



Mobile Application Users Guide

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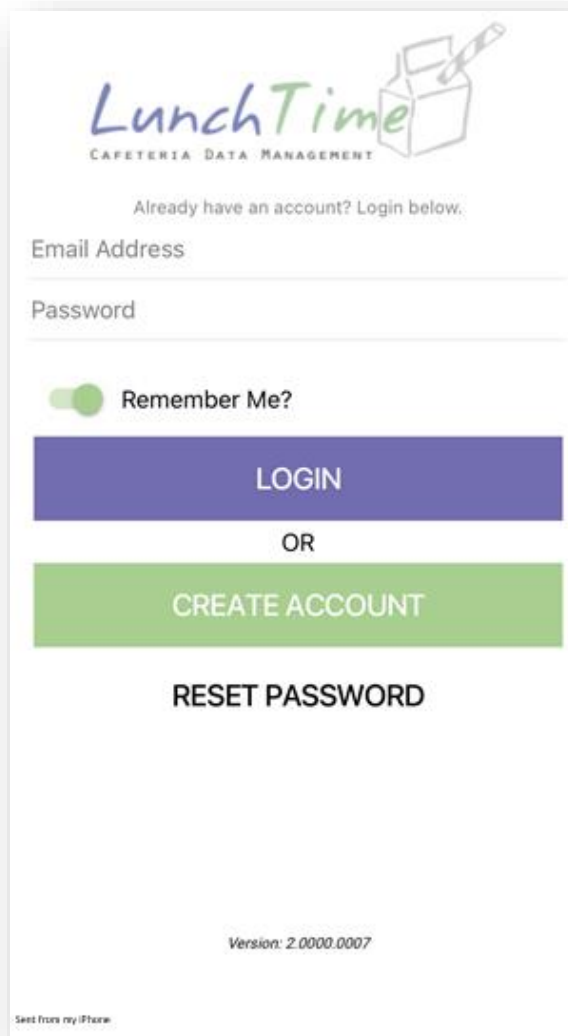
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Create Account

To create a new account, tap the

Create Account button.

You can save your login credentials by enabling the Remember Me? Toggle. (Green indicates that it has been enabled)



The screenshot shows the 'LunchTime' app interface for login and account creation. At the top is the 'LunchTime' logo with the tagline 'CAFETERIA DATA MANAGEMENT' and an illustration of a lunchbox. Below the logo, a link says 'Already have an account? Login below.' There are two input fields: 'Email Address' and 'Password'. A toggle switch for 'Remember Me?' is shown in the green 'on' position. Below these are three buttons: a purple 'LOGIN' button, a green 'CREATE ACCOUNT' button, and a 'RESET PASSWORD' link. At the bottom, the version number 'Version: 2.0000.0007' is displayed, and a small status bar at the very bottom indicates 'Sent from my iPhone'.

LunchTime
CAFETERIA DATA MANAGEMENT

Already have an account? Login below.

Email Address

Password

☒ Remember Me?

LOGIN

OR

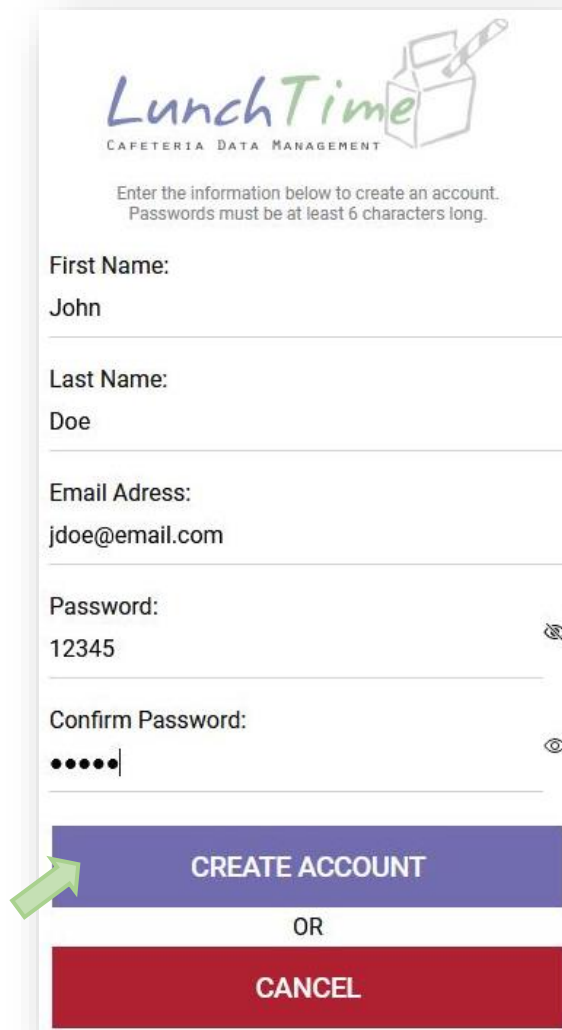
CREATE ACCOUNT

RESET PASSWORD

Version: 2.0000.0007

Sent from my iPhone

All fields are required. Tap **CREATE ACCOUNT** once all information has been entered.



The screenshot shows a mobile application interface for creating an account. At the top is the 'LunchTime' logo with the tagline 'CAFETERIA DATA MANAGEMENT' and an icon of a lunchbox with a pencil. Below the logo, a message states: 'Enter the information below to create an account. Passwords must be at least 6 characters long.' The form contains five input fields: 'First Name' (filled with 'John'), 'Last Name' (filled with 'Doe'), 'Email Address' (filled with 'jdoe@email.com'), 'Password' (filled with '12345'), and 'Confirm Password' (filled with five dots). Each password field has an eye icon for toggling visibility. At the bottom, there are three buttons: a blue 'CREATE ACCOUNT' button with a green arrow pointing to it, a white 'OR' button, and a red 'CANCEL' button.

LunchTime
CAFETERIA DATA MANAGEMENT

Enter the information below to create an account.
Passwords must be at least 6 characters long.

First Name:
John

Last Name:
Doe

Email Address:
jdoe@email.com

Password:
12345

Confirm Password:
.....

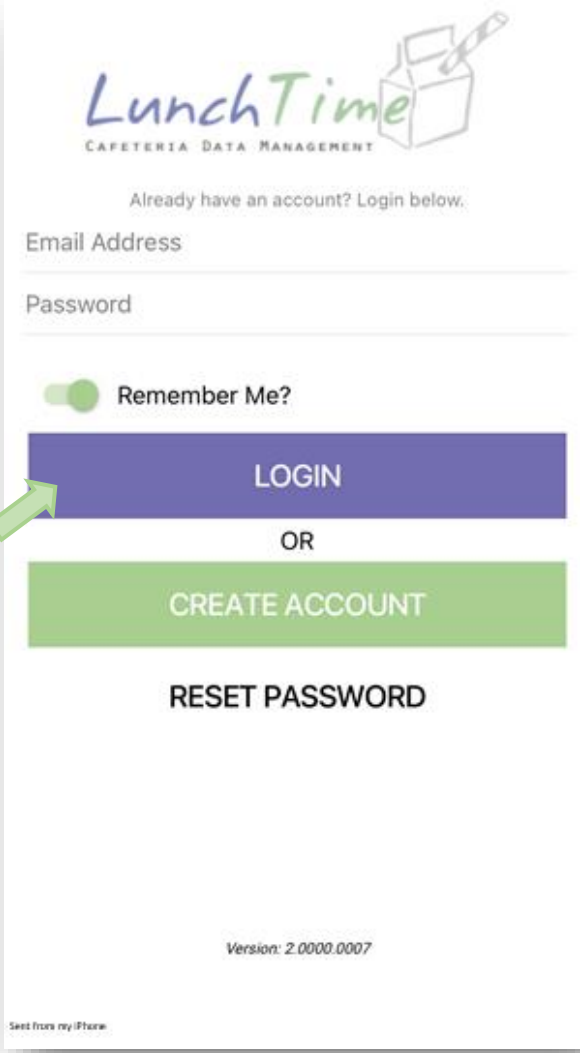
CREATE ACCOUNT

OR

CANCEL

Login to account

To login to an existing account, tap the **LOGIN** button.



The screenshot shows the 'LunchTime' login interface. At the top is the logo with the text 'LunchTime' in a stylized font and 'CAFETERIA DATA MANAGEMENT' below it, accompanied by a drawing of a milk carton. Below the logo, it says 'Already have an account? Login below.' There are two input fields: 'Email Address' and 'Password'. A 'Remember Me?' toggle switch is present and is turned on. Below these fields are three buttons: a purple 'LOGIN' button, a green 'CREATE ACCOUNT' button, and a 'RESET PASSWORD' link. A green arrow points to the 'LOGIN' button. At the bottom, it says 'Version: 2.0000.0007' and 'Sent from my iPhone'.

LunchTime
CAFETERIA DATA MANAGEMENT

Already have an account? Login below.

Email Address

Password

☒ Remember Me?

LOGIN

OR

CREATE ACCOUNT

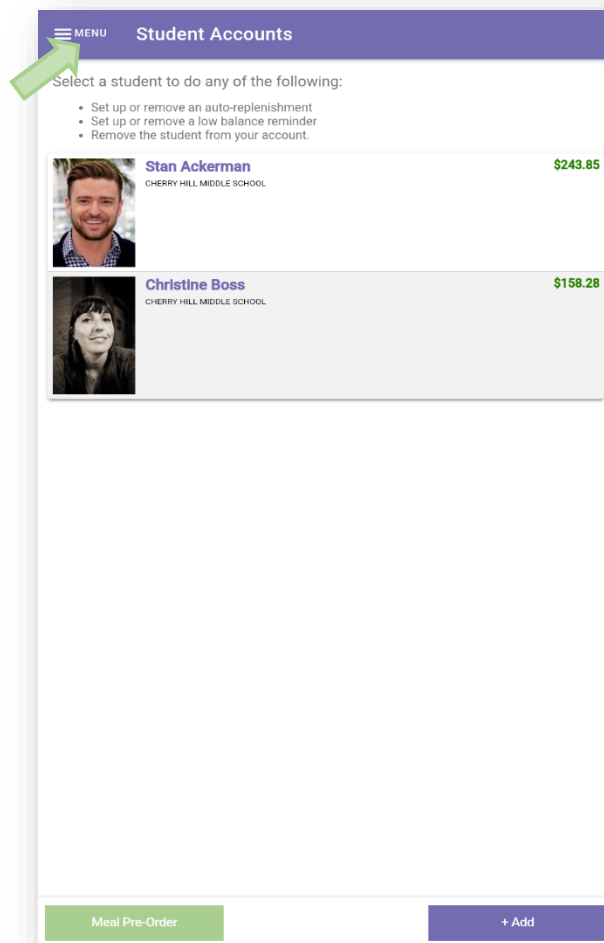
RESET PASSWORD

Version: 2.0000.0007

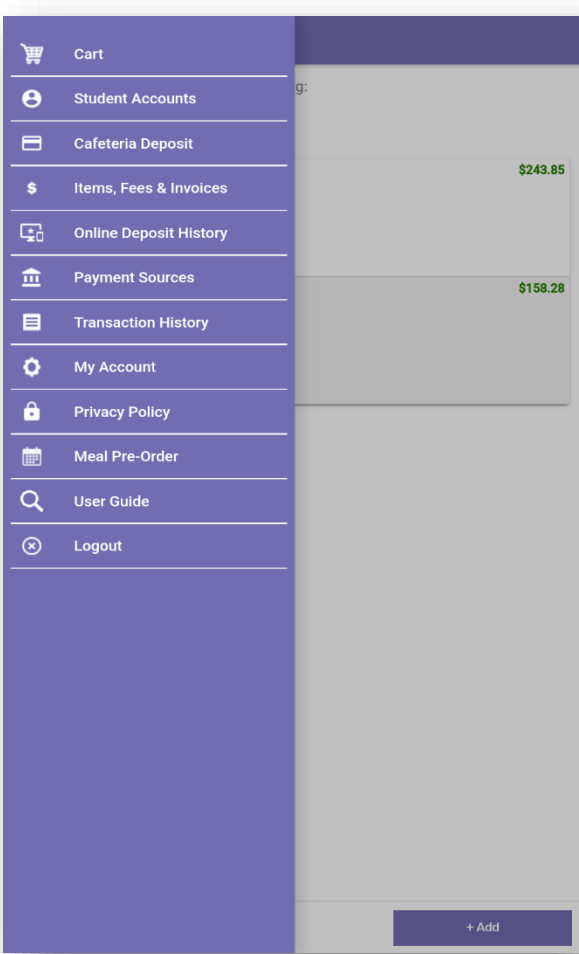
Sent from my iPhone

Main Menu

To access the Main Menu, Tap **Menu** in the top right corner of the screen.

