

# Nutri-Serve Food Management



LunchTime  
CAFETERIA DATA MANAGEMENT



**Set your child up with an  
online lunch account!**

**Visit:**

**[www.schoolpaymentportal.com](http://www.schoolpaymentportal.com)**

## **BENEFITS:**

- ◇ *Transfer funds online to your child's lunch account.*
- ◇ *View your child's purchase history.*
- ◇ *Use funds to purchase both meals and snacks*
- ◇ *Contact the food service director to set up any snack restrictions.*

## **10 Quick Steps to Starting a Lunch Account**

1. Go to [www.schoolpaymentportal.com](http://www.schoolpaymentportal.com)
2. Click the GREEN create a new account button and fill in your name, email and create a password.
3. Click on the BLUE parent login button and log in.
4. Click the BLUE add a student button (top right).
5. Enter the zip code of the school your child attends.
6. Select the school your child attends.
7. Add your student— you will need your child's student ID #.
8. To make a deposit...click on the Make a Deposit button on your home page screen and enter the amount you wish to deposit and add that dollar amount to the cart.
9. Choose to enter a credit card to pay with or choose to link your child's lunch account to your bank account.
10. Enter all of your billing information and routing information for a check or credit card information for a credit card payment.

**OTHER FEATURES:** You can click on reminders to set up low balance reminders for your child. You can also click on transactions to view your child's purchases.