



Waterford Township Schools

Distinction with Pride.

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Superintendent of Schools

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Dear WTSD Parents & Guardians,

Our food service company, Nutri Serve Food, has added a new Cash Register System for the 2016-17 school year. As part of the LunchTime suite of software, **SchoolPaymentPortal** is being offered as a safe, secure and convenient way to assist you in managing your child's lunch account. You will have the opportunity to track purchases, create reminders and set up automatic payments.

The automatic payment portion will be available shortly. In the meantime, you can set up your account and view your child's daily transactions. If you do not want to pay online and would like to continue sending money with your student, you are still able to create a username and password to track his/her purchases and see the account balance.

Below is a quick guide to creating your User ID. Any questions or concerns regarding a student's account should be directed to Lynn Mossop, Food Service Director, at 856-767-5358 ext 3206 or lmossop@wtsd.org.

To set up your account you can visit www.schoolpaymentportal.com or follow the link under 'Parents' on the district's website.

- Enter (zip code of school-08089) in the box marked 'zip code' then select 'Search'.
- A list of schools in that zip code will appear.
- Click on 'Your School District' and enter your information (you will create your password here) then click on 'Create Account'.
- Click on 'Here'. This will take you to the home page.
- Enter your E-mail address and the password you have just created.
- Click 'Here' to add students.
- Enter the student's last name and student ID number then select 'Search'.
- Click on 'MANAGE CAFETERIA ACCOUNT'
 - From here you can view the account to see your child's balance and what they have purchased since the first day of school, or you may add funds to your student's account.

ONLINE PAYMENTS COMING SOON!

FEE STRUCTURE: Credit Card Payments (Visa, MasterCard, Discover) - 2.3% + \$1.00 per transaction

EXAMPLE: If you deposit \$50.00 via credit card, you would be charged the \$50.00 that is deposited to the district bank account *as well as* a \$2.15 convenience fee to cover the fee processing expenses.