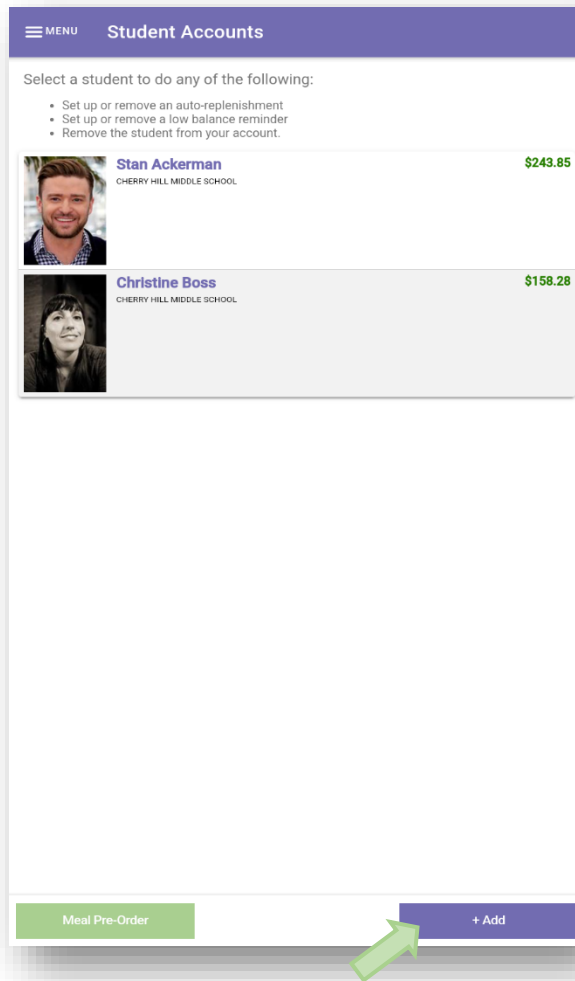


The **Main Menu** displays the functionality of the app.



Adding Students to Account

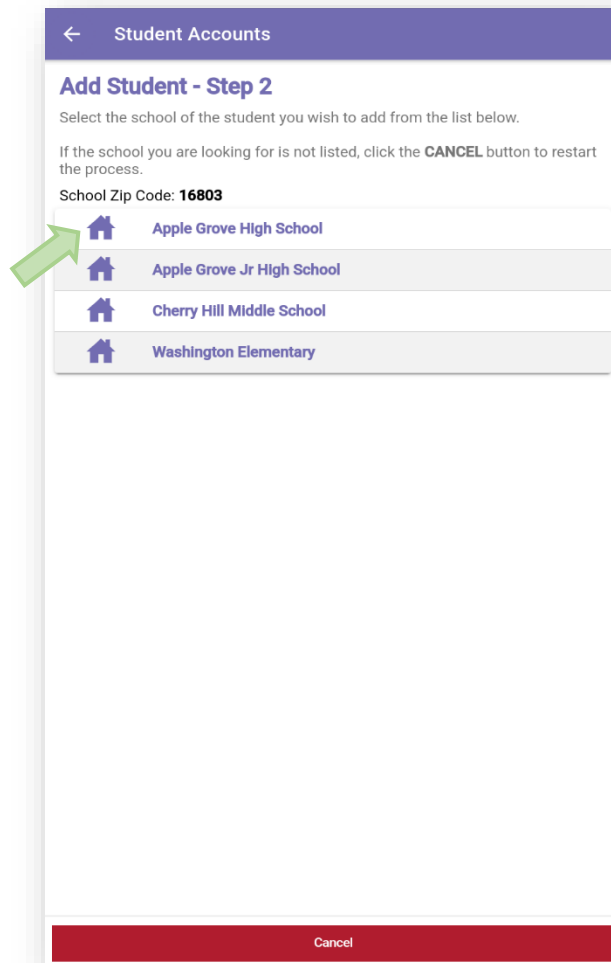
From the Student Accounts page, tap **+ADD**.



Step 1 - Enter the Zip Code (**May not be home Zip Code**) of the school that the student attends. Tap the **Search** button.

The screenshot shows a mobile application interface for adding a student. At the top, a purple header bar contains a back arrow and the text "Student Accounts". Below this, the title "Add Student - Step 1" is displayed in bold. The instructions state: "Enter the zip code of the school the student attends." and provide examples for the United States (5-digit zip code, e.g., 16803) and Canada (6-digit zip code, e.g., T3H 4A8). A label "*Zip Code:" is followed by a text input field containing the value "16803". Below the input field, the text "*required" is shown. At the bottom of the form, there are two buttons: a red "Cancel" button on the left and a blue "Search" button on the right. A green arrow points to the "Search" button.

Step 2 – Select the school that the student attends from the list below.



The screenshot shows a mobile application interface for adding a student. At the top, there is a purple header bar with a back arrow and the text "Student Accounts". Below this is a section titled "Add Student - Step 2" in bold blue text. Underneath the title, there is instructional text: "Select the school of the student you wish to add from the list below." and "If the school you are looking for is not listed, click the **CANCEL** button to restart the process." Below the text, it says "School Zip Code: 16803". A list of four schools is displayed, each with a house icon to its left. A green arrow points to the first school, "Apple Grove High School". The schools listed are: Apple Grove High School, Apple Grove Jr High School, Cherry Hill Middle School, and Washington Elementary. At the bottom of the screen, there is a red bar with the word "Cancel" in white text.

School
Apple Grove High School
Apple Grove Jr High School
Cherry Hill Middle School
Washington Elementary

Step 3 - Enter the required information for the student to be added. The options visible may vary based on what the school requires. Once the required information is entered, tap the **Search** button.

← Student Accounts

Add Student - Step 3

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

School: **Cherry Hill Middle School**

*Last Name:

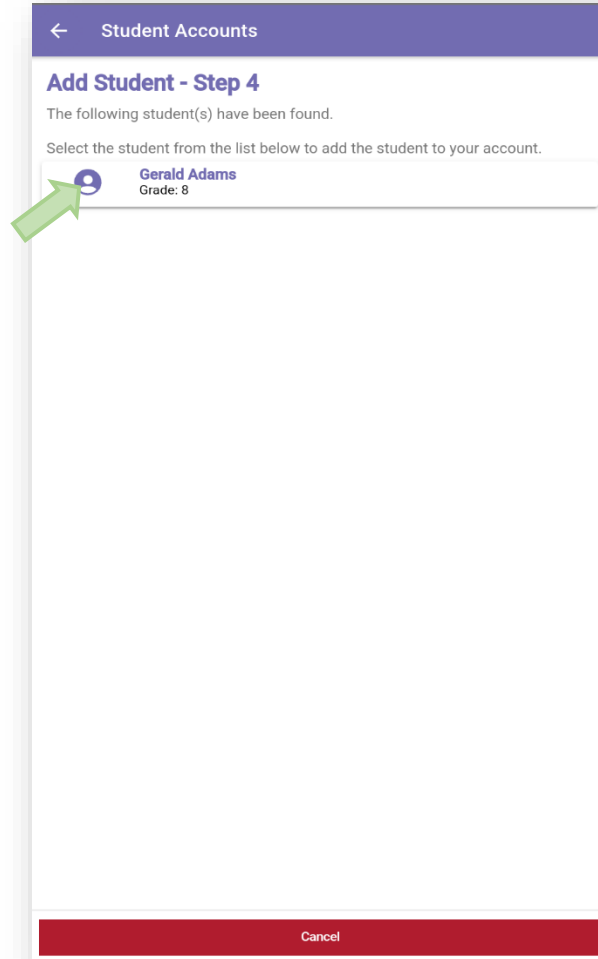
*First Name:

*Grade:

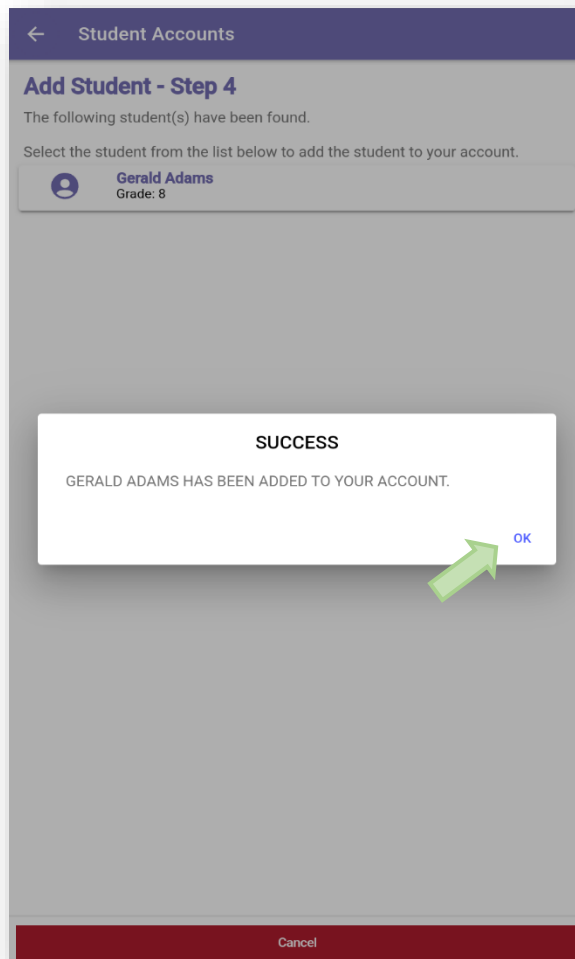
**required*

Cancel Search

Step 4 – Tap on the name of the student to be added to the account.



A success message will be displayed upon successful addition of the student. Tap **OK**.
To add additional students to your account, follow Steps 1 through 4.



Student Accounts

This is the **Home** screen. Wherever you see the **Home** icon in the upper right corner, this is the page that you'll be directed to.

Selecting Student Accounts from the Main Menu directs you to the Student Accounts page. The options available here are:

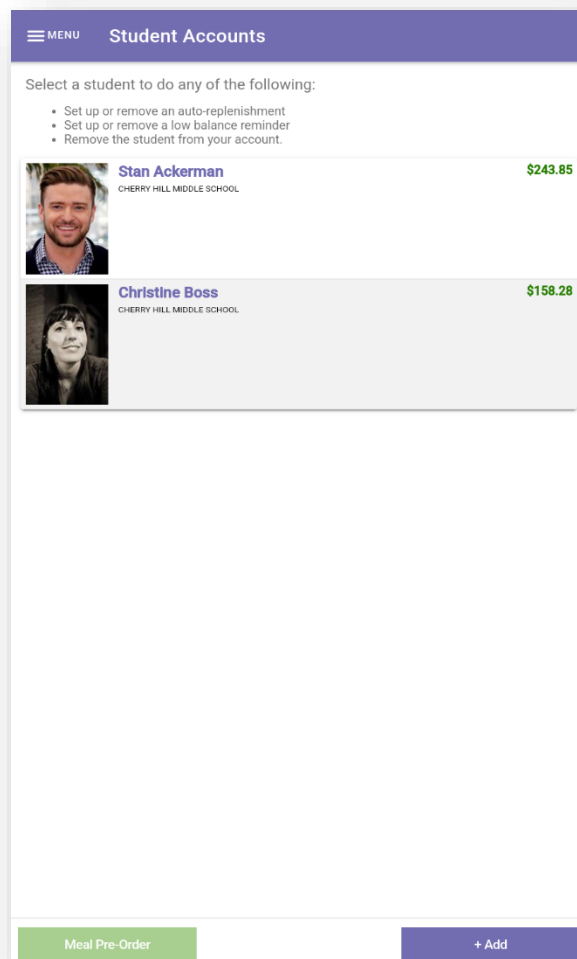
Adding New Students – Used for adding new students to the account (refer to Steps 1-4 on pages 9-14 of this document)

Removing Students - Remove Student(s) from the account

Setting Auto-Replenishments – Set up, remove or edit an auto-replenishment.

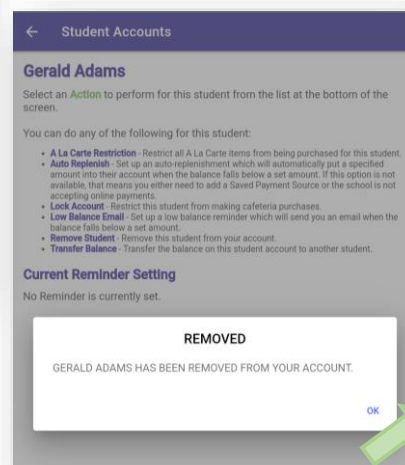
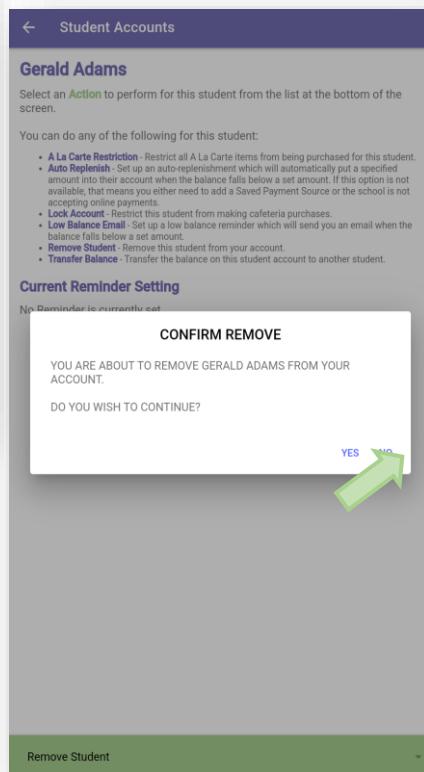
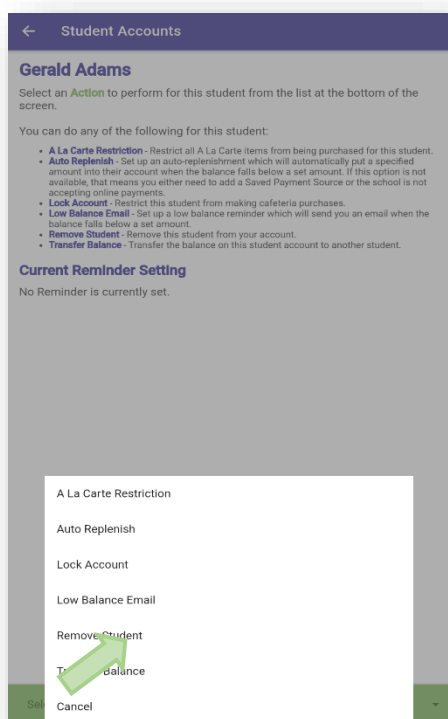
Note: A Saved Payment Source must be setup to use this feature.

