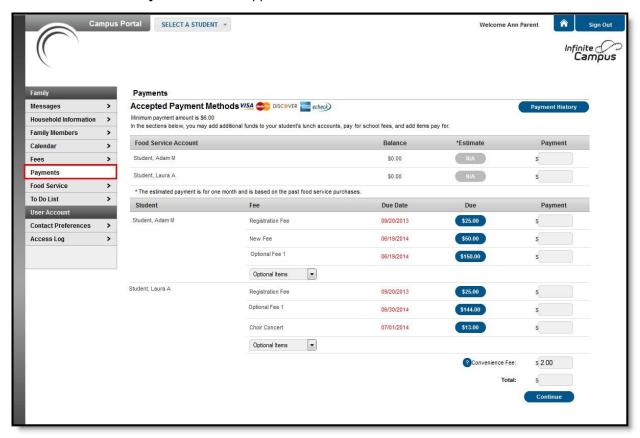
Making an Online Food Service Payment

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:



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

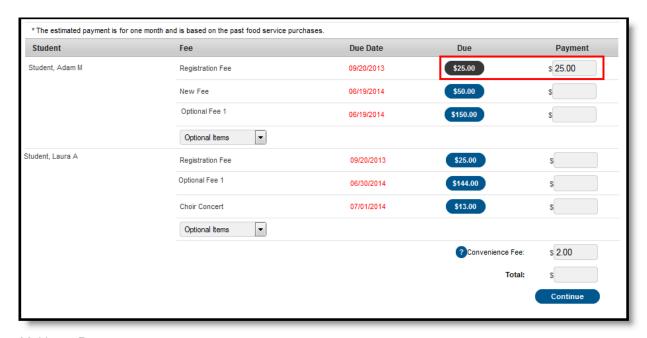
To begin the online payment process for a fee, select **Payments** from the Index. The online payment editor will appear, displaying food service fees for all students within the <u>Household</u>.

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.



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.

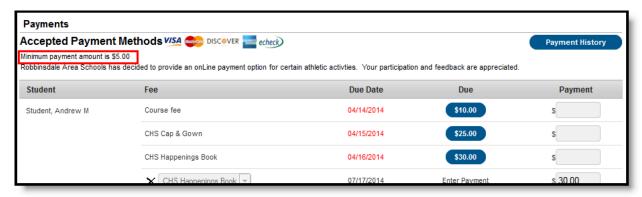
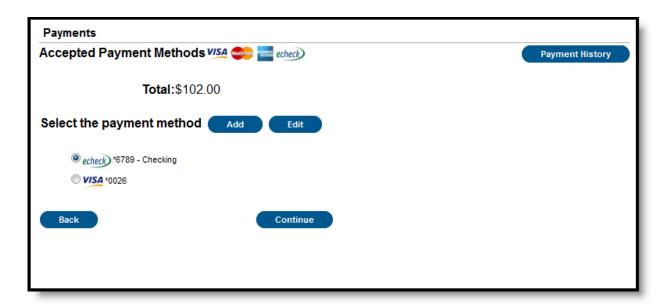


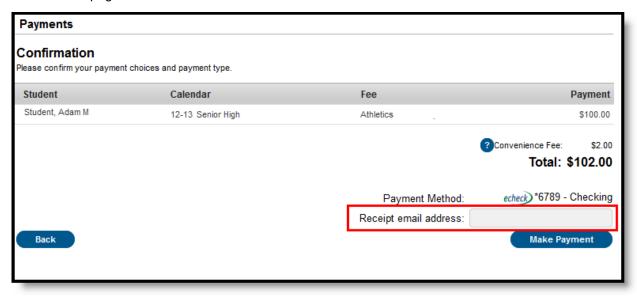
Image 3: Minimum Payment Amount

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:



