LUNCH

How to Register

How to Add Students to Your Account

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.

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 Elementary
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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	School
Select	Cornerstone Christian School
Select	River City Science Academy
Select	River City Science Elementary

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