & Gown	04/15/2014	\$25.00	\$
	CHS Happenings Book	04/16/2014	\$30.00	\$
	CHS Happenings Book	07/17/2014	Enter Payment	\$ 30.00

Image 3: Minimum Payment Amount

A **Convenience Fee of \$3.00** applies to all online food service payments. This fee will be shown and included in the **Total**. Click **Continue** to proceed to the Payment Method screen:


**Payments**


Accepted Payment Methods    

[Payment History](#)

Total: \$102.00

Select the payment method [Add](#) [Edit](#)

 \*6789 - Checking

 \*0026

[Back](#) [Continue](#)

### Payment Selection


Select the appropriate payment method (previously registered). Click **Continue** to proceed to the fees Confirmation page:


**Payments**

**Confirmation**

Please confirm your payment choices and payment type.

Student	Calendar	Fee	Payment
Student, Adam M	12-13 Senior High	Athletics	\$100.00

 Convenience Fee: \$2.00  
**Total: \$102.00**

Payment Method:  \*6789 - Checking

Receipt email address:

[Back](#) [Make Payment](#)

### Make Payment

Review the payment information. If a receipt of this payment is desired, enter the email address where the receipt should be sent in the **Receipt Email Address** field. Review the payment information again to ensure accuracy. To exit without making the transaction, click **Cancel**.

Otherwise, click **Make Payments** to process the fees payment. When the transaction has been processed, the Payment Receipt screen will display. Click the **Make Payment** button to process the payment.

To print a copy of the receipt, click **Print** in the lower right-hand side of the screen. To return to the main Payments screen, click **Back To Payments**. If an email address was entered to receive a receipt, it will look similar to this:

**Important message from the Public Schools Campus  
Messenger system:**

Your payment is complete. Please print this receipt for your records.

Date: 8/7/2013 9:49 AM

Reference #: 16088204

Payment Method: VISA \*0026

Convenience Fee: \$3.00

**Total: \$38.00**

thank you!

This message was delivered on behalf of the Public Schools.

**Please do not reply to this email. This messenger mailbox is not  
monitored.**

*Online Payment Receipt*

To view the details of the households food service activity, select the **View Details** link. A separate window will appear to display the account activity details, including deposits and meal item purchases.

This screen will differ depending on the type of Food Service account setup for the household (*i.e.*, family or individual)

# Printing Account Details

To generate a PDF of Food Service account activity, select the **Print** button

Food Service Account Statement for Coco Young						Generated on 05/06/2010 02:58:13 PM	
09-10 - WILLMAR 611 5TH STREET SW, WILLMAR MN 56201-3297							
<b>Transaction Summary for Coco Young</b>							
<b>Balance as of 04/01/2010</b>	<b>Debit</b>	<b>Credit</b>	<b>Transfer</b>	<b>Deposit</b>	<b>Balance as of 04/30/2010</b>		
\$0.00	\$5.20	\$71.00	\$50.00	\$117.34	\$233.14		
<b>Transaction Detail for Coco Young</b>							
Transaction Time	Post Time	Patron Name	Category	Item	#	Debit	Credit
1. 04/06/2010 13:04	04/06/2010 13:07	Young, Coco	*Deposit VISA	CC #0025 (Amount: \$10.00)			<del>\$5.99</del>
<del>04/06/2010 13:04</del>		<del>Voided Transaction</del>					
2. 04/06/2010 13:10	04/06/2010 13:14	Young, Coco	*Deposit MASTERCARD	CC #1732 (Amount: \$4.00)			\$2.00
3. 04/06/2010 13:15	04/06/2010 13:19	Young, Coco	*Deposit DISCOVER	CC #0009 (Amount: \$3.00)			\$3.00
4. 04/06/2010 13:16	04/06/2010 13:20	Young, Coco	*Deposit Online Checking	(Amount: \$5.00)			\$4.00
5. 04/06/2010 13:17	04/06/2010 13:21	Young, Coco	*Deposit Online Savings	(Amount: \$10.00)			\$5.00
6. 04/06/2010 00:00	04/06/2010 13:40	Young, Coco	*Deposit cash deposit POSDeposit	Cash (Amount: \$40.00)			\$20.00
7. 04/06/2010 00:00	04/06/2010 14:19	Young, Coco	*Deposit	Check# 5543 (Amount: \$10.00)			\$5.00
8. 04/06/2010 00:00	04/06/2010 14:23	Young, Coco	*Deposit In office CC payment	CC #9875 (Amount: \$10.00)			\$5.00
9. 04/06/2010 15:54	04/06/2010 16:54	Young, Coco	Ala Carte	Hamburger	1	<del>\$4.50</del>	
<del>04/06/2010 15:54</del>		<del>Voided Transaction</del>					
10. 04/06/2010 00:00	04/06/2010 17:29	Young, Coco	Cons Credit Card Payment	0.75 CC # 134	1	\$0.75	\$10.00
11. 04/06/2010 00:00	04/06/2010 17:29	Young, Coco	Cons Check Payment	0.75 Check # 65542	1	\$0.75	\$5.00
12. 04/06/2010 00:00	04/06/2010 17:30	Young, Coco	Cons Cash Payment	0.75	1	\$0.75	\$6.00
13. 04/07/2010 16:53	04/07/2010 16:56	Young, Coco	Breakfast Meal	Brfst Meal (Sec)	1	\$1.10	
14. 04/08/2010 00:00	04/08/2010 12:59	Young, Coco	*Deposit testing	Cash (Amount: \$100.00)			<del>\$50.00</del>
<del>04/08/2010 00:00</del>		<del>Voided Transaction</del>					
15. 04/08/2010 14:22	04/08/2010 14:29	Young, Coco	Breakfast Meal Ala Carte	Brfst Meal (Sec) Biscuit	1 1	<del>\$4.40</del> <del>\$0.26</del>	
<del>04/08/2010 14:22</del>		<del>Voided Transaction</del>					
16. 04/22/2010 10:20	04/27/2010 13:38	Young, Coco	Ala Carte Ala Carte	Pop Tart Pop Tart	1 1	\$0.75 \$0.75	
17. 04/22/2010 12:20	04/27/2010 16:10	Young, Coco	Deposit Admin Adjust - Deposit	CC # 3490190580			\$50.00
18. 04/28/2010 10:50	04/28/2010 10:55	Administrator, System	Transfer to Account#4115 (Peterson, Coco)				<del>\$50.00</del>
<del>04/28/2010 10:50</del>		<del>Voided Transaction</del>					
19. 04/28/2010 14:43	04/28/2010 14:49	Administrator, System	Transfer from Account#4115 (Peterson, Coco)				\$50.00
20. 04/28/2010 17:27	04/28/2010 17:32	Young, Coco	Ala Carte	Snack	1	\$0.35	
21. 04/29/2010 00:00	04/29/2010 09:30	Young, Coco	*Deposit	Cash (Amount: \$100.00)			\$33.34
22. 04/30/2010 00:00	04/30/2010 17:04	Young, Coco	*Deposit	Cash (Amount: \$100.00)			\$40.00
23. 04/30/2010 00:00	04/30/2010 17:05	Young, Coco	*Deposit	CC #123 (Amount: \$50.00)			<del>\$20.00</del>
<del>04/30/2010 00:00</del>		<del>Voided Transaction</del>					
<b>Total Debits/Credits</b>						<b>\$5.20</b>	<b>\$238.34</b>

Account Print Information