Payment Selection

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



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 09-10 - WILLMAR 611 5TH STREET SW, WILLMAR MN 56201-3297 Generated on 05:05:2010 02:59:13 PM							
Transaction Summary for Coop Young							
Balance as of 04/01/2010			Transfer	Deposit Balance as of 04/		0/2010	
\$0.00	\$5.20	\$71.00	\$50.00	\$117.34		\$233.14	
Transaction Detail for Coco Y	-						
Transaction Time Post Ti			Category	Item	#	Debit	Credit 65.00
1. 04/06/2010 13:04 04/06/2 04/06/2010 13:04	-	Transaction	"Deposit V/SA	CC #0026 (Amount: \$	10.00)		60:00
	2010 13:14 Young .		*Deposit	CC #1732 (Amount: 5	4.00)		\$2.00
			MASTERCARD				
8. 04/06/2010 13:15 04/06/2	2010 13:19 Young,	Coco	"Deposit DISCOVER	CC #0009 (Amount: \$	3.00)		\$3.00
4. 04/06/2010 13:16 04/06/2	2010 13:20 Young,	Coco	"Deposit Online Checking	(Amount: \$5.00)			\$4.00
6. D4/06/2010 13:17 D4/06/2	2010 13:21 Young,	Coco	"Deposit Online Savings	(Amount: \$10.00)			\$5.00
8. D4/06/2010 00:00 D4/06/2	2010 13:40 Young ,	C000	"Deposit cash deposit POSDepo:				
7. 04/06/2010 00:00 04/06/2	2010 14:19 Young ,	Young , Coco "Deposit Check# 6543 (Amount: \$10.00)					\$5.00
8. 04/06/2010 00:00 04/06/2	2010 14:23 Young ,	Coco "Deposit CC #9876 (Amount: \$10.00) In office CC payment					\$5.00
9. 04/06/2010 15:54 04/06/2	2010 16:54 Young ,	C000	Ala Carle	Hamburger	1	\$1.50	
04/06/2010 15:54		Transaction					
10. 04/06/2010 00:00 04/06/2	2010 17:29 Young ,	Coco	Cons Credit Card Payment	0.75 CC #134	1	\$0.75	\$10.00
11. 04/06/2010 00:00 04/06/2	2010 17:29 Young ,	Coco	Cons Check Payment	0.75 Check # 65542	1	\$0.75	\$5.00
12. 04/06/2010 00:00 04/06/2	2010 17:30 Young ,	Coco	Cons Cash Payment	0.75	1	\$0.75	\$6.00
13. 04/07/2010 16:53 04/07/2	2010 16:56 Young ,	Coco	Breakfast Meal	Brkfst Meal (Sec)	1	\$1.10	
14. 04/08/2010 00:00 04/08/2	2010 12:59 Young ,	C000	"Deposit testing	Cash (Amount: \$100.0	00)		\$60.00
04/08/2010 00:00		Transaction					
16. 04/08/2010 14:22 04/08/2			Breakfast Meal Ala Carle	Bikfst Meal (Sec) Biscult	1	\$1.10 \$0.36	
04/08/2010 14:22		Transaction	Ale Certe	D T-4			
	2010 13:38 Young ,		Ala Carle Ala Carle	Pop Tart Pop Tart	1	\$0.75 \$0.75	
	2010 16:10 Young ,	Coco	Deposit Admin Adjust - Deposit	CC # 3490190580			\$50.00
04/28/2010 10:50	Voided'	trator , System Transaction	Transfer to Account#4115 (Peterson, Coco) \$60.00				
19. 04/28/2010 14:43 04/28/2	2010 14:49 Adminis	trator, System	Transfer from Account#	4115 (Peterson, Coco)			\$50.00
	2010 17:32 Young ,		Ala Carte	Snack	1	\$0.35	
	2010 09:20 Young ,		"Deposit	Cash (Amount: \$100.00)		\$33.34	
	2010 17:04 Young ,		*Deposit	Cash (Amount: \$100.00)		\$40.00	
23. 04/30/2010 00:00 04/30/2 04/30/2010 00:00	2010 17:05 Young , Voided	Coco Transaction	"Deposit CC #123 (Amount: \$50.00)				\$20.00
	Total Debits/Credits						\$238.34

Account Print Information