

Attention Parents/ Guardians,

Eastern Regional School District and Nutri Serve Food Service have updated our cafeteria point of sale system for the 2016-17 school-year. The new software system, called SchoolPaymentPortal, replaces the MySchoolBucks system and is offered as a safe, secure and convenient way for parents or guardians to manage school cafeteria payments. The new system allows you to track purchases, create reminders and set up automatic payments. Below is a guide to create your student's account. If you do not wish to make on-line payments and prefer to continue sending cash with your student, you are still able to create a user name and password to track your students' purchases and see how much money is on the account.

Below is a quick guide to setting up your User ID. If you would like detailed information, use the "School Payment Portal Parent Guide". This document will assist new users with the most basic functionality of SchoolPaymentPortal. Any questions or concerns with a student's account should be directed to Emily DiAngelo, Food Service Director at 856-784-4441 ext 1160 or at ECR@nsfm.com.

To set up your account your will need to go to www.schoolpaymentportal.com

- Enter (Zip Code of School-08043) in the box for zip code then hit search.
- A list of schools in that zip code will show
- Click on Your School District and enter your information (you will create your password here) then click on create account.
- Click on HERE to take you to the Home Page
- Enter your E-mail Address and Password you just created
- Click HERE to add students
- Enter your students last name and student ID number then click search
- Click on MANAGE CAFETERIA ACCOUNT
 - From here you can view your students account to see their balance and what they have purchased since the first day of school or add funds to your students account.

FEE STRUCTURE

Credit Card Payments (Visa, MasterCard, Discover)

2.3% + \$1.00 per transaction

EXAMPLE:

Parent/Guardian Deposits \$50.

- Credit Card Payment: The parent/guardian would be charged \$50, deposited to the student's cafeteria account, plus a \$2.15 convenience fee paid to cover the credit card processing fees.