Setting Reminders – Set up, remove or edit a low balance email reminder



Removing Student(s)

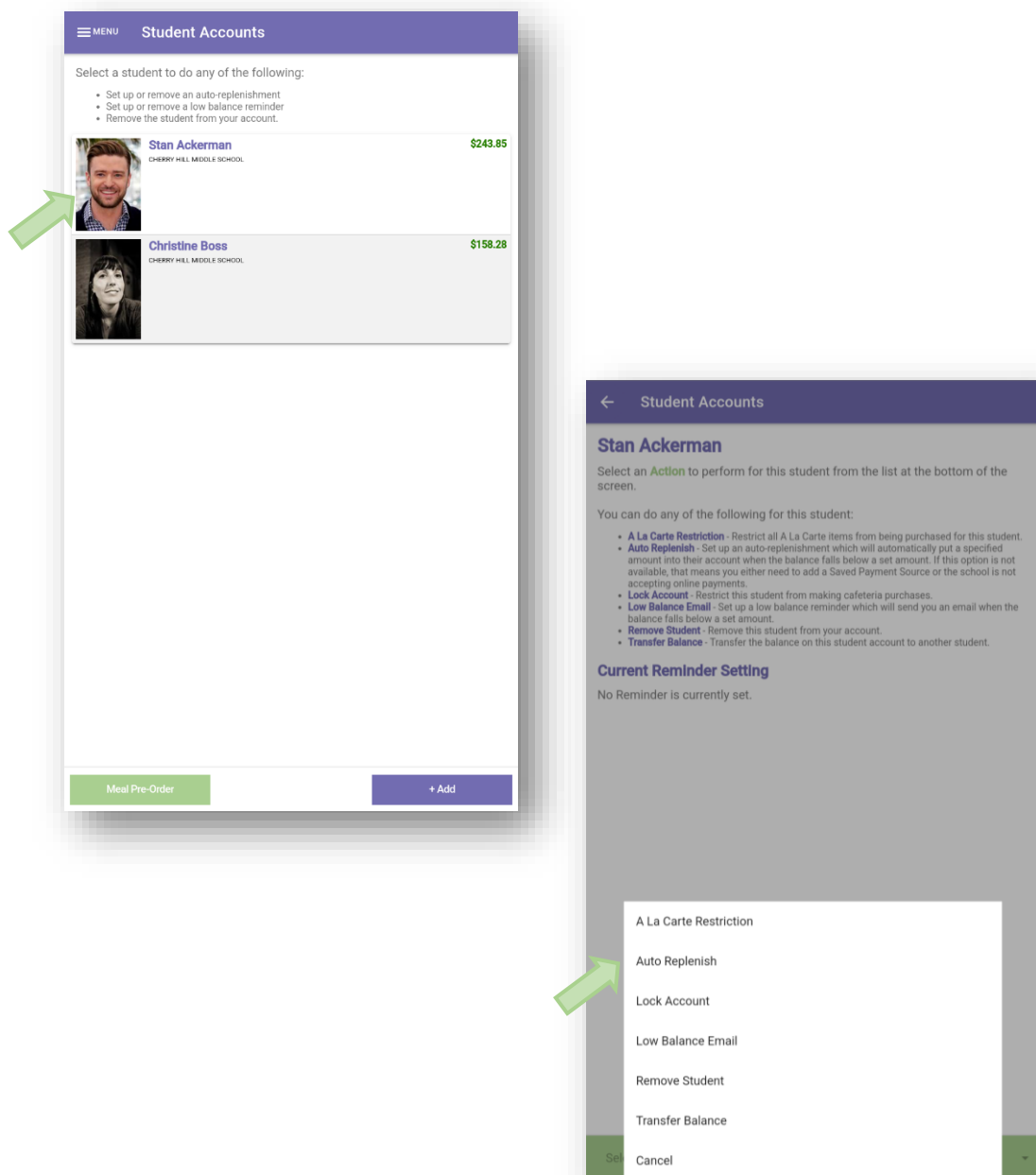
From the Student Accounts page, tap the student's name. Confirm the removal of the student by tapping **Yes**. A confirmation screen will appear. Tap **OK** to be taken back to the main screen.



Setting Reminders

Automatic Reminders can be set for each student added to the account. Automatic Replenishments will automatically debit the saved payment source and credit the student's account. Low Balance Emails will email the email address used when the balance falls below the threshold set.

Auto Replenish – From the Student Accounts page, tap on the student's name, then tap **Select an Action** and tap **Auto Replenish**.



Set the amount of funds to deposit into the student account when their balance falls below the amount specified. You **MUST** have a saved payment source associated with the gateway account used by the school in order to set up an automatic replenish. Choose the correct payment source and tap **Continue**.

 Student Accounts

Automatic Replenish - Step 1
Deposit funds into the account of Stan Ackerman when their balance falls below the amount specified below.
You must have a saved payment source associated with the gateway account used by the school in order to setup an automatic replenish.

*Balance Level:

10.00

*Payment Source:

TEST ACH

*Deposit Amount:

50.00

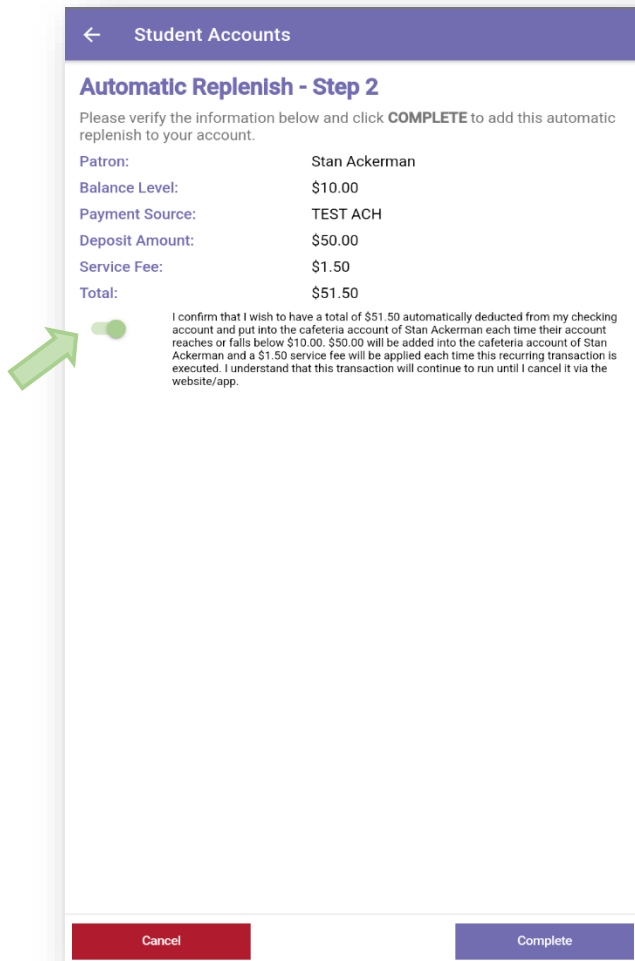
**required*

Cancel

Continue



Confirm that the information displayed is correct by tapping the slider underneath the total. Tap **Complete** to finish the automatic replenishment set-up. A success box will appear if successful. Tap **OK** to return to the main menu.



← Student Accounts

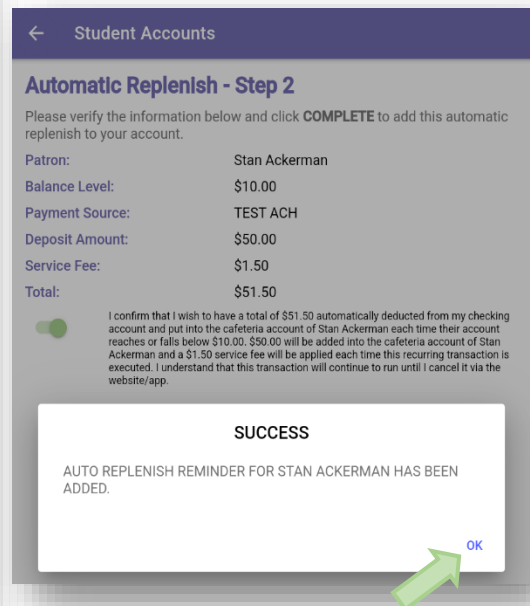
Automatic Replenish - Step 2

Please verify the information below and click **COMPLETE** to add this automatic replenish to your account.

Patron:	Stan Ackerman
Balance Level:	\$10.00
Payment Source:	TEST ACH
Deposit Amount:	\$50.00
Service Fee:	\$1.50
Total:	\$51.50

☒ I confirm that I wish to have a total of \$51.50 automatically deducted from my checking account and put into the cafeteria account of Stan Ackerman each time their account reaches or falls below \$10.00. \$50.00 will be added into the cafeteria account of Stan Ackerman and a \$1.50 service fee will be applied each time this recurring transaction is executed. I understand that this transaction will continue to run until I cancel it via the website/app.

Cancel Complete



← Student Accounts

Automatic Replenish - Step 2

Please verify the information below and click **COMPLETE** to add this automatic replenish to your account.

Patron:	Stan Ackerman
Balance Level:	\$10.00
Payment Source:	TEST ACH
Deposit Amount:	\$50.00
Service Fee:	\$1.50
Total:	\$51.50

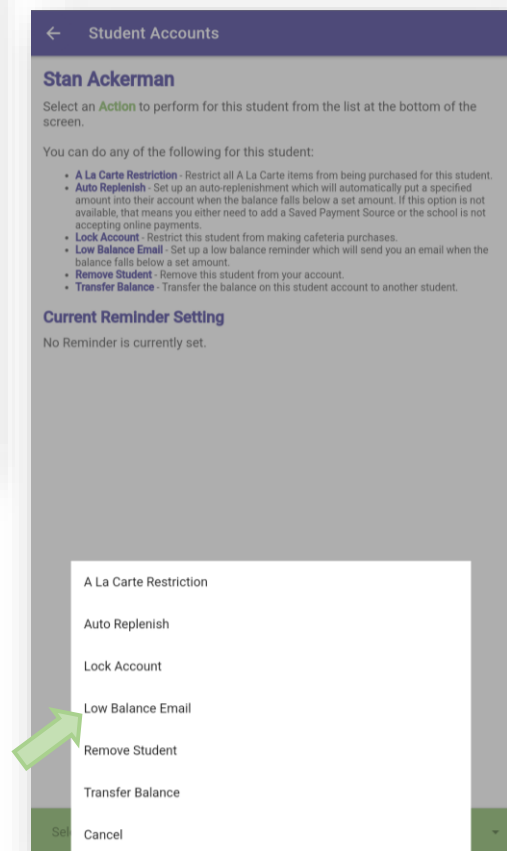
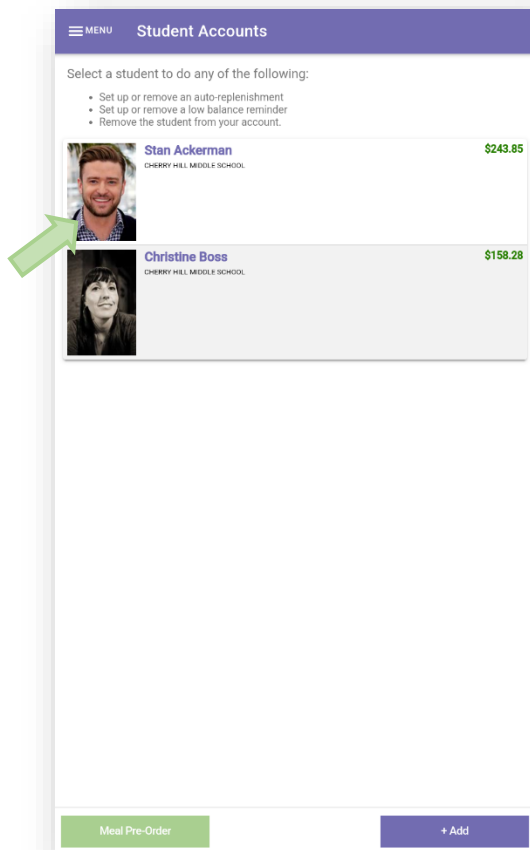
☒ I confirm that I wish to have a total of \$51.50 automatically deducted from my checking account and put into the cafeteria account of Stan Ackerman each time their account reaches or falls below \$10.00. \$50.00 will be added into the cafeteria account of Stan Ackerman and a \$1.50 service fee will be applied each time this recurring transaction is executed. I understand that this transaction will continue to run until I cancel it via the website/app.

