Great News!

You can now add funds to your students school breakfast/lunch account online!

Palmyra School District has chosen **LunchTime Software** as its school lunch management tool. As a part of this software suite, the district will be offering the **School Payment Portal** as a safe, secure and convenient way for parents/guardians to manage their student's school lunch/breakfast payments.

By using the **School Payment Portal** you will be able to track your student's purchases, create reminders and set up automatic payments into your students lunch/breakfast account.

No More Cash or Checks! The **School Payment Portal** is a completely electronic system that lets you use your credit card to deposit money into your students school lunch/breakfast account.

Setting up your account is quick and easy.

1. Go to https://www.schoolpaymentportal.com/Default.aspx
2. Click on **Create Account**
3. Enter the required information and click on **Create Account**
4. Click on **Login Page** and enter your E-mail Address and the Password you just created
5. Click **Sign In**
6. Click **Add Student**
7. Enter **08065** in the Zip Code box then click Continue
8. Click **Select** next to the school your student is attending
9. Enter the required information and click on **Continue ***you will need your students "STUDENT ID NUMBER***. Insert Student ID# where it asks for the students PIN.**

From here you can add your payment information and set up reminders. The system will accept Visa, MasterCard and Discover credit cards.

FEE STRUCTURE
A convenience fee of 2.3% plus a $1.00 transaction fee will be added to all credit card transactions
EXAMPLE: A $50 deposit made to a student's account will be charged to the credit card as $50.00 (to lunch account) + $1.15 (convenience fee) + $1.00 (transaction fee) = $52.15 total charge.

Should you have any questions or need assistance regarding a student's account please feel free to contact Susan Danner, Food Service Director at 856-829-3601 x2010 or at PAL@nsfm.com.