LUNCH

RIVER CITY RCSA SOUTHEAST SCIENCE ACADEMY

How to Register

If you don't already have an account

1. Go to www.schoolpaymentportal.com
2. Click "Sign Up" in the upper right-hand corner
3. Input requested information
4. Click the purple "Create Account" button

How to Add Students to Your Account

1. Once you login, select the "Student Access & Cafeteria Account" tab.
2. Click the "Add Students" button on the right side of the screen.
3. Enter the zip code 32256 and click "Continue".
4. Select River City Science Southeast
5. Type your students last name, first name, and their student number. Please note that the student name needs to be the same name that is in FOCUS.

How to Make a Deposit

1. Be sure you are on "Student Access" tab.
2. Click "Make Cafeteria Deposit".
3. Select your student and enter the amount you would like to deposit in the box to the far right of their name and click "Continue"
4. Click "Add To Cart", then click "Check Out"
5. Select your payment method, then input your billing information followed by your account information. Be sure to check the box to confirm the total.
6. Finally, click "Process Payment". You will have successfully added funds to your students account.

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Managing Your Parent Portal Account

Viewing Student Transactions

On the "Student Access" tab:

1. Scroll to the "Cafeteria Balance/ Transaction Information" section.
2. Click on "Transactions" next to the name of the student's account you want to view.

You can now view their transactions!

Setting Up Payment Source

On the "My Account" tab:

1. Scroll down and click on "New Saved Payment Source" on the right-hand side, then click "Continue".
2. Select "ACH" or "Credit Card" from the drop down menu, click "Continue".
3. Enter the payment information then click continue.

You have successfully saved a payment method!

Setting Reminders and Auto Replenish

On the "Student Access" tab:

1. Click "View/Set Reminders"
2. Click "Modify" on the left side of the student's account that you wish to update these settings on.
3. Use the drop-down menu to choose "Auto Email" or "Auto Replenish".
4. For the "Auto Email" reminder choose the balance level that you would like to be notified of when your student's account drops to that amount, click "Continue", then click "Save Reminder".
5. For "Auto Replenish" choose a "Balance Level", "Payment Source", and "Deposit Amount", then click "Continue".
6. Check the box to confirm the amount, then click "Save Reminder".