SUCCESS

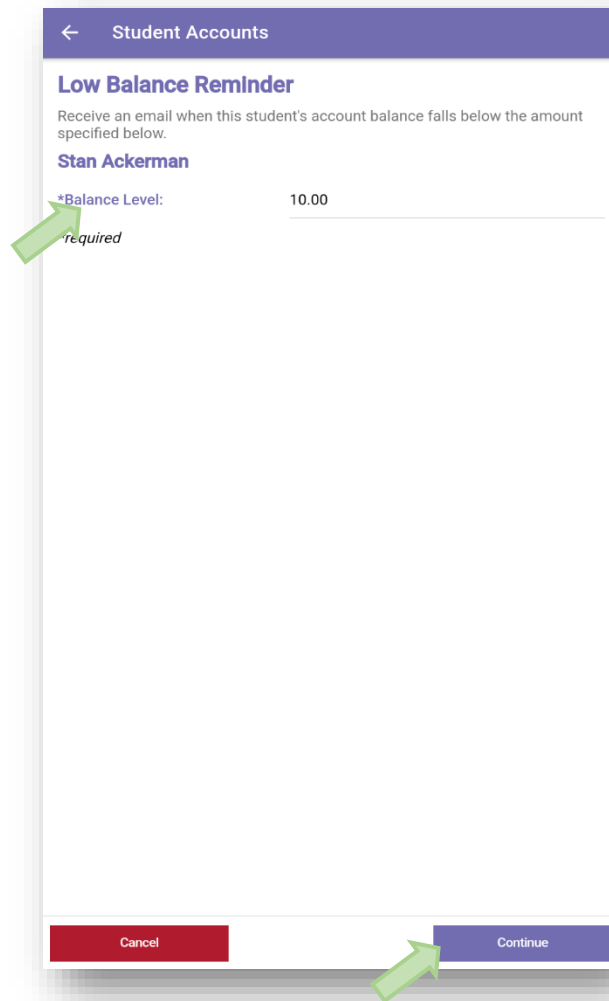
AUTO REPLENISH REMINDER FOR STAN ACKERMAN HAS BEEN ADDED.

OK

Low Balance Email - From the Student Accounts page, tap on the student's name, then tap **Select an Action** and tap **Low Balance Email**.



When the account reaches the Balance Level, an email will be generated. Set the Balance Level and tap **Continue**. tap **Continue** to finish setting up this Low Balance Reminder.



The screenshot shows a mobile application interface for setting up a low balance reminder. At the top, a purple header bar contains a back arrow and the text "Student Accounts". Below this, the title "Low Balance Reminder" is displayed in bold. A descriptive sentence follows: "Receive an email when this student's account balance falls below the amount specified below." The student's name, "Stan Ackerman", is listed. A form field labeled "*Balance Level:" with a red asterisk and the word "required" below it contains the value "10.00". A green arrow points to this field. At the bottom, there are two buttons: a red "Cancel" button and a purple "Continue" button. A green arrow points to the "Continue" button.

Student Accounts

Low Balance Reminder

Receive an email when this student's account balance falls below the amount specified below.

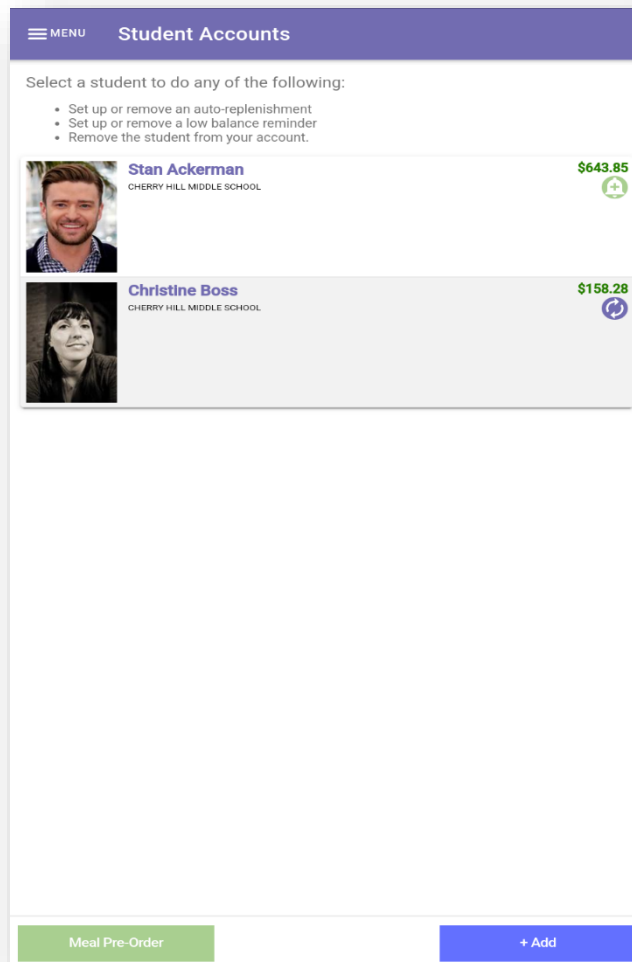
Stan Ackerman

*Balance Level: 10.00

required

Cancel Continue

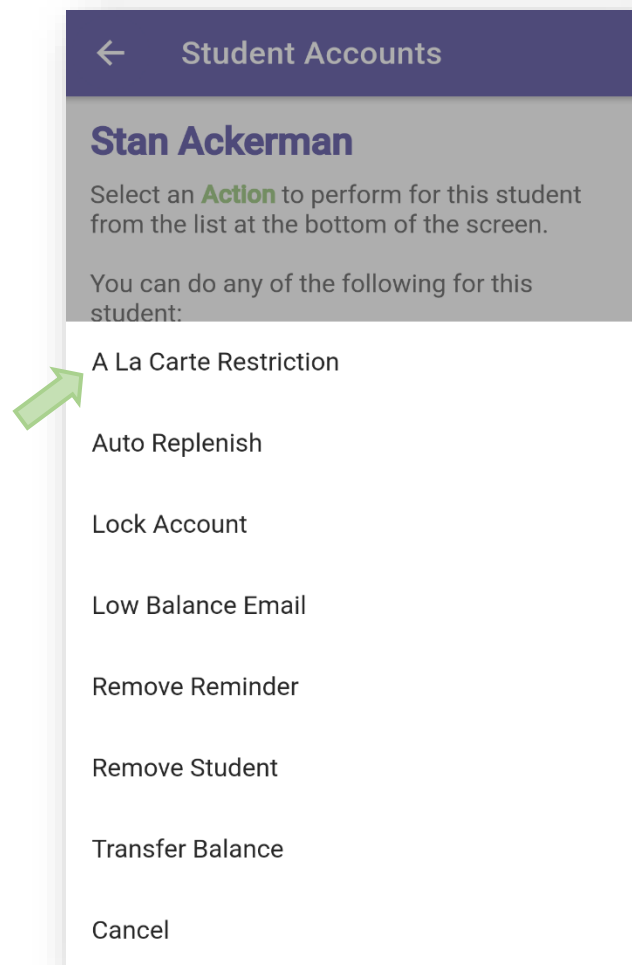
Once the Low Balance Email or Auto-replenish has been set up, a bell icon will appear next to the Student's name on the Student Accounts page indicating the email reminder has been setup for this student. A circular arrow icon will appear indicating the auto-replenish is setup for this account.



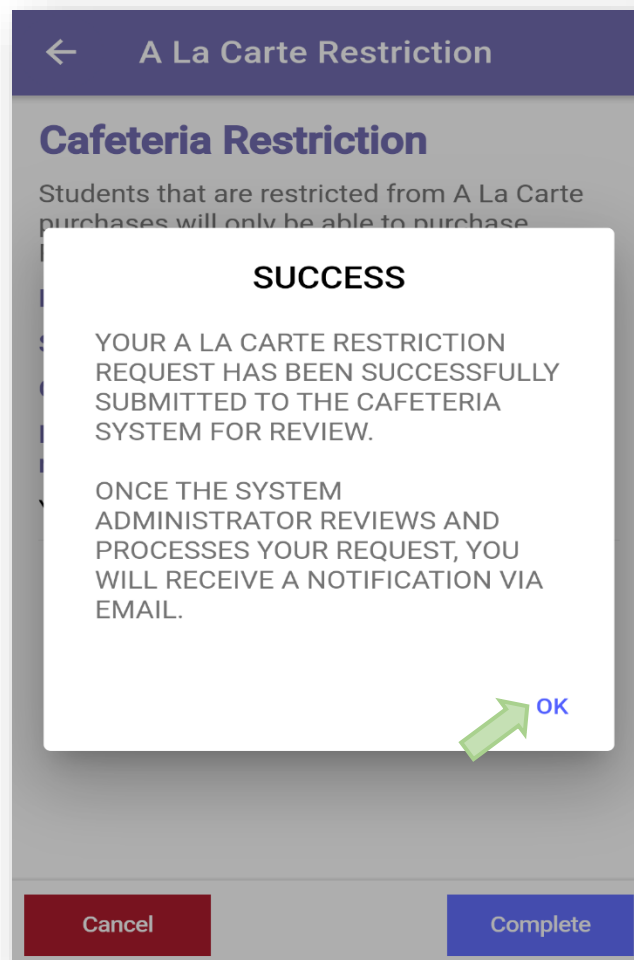
Restrictions and Transfers

A la Carte Item Restriction

To set an a la carte item restriction, first tap on a student from the list of students added to the account. Once the student is selected, tap the **Select an Action** dropdown menu and tap **A la Carte Restriction**.

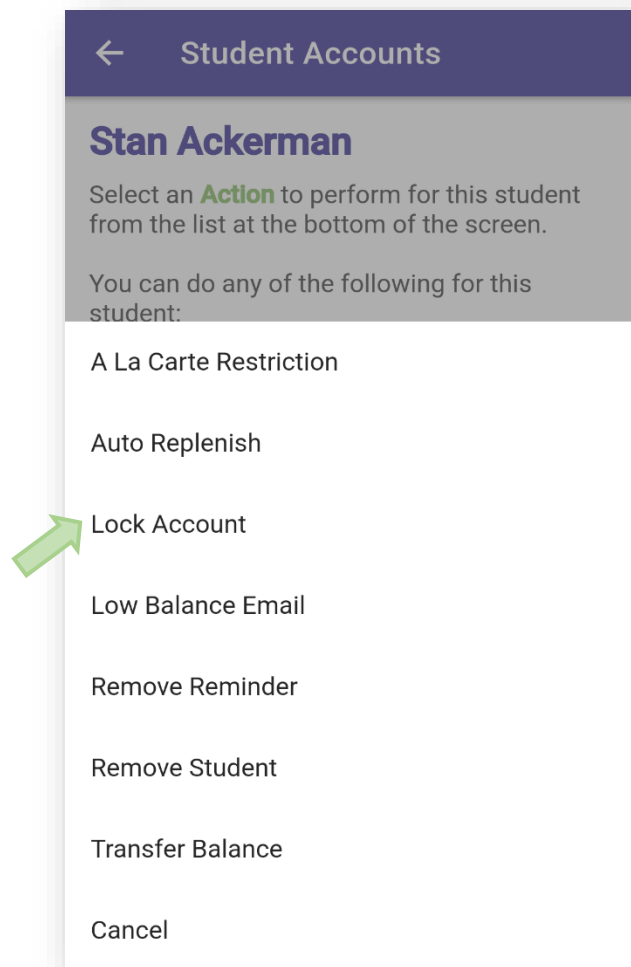


If the restriction is to be put in place only when the student has a negative account balance, tap the **Restrict A La Carte purchases only when negative** dropdown to change it to yes. Once completed, tap the **Complete** button to send the request to the school. A dialog box will be displayed indicating that the restriction request was successfully submitted for review. Once the system administrator reviews and processes the request, a notification will be sent to the email address on file. Tap **OK** to be returned to the Student Accounts screen.

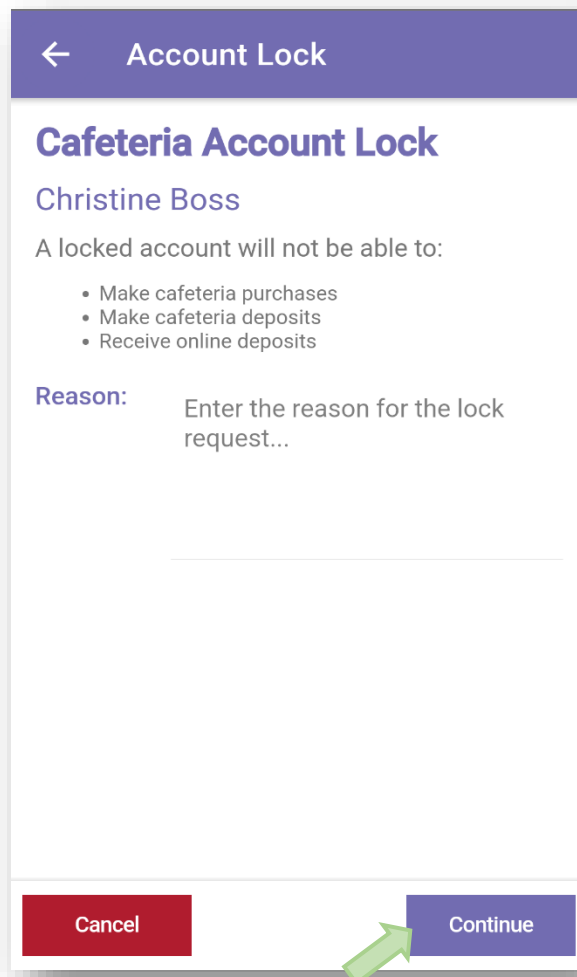


Patron Lock

Locking out a patron's account will prevent the account from making cafeteria purchases, making cafeteria deposits, and making online deposits. To request that a patron's account be locked, tap on the student to be locked. Once the student is selected, tap the **Select an Action** dropdown menu and tap **Lock Account**.



