



# School Payment Portal

Creating an account and making a Senior Trip payment

Payments can **ONLY** be made through an ACH withdrawal (this is a direct withdrawal from your bank account). **AS OF RIGHT NOW**, credit cards **ARE NOT** accepted through this portal. In order to make a payment, you need to have your bank account number and routing number on hand. There will be a \$1.00 service charge on every transaction (This money goes to the payment vendor and **NOT** to the school district).

## School Online Payment Processing

The School Payment Portal website allows schools and school districts of all sizes to safely and securely accept online payments from parents for school fees, cafeteria, and more.

If you DO NOT have an account to make online payments, click here

Create Account

### Parents

Already have an account? Login to the Parent Portal to view information related to your child's account.

If you already have an account for making cafeteria payments, click here, login, and skip to page 7

Parent Login

### Administrators

The Administrative Portal provides district and school administrators with the ability to manage their district's account.

Admin Login

HOME

ABOUT

CONTACT

## Create a New Account

Fill in the information below to create a new account to use with the School Payment Portal website.

First Name:

Last Name:

Email Address:

Password:

Confirm Password:

Fill in these fields to  
create a School  
Payment Portal  
account

Cancel

Create Account

# Parent Portal Sign In

 Remember Me[Forgot Password](#)[Sign In](#)

Sign in using the credentials you created in the last step.

[View Cart](#) [HOME](#) [MY ACCOUNT](#) [LOG OUT](#)

Logged in as Christopher Lina

## Student Access

Click "Add Student"

[Add Student](#)

Name	School	Grade	ID #	PIN
No records to display.				

## Add A Student -- Step 1

Enter the zip code of the school the student you wish to add to your account attends.  
For schools located in the United States, please enter the 5 digit zip code (ie: 16803).  
For schools located in Canada, please enter the 6 digit zip code (ie: T3H 4A8).

Zip Code:

08035

Enter the HS ZIP  
Code: 08035

Cancel

Click "Continue"

Continue

## Add A Student -- Step 2

Select the school of the student you wish to add from the list below. If the school you are looking for is not listed, click the Start Over button to restart the process.

	School	City	State	ZipCode
Select	Atlantic Ave	Haddon Heights	NJ	08035
Select	Glenview Ave	Haddon Heights	NJ	08035
Select	High School	Haddon Heights	NJ	08035
Select	Seventh Ave	Haddon Heights	NJ	08035

Start Over

"Select" the High  
School

### Add A Student -- Step 3

Enter the requested information for the student you wish to add to your account.

Last Name:

Your student's  
LAST NAME

Student ID:

Your student's ID  
number

Start Over

Continue

### Add A Student -- Step 4

Click the Add Student link in the table below to add the selected student to your account.

	Name	Grade
<a href="#">Add Student</a>	Wilson, Conor	9

Start Over

## Student Access

Name	School
Wilson, Conor	High School

[Add Student](#)

[Remove](#)

Click "Items/Fees" to make other payments.

ONLY use "Make Cafeteria Deposit" to add money to your student's cafeteria account.

## LunchTime Cafeteria Account

Use the Reminders link to setup an email alert or to automatically put money in your child's account when your their balance falls below a specified level.

[View/Set Reminders](#)

[Make Cafeteria Deposit](#)

## Cafeteria Balance/Transaction Information

		Name	School	Grade	PIN	Balance	Pending
<a href="#">Transactions</a>	<a href="#">Restrict Items</a>	Wilson, Conor	High School	9	[REDACTED]	\$0.00	\$0.00

## Item Groups

Below are the list of Item Groups that have items available to your account to purchase. Click the Select link next to the Item Group in order to view the available items for the selected group.

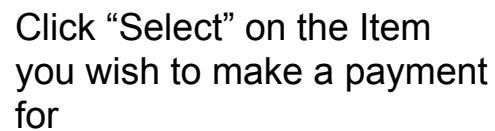
Group	
<a href="#">Select</a>	Activity Fees

## Items/Fees

Below are the list of items available to your account to purchase. Click the Select link next to the item you wish to purchase in order to see more information on it.