A reason for the lock request must be entered. Once completed, tap the **Continue** button.



← Account Lock

Cafeteria Account Lock

Christine Boss

A locked account will not be able to:

- Make cafeteria purchases
- Make cafeteria deposits
- Receive online deposits

Reason: Enter the reason for the lock request...

Cancel Continue

Review the Lock Request and tap **Complete** to send the request to the school for review. A dialog box will be displayed indicating that the restriction request was successfully submitted for review. Once the system administrator reviews and processes the request, a notification will be sent to the email address on file. Tap **OK** to be returned to the Student Accounts screen.

← Account Lock

Review Lock Request

Review the details of the lock request and click **COMPLETE** to submit the request to the school.

Patron: Christine Boss
School: Cherry Hill Middle School
Grade: 8
Reason: Enter the reason for the Lock Request Here

Cancel Complete

← Account Lock

Review Lock Request

Review the details of the lock request and click **COMPLETE** to submit the request to the school.

SUCCESS

YOUR PATRON ACCOUNT LOCK REQUEST HAS BEEN SUCCESSFULLY SUBMITTED TO THE CAFETERIA SYSTEM FOR REVIEW.

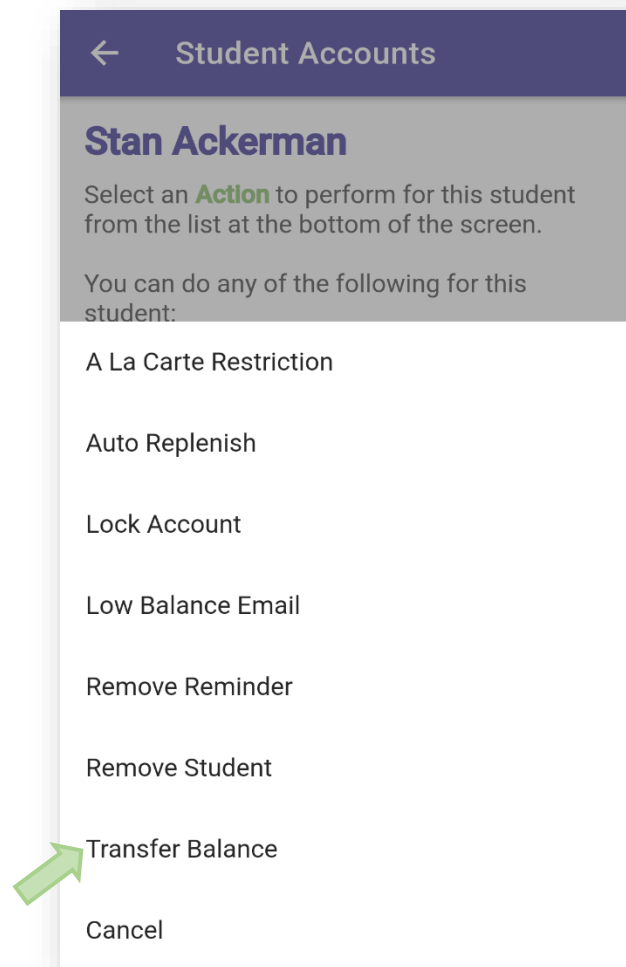
ONCE THE SYSTEM ADMINISTRATOR REVIEWS AND PROCESSES YOUR REQUEST, YOU WILL RECEIVE A NOTIFICATION VIA EMAIL.

OK

Cancel Complete

Balance Transfer

Balance transfers can be requested to move money between two students that use the same gateway for cafeteria deposits. To request a balance transfer, first select the student to transfer money **FROM**. Once the student is selected, tap the **Select an Action** dropdown menu and tap **Transfer Balance**.



Select the patron to transfer money **TO** by tapping on the Destination Patron dropdown and selecting a patron displayed. The maximum amount able to be transferred is displayed in the General Balance to Move box. By default, this is set to the Account Balance of the source patron. To change this amount, tap the displayed balance and change it to the desired amount. Once finished, tap **Continue**.

← Balance Transfer

Balance Transfer Recipient Selection

Select a student account to receive funds.

Source Patron: Stan Ackerman
Account Balance: \$643.85

Destination Patron: Select a student... ▼

General Balance to Move: 643.85

Cancel Continue

Review the details of the transfer request and tap **Complete** to submit the request to the school. A dialog box will be displayed indicating that the restriction request was successfully submitted for review. Once the system administrator reviews and processes the request, a notification will be sent to the email address on file. Tap **OK** to be returned to the Student Accounts screen.

← Balance Transfer

Review Transfer Request

Review the details of the transfer request and click **COMPLETE** to submit the request to the school.

Source Patron: Stan Ackerman
Account Balance: \$643.85

Destination Patron: Christine Boss
Account Balance: \$168.28

General Balance to Move: \$643.85

Cancel Complete

← Balance Transfer

Review Transfer Request

Review the details of the transfer request and click **COMPLETE** to submit the request to the school.

SUCCESS

YOUR BALANCE TRANSFER REQUEST HAS BEEN SUCCESSFULLY SUBMITTED TO THE CAFETERIA SYSTEM FOR REVIEW.

ONCE THE SYSTEM ADMINISTRATOR REVIEWS AND PROCESSES YOUR REQUEST, YOU WILL RECEIVE A NOTIFICATION VIA EMAIL.

OK

Cancel Complete

Cafeteria Deposit

To make deposits to the account, tap the Student Name or the **Start Deposit** button.

Enter a deposit amount using either the Quick Add buttons or by manually entering the desired deposit amount. Tapping **Continue** will take you to A) the next student on the account or B) to the Deposit Summary screen.

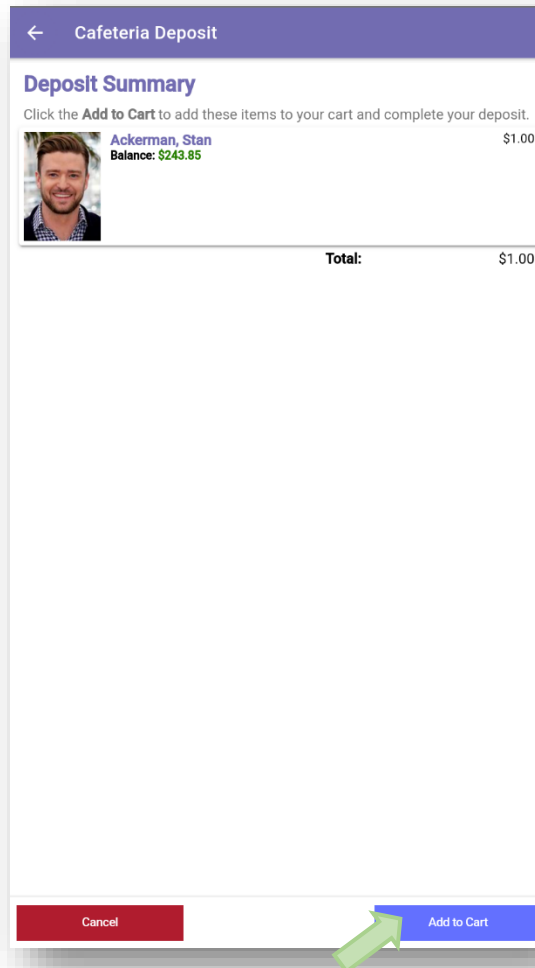
NOTE: Tapping *Cancel* will clear out all pending deposits and they will need to be re-entered. A prompt confirming this action will appear prior to processing the cancellation.

The image displays two screenshots of the 'Cafeteria Deposit' app interface.

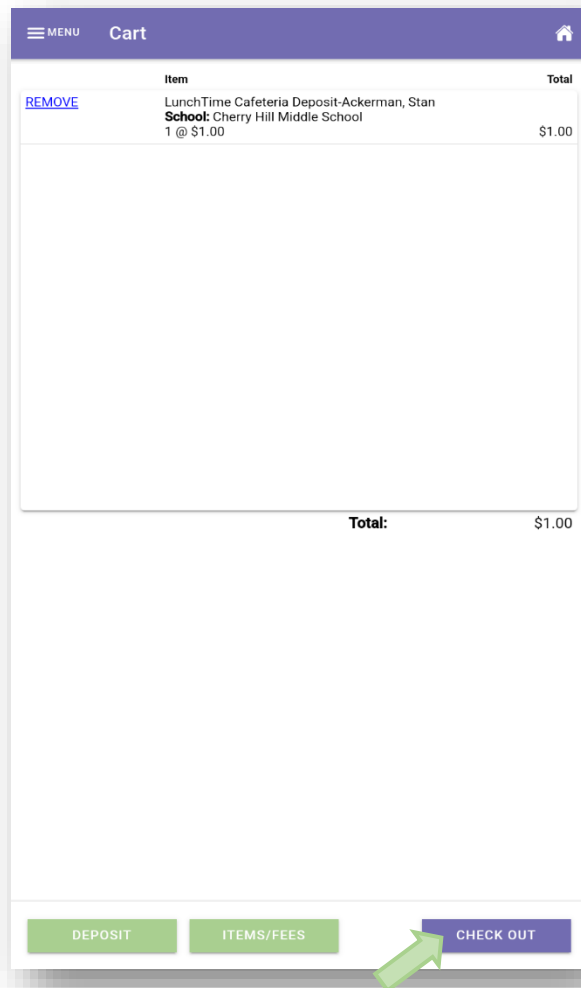
Left Screenshot: The screen is titled 'Cafeteria Deposit'. It includes a menu icon and a home icon. A message states: 'Online deposits will show as Pending until they post to the student's account. This usually happens within a few minutes but in rare cases can take up to 48 hours.' Below this, a section titled 'STUDENT(S) AVAILABLE FOR A DEPOSIT' lists two students: Stan Ackerman (Cherry Hill Middle School) with a balance of \$243.85, and Christine Boss (Cherry Hill Middle School) with a balance of \$158.28. A green arrow points to the 'Start Deposit' button at the bottom of the screen.

Right Screenshot: The screen is titled 'Cafeteria Deposit' and shows the details for Stan Ackerman. It displays 'Total Balance: \$243.85' and instructs the user to 'Please enter a Deposit Amount using either the 'Quick Add' buttons or by manually entering the desired deposit amount.' Below this, there are three buttons for 'General Amount': \$10, \$25, and \$50. A text field labeled 'Enter an amount...' is provided for manual entry. At the bottom, there are two buttons: 'Cancel' (red) and 'Continue' (blue). A green arrow points to the 'Continue' button.

In the Deposit Summary screen, tap **Add to Cart** to proceed to the Cart screen.



Once all deposits have been added to the cart, tap **Check Out** to continue to the Check Out screen.



Select your payment method from one of the options:

Saved Payment Source – Uses the payment source on file to pull the funds from.

One-Time Credit Card – Choose this option when using a credit card that has not been set as a saved payment source and is being used “one time” as a payment method.

One-Time ACH – Choose this option when using an online checking account that has not been set as a saved payment source and is being used “one time” as a payment method.

Payment Source

Payment Method

DEPOSIT AMOUNT: \$1.00

Please select your payment method from one of the following options:

TEST ACH ACH	1xxxxxx00 SERVICE FEE: \$1.50
One-Time Credit Card Credit Card	SERVICE FEE: \$1.02
One-Time ACH ACH	SERVICE FEE: \$1.50

[VIEW CART](#)

Using a Saved Payment Source

If choosing this payment method, a saved payment source on file will be used to process the deposit. (for instructions on how to create a saved payment source, see Payment Sources on page 45.)

Tap the name of the saved payment source. Tap to slide the confirmation of payment (This will be green when enabled). Tap **PROCESS PAYMENT**

The image displays two screenshots of a mobile application interface, illustrating the steps to complete a deposit using a saved payment source.

Payment Source Screen:

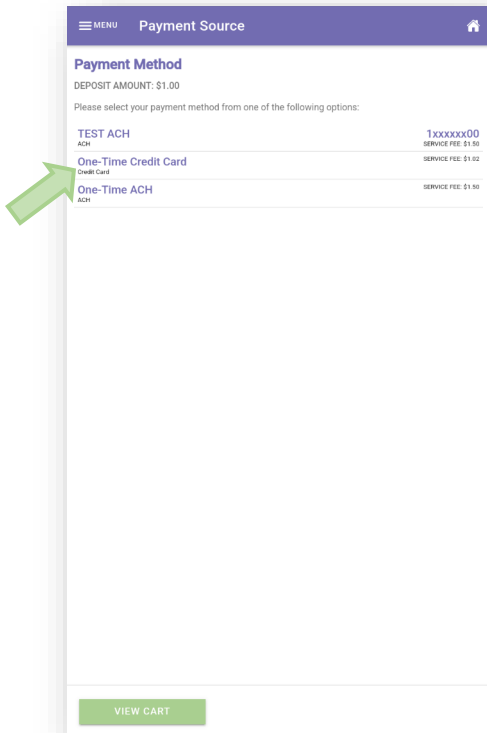
- Header:** MENU | Payment Source
- Section:** Payment Method
- DEPOSIT AMOUNT:** \$1.00
- Text:** Please select your payment method from one of the following options:
- Options:**
 - TEST ACH** (ACH) | 1xxxxxxx00 | SERVICE FEE: \$1.50
 - One-Time Credit Card** (Credit Card) | SERVICE FEE: \$1.00
 - One-Time ACH** (ACH) | SERVICE FEE: \$1.50
- Footer:** VIEW CART

Complete Deposit Screen:

- Header:** MENU | Complete Deposit
- Section:** Complete Deposit
- Text:** Confirm your transaction details and select the PROCESS PAYMENT button to complete the deposit.
- Details:**
 - Nickname: TEST ACH
 - Account Number: 1xxxxxxx00
 - Routing Number: 0xxxxxxx15
 - Deposit Amount: \$1.00
 - Service Fee: \$1.50
 - Total Due: \$2.50
- Confirmation:** I confirm that I wish to have a total of \$2.50 taken out of my checking/savings account to pay for the deposits listed above. \$1.00 will be applied to the deposit and \$1.50 will be applied as a service fee for this transaction.
- Buttons:** BACK | PROCESS PAYMENT

Using a One Time Credit Card Payment Method

Choose this option when using a credit card that has not been set as a saved payment source and is being used “one time” as a payment method. Enter the Billing Information, tap **Next**. Enter the Account Information, choose **Next**.



The 'Payment Source' screen shows a deposit amount of \$1.00 and a list of payment methods. A green arrow points to the 'One-Time Credit Card' option.

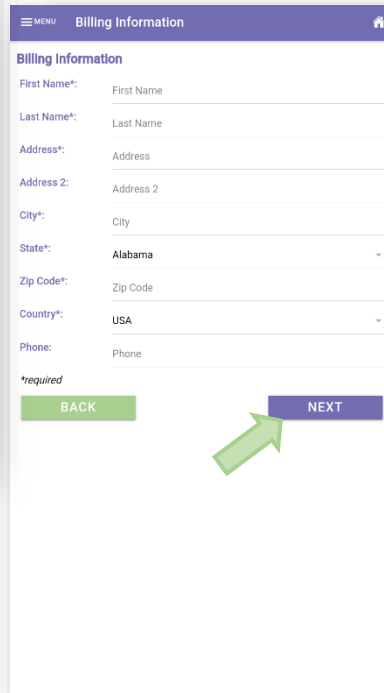
Payment Source

DEPOSIT AMOUNT: \$1.00

Please select your payment method from one of the following options:

Payment Method	Account Number	Service Fee
TEST ACH	1xxxxxx00	\$1.00
One-Time Credit Card		\$1.00
One-Time ACH		\$1.00

VIEW CART



The 'Billing Information' screen contains fields for First Name, Last Name, Address, Address 2, City, State (Alabama), Zip Code, Country (USA), and Phone. A green arrow points to the 'NEXT' button.

Billing Information

First Name*: First Name

Last Name*: Last Name

Address*: Address

Address 2: Address 2

City*: City

State*: Alabama

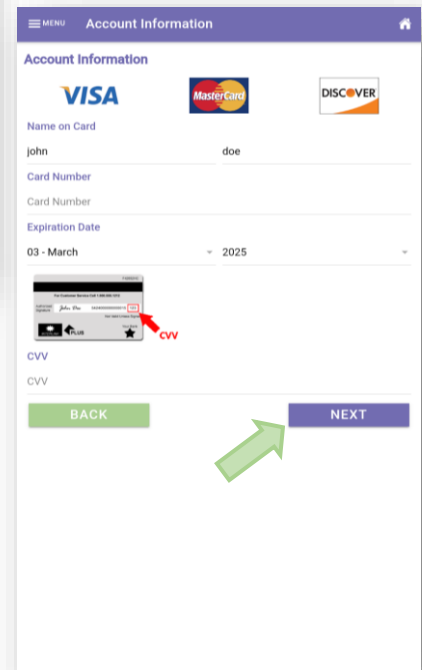
Zip Code*: Zip Code

Country*: USA

Phone: Phone

*required

BACK **NEXT**



The 'Account Information' screen shows card logos (VISA, MasterCard, DISCOVER) and fields for Name on Card (john, doe), Card Number, Expiration Date (03 - March, 2025), and CVV. A red arrow points to the CVV field. A green arrow points to the 'NEXT' button.

Account Information

VISA MasterCard DISCOVER

Name on Card

john doe

Card Number

Card Number

Expiration Date

03 - March 2025

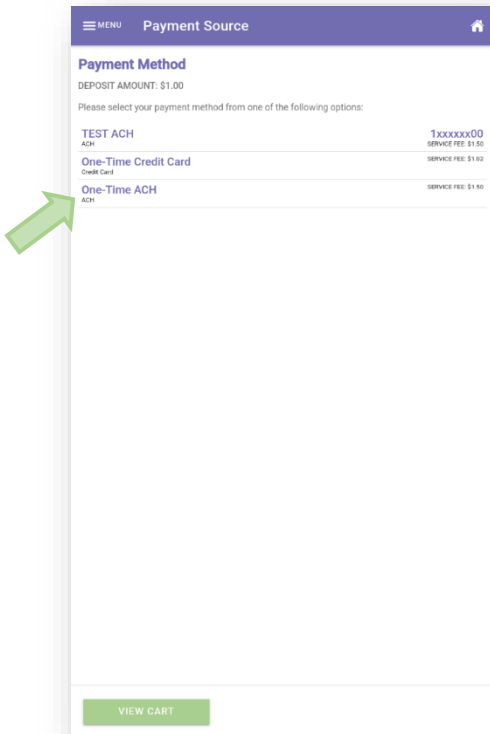
CVV

CVV

BACK **NEXT**

Using a One-Time ACH Payment Method

Choose this option when using an ACH (online checking) payment method that has not been set as a saved payment source and is being used “one time” as a payment method. Enter the Billing Information, tap **CONTINUE**. Enter the Account Information, choose **CONTINUE**



Payment Source

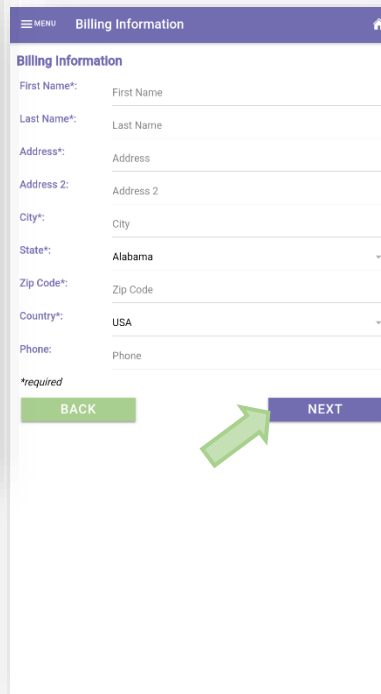
Payment Method

DEPOSIT AMOUNT: \$1.00

Please select your payment method from one of the following options:

TEST ACH ACH	1xxxxxxx00 SERVICE FEE: \$1.00
One-Time Credit Card Credit Card	SERVICE FEE: \$1.00
One-Time ACH ACH	SERVICE FEE: \$1.00

VIEW CART



Billing Information

First Name*: First Name

Last Name*: Last Name

Address*: Address

Address 2: Address 2

City*: City

State*: Alabama

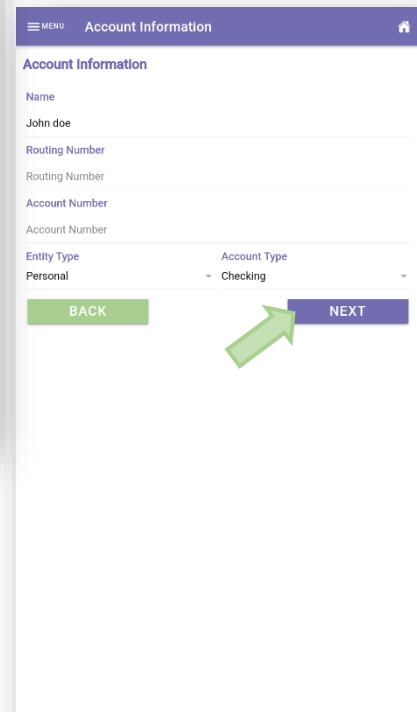
Zip Code*: Zip Code

Country*: USA

Phone: Phone

**required*

BACK **NEXT**



Account Information

Name
John doe

Routing Number
Routing Number

Account Number
Account Number

Entity Type
Personal

Account Type
Checking

BACK **NEXT**

Tap to slide the confirmation of payment (This will be green when enabled). Tap **PROCESS PAYMENT**

Complete Deposit

Confirm your transaction details and select the PROCESS PAYMENT button to complete the deposit.

Name:	John doe
Account Number:	11234
Routing Number:	1xxx6789
Deposit Amount:	\$1.00
Service Fee:	\$1.50
Total Due:	\$2.50

☒ I confirm that I wish to have a total of \$2.50 taken out of my checking/savings account to pay for the deposits listed above. \$1.00 will be applied to the deposit and \$1.50 will be applied as a service fee for this transaction.

BACK **PROCESS PAYMENT**

Online deposits will show as Pending with the amount in parenthesis until they post to the student's account. Tap the **Home** icon to return to the Student Accounts page, Tap **MENU** to open the Main Menu options.

 MENU Cafeteria Deposit 

Online deposits will show as Pending until they post to the student's account.

This usually happens within a few minutes but in rare cases can take up to 48 hours.

STUDENT(S) AVAILABLE FOR A DEPOSIT



Christine Boss
CHERRY HILL MIDDLE SCHOOL

\$158.28

STUDENT(S) WITH A PENDING DEPOSIT

PENDING AMOUNTS IN PARENTHESIS



Stan Ackerman
CHERRY HILL MIDDLE SCHOOL

\$243.85
(\$400.00)

An email message will be generated and sent to the email address used to create the account. A receipt will be attached to the email. A copy of the receipt can also be viewed under the **Online Deposit History** section of the app (See next section).

←

Receipt #6449487

3/17/2025
11:05:23 AM

Merchant:

Documentation Apple Grove
301 Science Park Road Suite 123
State College, PA 16803

Customer:

Anne Robinson
123 Anywhere Street
State College, PA 16801

Payment Type:

ACH

Account Number:

1xxxxxx00

Routing Number:

0xxxxxx15

Transaction ID:

10516489698

Amount Received:

\$400.00

Service Fee Transaction:

Transaction ID: 10516489777
Amount Received: \$1.50

Deposit Detail:

LunchTime Cafeteria Deposit-Ackerman, Stan
Cherry Hill Middle School

\$400.00

Service Fee:

\$1.50

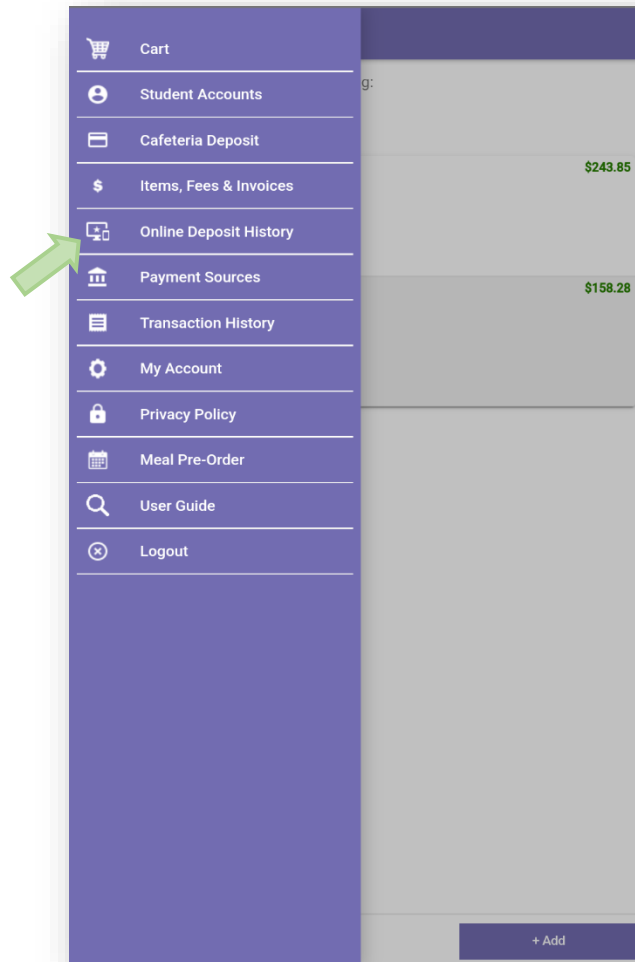
Total:

\$401.50

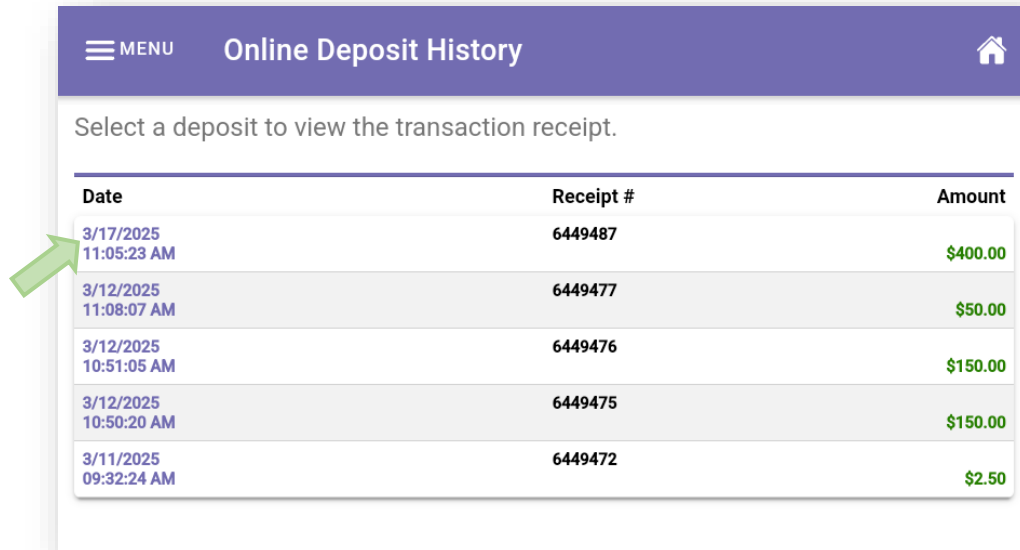
Online Deposit History

The Online Deposit History to view deposits made during the current school year only.