	Gateway	Item
<a href="#">Select</a>	HaddonHeights	10/24 Spanish 2 Phila Trip
<a href="#">Select</a>	HaddonHeightsFees	11/27 Spanish 1 UPENN Trip
<a href="#">Select</a>	HaddonHeightsFees	7th Grade Spanish El Sitio Rest Trip
<a href="#">Select</a>	HaddonHeightsFees	Class of 2019 Senior Trip Payment
<a href="#">Select</a>	HaddonHeightsFees	Class of 2020 Senior Trip Payment
<a href="#">Select</a>	HaddonHeightsFees	Clementon Park Choral Splash
<a href="#">Select</a>	HaddonHeightsFees	Early Arrival Payment
<a href="#">Select</a>	HaddonHeightsFees	HS Single Activity Fee
<a href="#">Select</a>	HaddonHeightsFees	Senior Trip Payment

Page size: 15 9 items in 1 pages



Click "Select" on the Item you wish to make a payment for



## Item Information

Here are the specifics for the item you wish to add

Item Name: Senior Trip Payment

Patron:

Price:

Cancel

Input the amount of your payment and click "Continue"

Continue

## Add Item To Cart

Please verify the item information and click Add To Cart to add this item to your shopping cart.

Item Name: Senior Trip Payment  
Student Name: Wilson, Conor  
School: High School  
Quantity: 1  
Item Price: \$100.00  
Total: \$100.00

Cancel

Confirm the amount and click "Add to Cart"

Add To Cart

## Shopping Cart

Note: All items must be associated with the same gateway account in order to be processed as a single transaction.

	Item	School	Quantity	Item Price	Total
<a href="#">Remove</a>	Senior Trip Payment-Wilson, Conor	High School	1	\$100.00	\$100.00
<b>Total</b>					<b>\$100.00</b>

Continue Shopping

Click "Check Out"

Check Out

## Shopping Cart Checkout - Select Payment Method

	Nickname	Type	Account Number	Service Fee
<a href="#">Select</a>	One-Time ACH	ACH		\$1.00

View Cart

"Select" the One-Time ACH payment method

Fill in the information on the “Make Payment with an ACH Account” screen and click “Process Payment”

[View Cart](#)

[HOME](#)

[MY ACCOUNT](#)

[ITEMS/FEES](#)

[LOG OUT](#)

Logged in as Christopher Lina

## Make Payment with an ACH Account

### Shopping Cart Details

Item	School	Quantity	Item Price	Total
Senior Trip Payment-Wilson, Conor	High School	1	\$100.00	\$100.00
<b>Totals</b>				<b>\$100.00</b>

### Billing Information

First Name:

Last Name:

Address Line 1:

Address Line 2:

City:

State:

Fill in the information on the “Make Payment with an ACH Account” screen and click “Process Payment”

State:

NJ

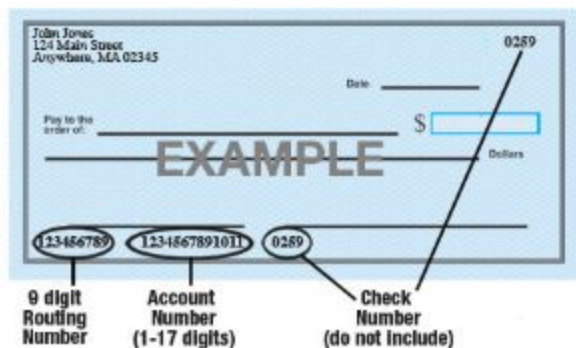
Zip Code:

Country:

USA

Phone:

## Account Information



Name on Account:

Christopher Lina

Fill in the information on the “Make Payment with an ACH Account” screen and click “Process Payment”

Routing Number:

Account Number:

Account Entity:

Account Type:

### Payment Information

Service Fee:

\$1.00

Total Due:

\$101.00

By checking this box I confirm that I wish to have a total of \$101.00 taken out of my checking/savings account to pay for the items listed above. \$100.00 will be applied to the items purchased and \$1.00 will be applied to the service fee for this transaction.

Cancel

Process Payment

Read the statement and check the box