From the Main Menu, choose **Online Deposit History**.



Select a deposit to view the transaction receipt.

A screenshot of a web application titled "Online Deposit History". The header is purple with a "MENU" icon and a home icon. Below the header, there is a text prompt: "Select a deposit to view the transaction receipt." A table follows with three columns: "Date", "Receipt #", and "Amount". The table contains five rows of deposit data. A green arrow points to the first row of the table.

Date	Receipt #	Amount
3/17/2025 11:05:23 AM	6449487	\$400.00
3/12/2025 11:08:07 AM	6449477	\$50.00
3/12/2025 10:51:05 AM	6449476	\$150.00
3/12/2025 10:50:20 AM	6449475	\$150.00
3/11/2025 09:32:24 AM	6449472	\$2.50

Tap the **back arrow** to return to the Online Deposit History list



← Receipt #6449487

3/17/2025
11:05:23 AM

Merchant:

Documentation Apple Grove
301 Science Park Road Suite 123
State College, PA 16803

Customer:

Anne Robinson
123 Anywhere Street
State College, PA 16801

Payment Type:

ACH

Account Number:

1xxxxxx00

Routing Number:

0xxxxxx15

Transaction ID:

10516489698

Amount Received:

\$400.00

Service Fee Transaction:

Transaction ID:

10516489777

Amount Received:

\$1.50

Deposit Detail:

LunchTime Cafeteria Deposit-Ackerman, Stan
Cherry Hill Middle School

\$400.00

Service Fee:

\$1.50

Total:

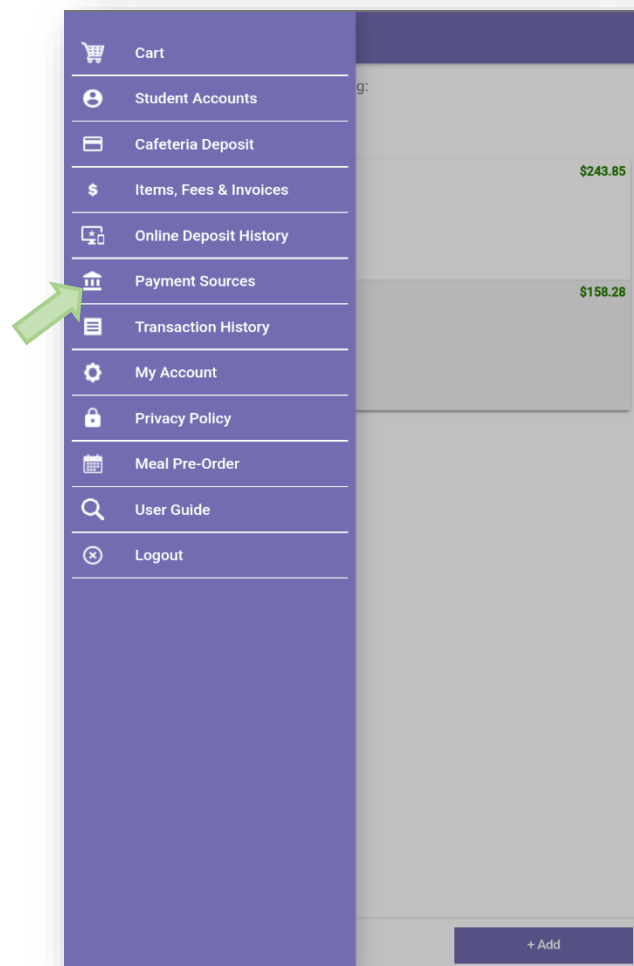
\$401.50

Choose the Home icon to return to the Student Accounts page or choose **MENU** to return to the Main Menu options.

MENU Online Deposit History		
Select a deposit to view the transaction receipt.		
Date	Receipt #	Amount
3/17/2025 11:05:23 AM	6449487	\$400.00
3/12/2025 11:08:07 AM	6449477	\$50.00
3/12/2025 10:51:05 AM	6449476	\$150.00
3/12/2025 10:50:20 AM	6449475	\$150.00
3/11/2025 09:32:24 AM	6449472	\$2.50

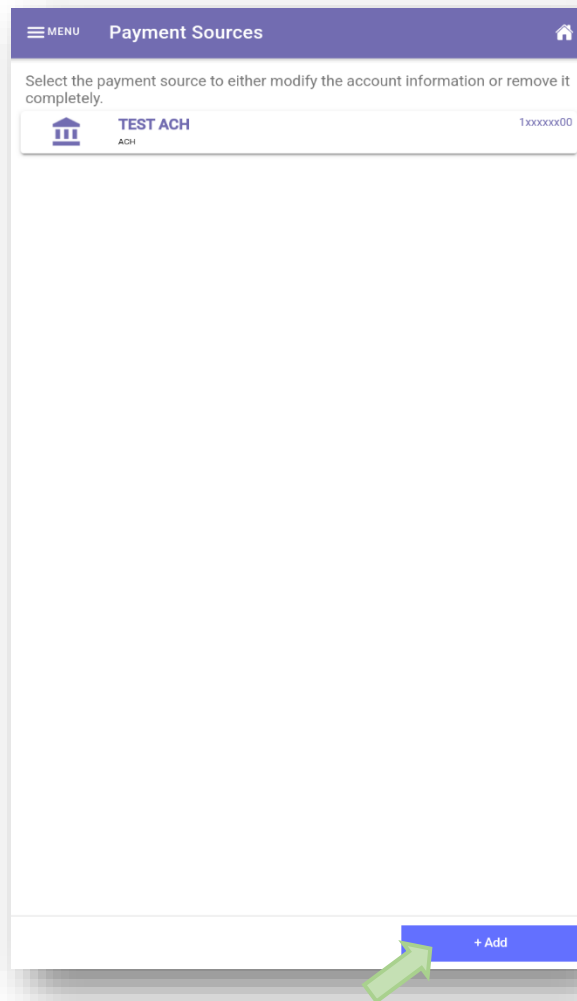
Payment Sources

This mobile application includes a feature that offers the ability to identify a payment method and save that payment method to use as an auto-replenish for the student(s) account(s).



To add a new saved payment source, tap the **+ADD** button.

NOTE: *In the event that you have students existing across multiple districts, you first need to select the appropriate gateway for each student's school district.*



For Step 2, select the type of account you wish to add. Touch **CONTINUE** to advance to Step 3.

← Payment Sources

Payment Source - Step 2

Select the type of account you wish to add.

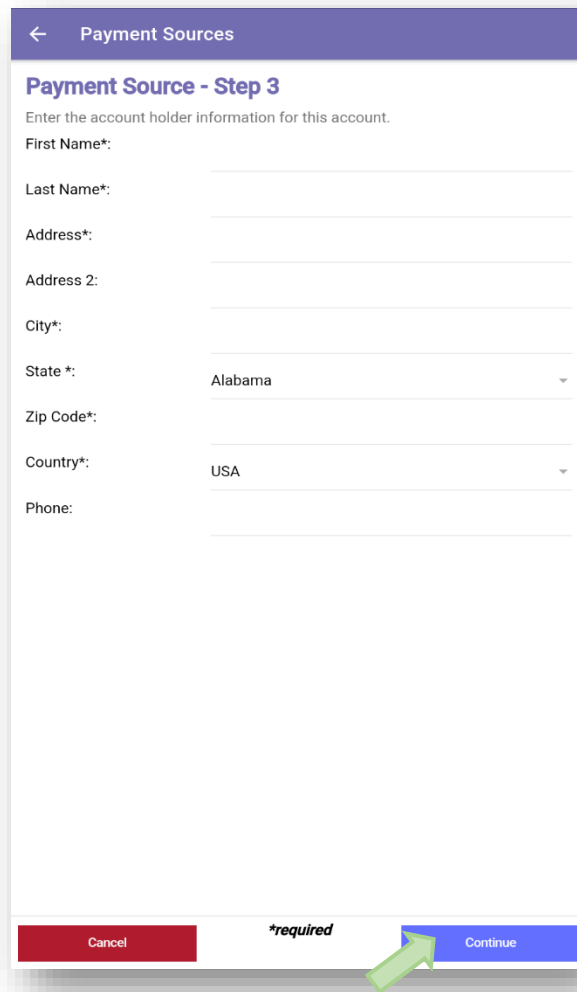
Account Type

☐ ACH (Checking or Savings)

☐ Credit Card

Cancel Continue

Enter the account holder information for this payment account. Tap **Continue** to advance to Step 4.



The image shows a mobile app screen titled "Payment Sources" with a back arrow. Below the title is "Payment Source - Step 3" and a subtitle "Enter the account holder information for this account." The form contains several input fields: "First Name*", "Last Name*", "Address*", "Address 2:", "City*", "State *:" (with a dropdown menu showing "Alabama"), "Zip Code*", "Country*:" (with a dropdown menu showing "USA"), and "Phone:". At the bottom, there is a red "Cancel" button, a "*required" label, and a blue "Continue" button. A green arrow points to the "Continue" button.

Payment Sources

Payment Source - Step 3

Enter the account holder information for this account.

First Name*:

Last Name*:

Address*:

Address 2:

City*:

State *: Alabama ▾

Zip Code*:

Country*: USA ▾

Phone:

Cancel **required* Continue

ACH Saved Payment Source

To add an ACH (Online Check) account as a saved payment source, enter the nickname for the payment source, followed by the routing number, account number, and the type of account.

ALL FIELDS ARE REQUIRED. DO NOT USE THE NUMBERS ON AN ATM CARD. Tap **Complete** to save the payment source.

← Payment Sources

Payment Source - Step 4

Enter your account information.

The Nickname will be used to easily identify this card in your saved payment list.

EXAMPLE

9 digit Routing Number

Account Number (1-17 digits)

Check Number (do not include)

Entity Type

Personal

Account Type

Checking

Cancel

Complete



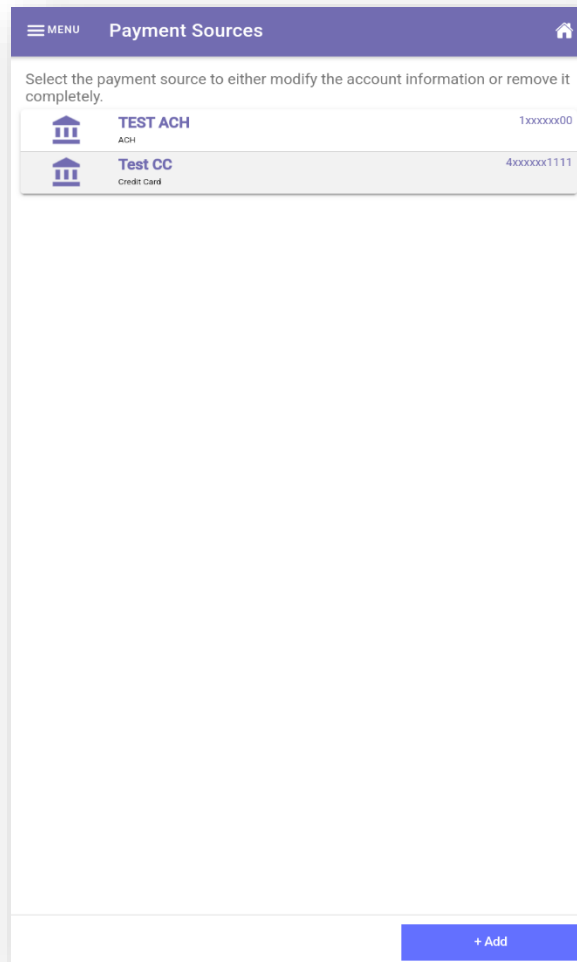
Credit Card Saved Payment Source

Enter your account information. The Nickname will be used to identify this card in your saved payment list. Tap **Complete** when finished.

The screenshot shows a mobile app interface for adding a payment source. At the top, a purple header bar contains a back arrow and the text 'Payment Sources'. Below this, the title 'Payment Source - Step 4' is displayed in bold. Underneath the title, there are two lines of instructional text: 'Enter your account information.' and 'The Nickname will be used to easily identify this card in your saved payment list.' To the right of the text are three credit card logos: VISA, MasterCard, and DISCOVER. Below the logos, there are three input fields: 'Nickname' with a placeholder 'Nickname', 'Card Number' with a placeholder 'Card Number', and 'Expiration Date' with a dropdown menu showing '03 - March' and '2025'. At the bottom of the screen, there are two buttons: a red 'Cancel' button on the left and a blue 'Complete' button on the right. A green arrow points to the 'Complete' button.

The Payment Sources should reflect each payment source you've saved. To save other payment sources, repeat the steps above.

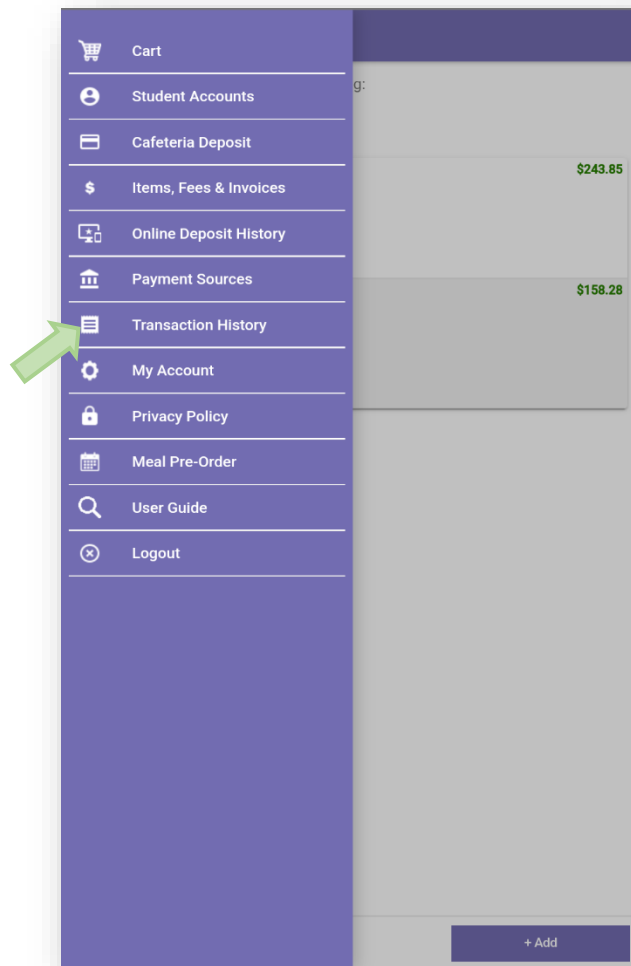
Tapping on an existing payment source will give you the options to modify or remove it. When modifying the payment source, repeat steps 3 and 4 above.



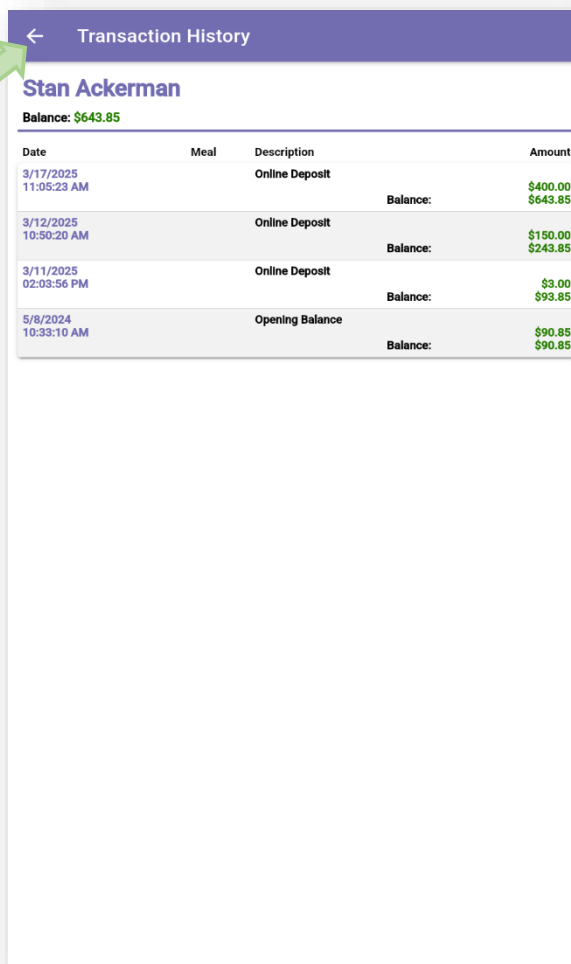
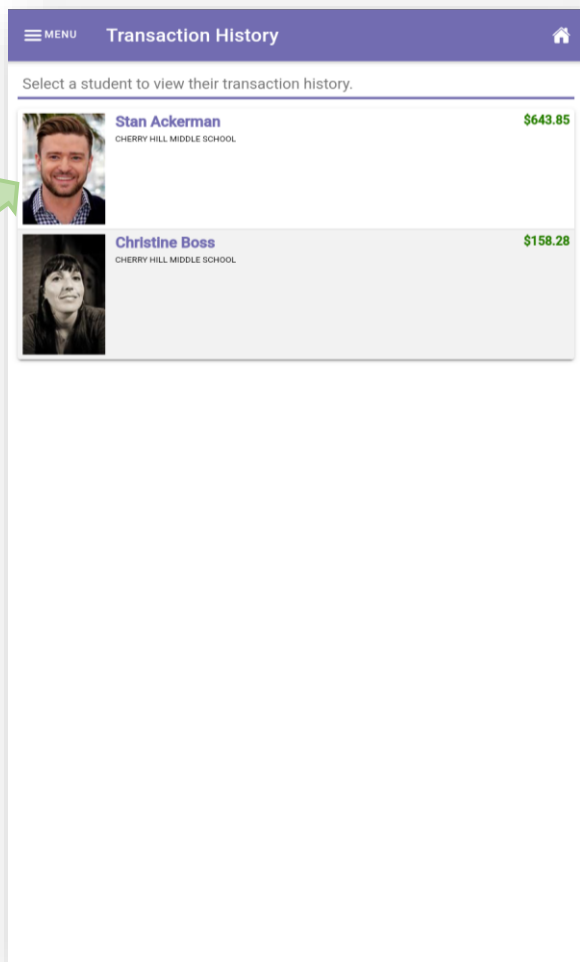
Transaction History

View the history of transactions recorded to each student account.

Choose **Transaction History** from the Main Menu.



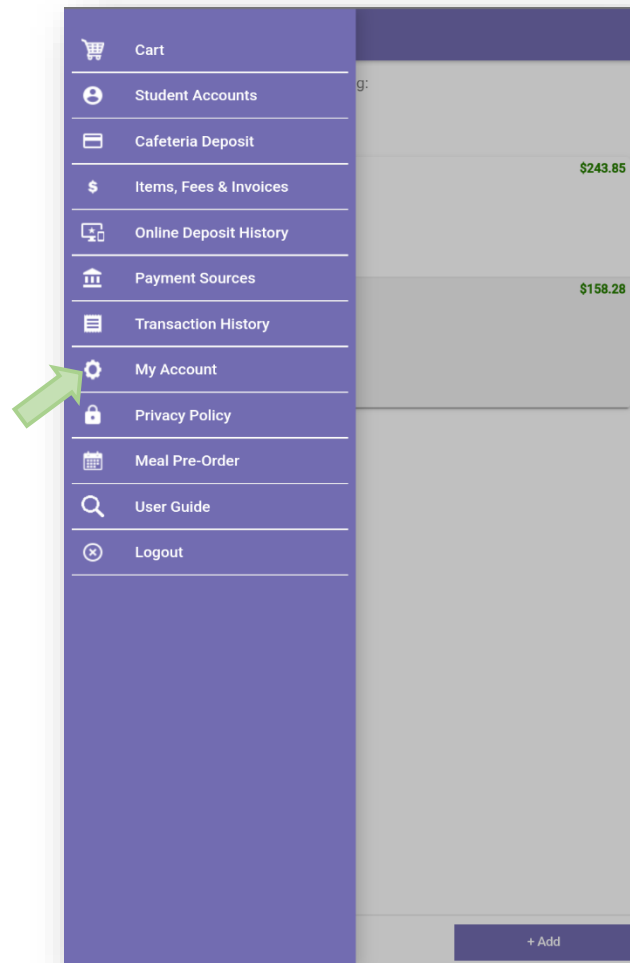
Next, select a student to view their transaction history. Choose the **back arrow** to return to the Main Page.



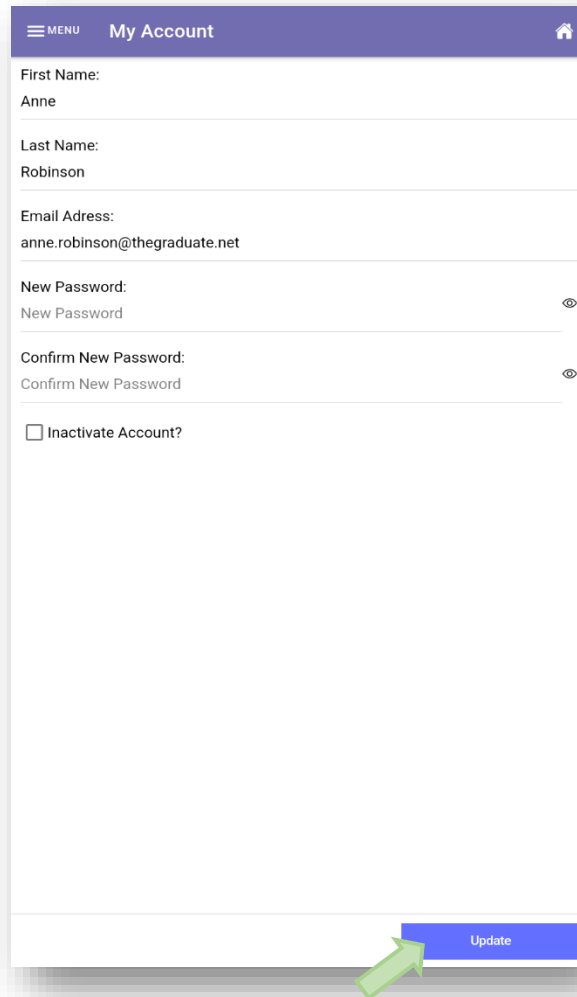
My Account

The **My Account** tab can be used to update the details of the account, as well as inactivate the account.

To edit the account details, tap **My Account** from the Main Menu.



Enter the information to be updated. If you are changing a password, tapping on the 'EYE' icon will enable viewing of the text being entered into those fields. To inactivate the account, tap the **Inactivate Account** check box. When all information has been updated, tap the **Update** button.



The screenshot shows a mobile application interface for a 'My Account' page. The header is purple with a 'MENU' icon, the title 'My Account', and a home icon. The form contains several input fields: 'First Name' with the value 'Anne', 'Last Name' with 'Robinson', 'Email Address' with 'anne.robinson@thegraduate.net', 'New Password' with 'New Password', and 'Confirm New Password' with 'Confirm New Password'. Each password field has an 'EYE' icon to the right. Below these fields is a checkbox labeled 'Inactivate Account?'. At the bottom right, there is a blue 'Update' button. A green arrow points to this button.

First Name:	Anne
Last Name:	Robinson
Email Address:	anne.robinson@thegraduate.net
New Password:	New Password
Confirm New Password:	Confirm New Password
☐ Inactivate Account?	
Update	

Privacy Policy

Describes what Focal Tech, Inc does with Personal information shared with us.

 MENU

Privacy Policy



Privacy Policy

Focal Tech, Inc. shares your concern about the protection of your personal information online. This Privacy Policy includes examples of the types of personal information we collect and the kinds of companies with whom we share such information. These examples are illustrative and should not be considered a complete inventory of our information collection, use and sharing practices. We will comply with applicable state laws that may restrict the types of information we may disclose about you or require us to provide you with additional notices.

Information Gathered and Tracked

We gather two types of data about users:(a) personal information, which individual users provide when registering for the School Payment Portal product; and (b) tracking information, which is automatically collected about all visitors to our sites.

Personal Information

We collect personal information in the payment processing area of the website (if used) when you enter payment information to complete a transaction. We will always provide a secure area

Sent from my iPhone

 MENU

Privacy Policy



Information Gathered and Tracked

We gather two types of data about users:(a) personal information, which individual users provide when registering for the School Payment Portal product; and (b) tracking information, which is automatically collected about all visitors to our sites.

Personal Information

We collect personal information in the payment processing area of the website (if used) when you enter payment information to complete a transaction. We will always provide a secure area of our site for you to enter your information.

Tracking Information

Tracking data consists of both individual and aggregated tracking information and is automatically gathered using "cookies." A cookie is a small data file containing information, such as a user's login name, that is written to the user's hard drive by a web server and used to track the pages visited. We use cookies in several ways to track user behavior. First, the information we gather on an individual basis is used for internal purposes only, such as accessing a member's account information. We also use tracking information on an aggregate basis to analyze traffic patterns on our sites. In all cases, cookies used by us do not contain user passwords. You can control your browser's settings regarding cookies by selecting "Internet Options" or "Preferences" in the menu bar of your browser. This will allow you to prevent your browser from accepting new cookies, have your browser notify you when you receive a new cookie, or disable cookies altogether. However, because cookies allow you to easily navigate our web sites without having to constantly log in using your User Name and password, we recommend that you leave them turned on.

Use of the Information

We use personal information obtained from its users as stated in this Privacy Policy, and to enhance users' experiences on our sites.

Disclosures

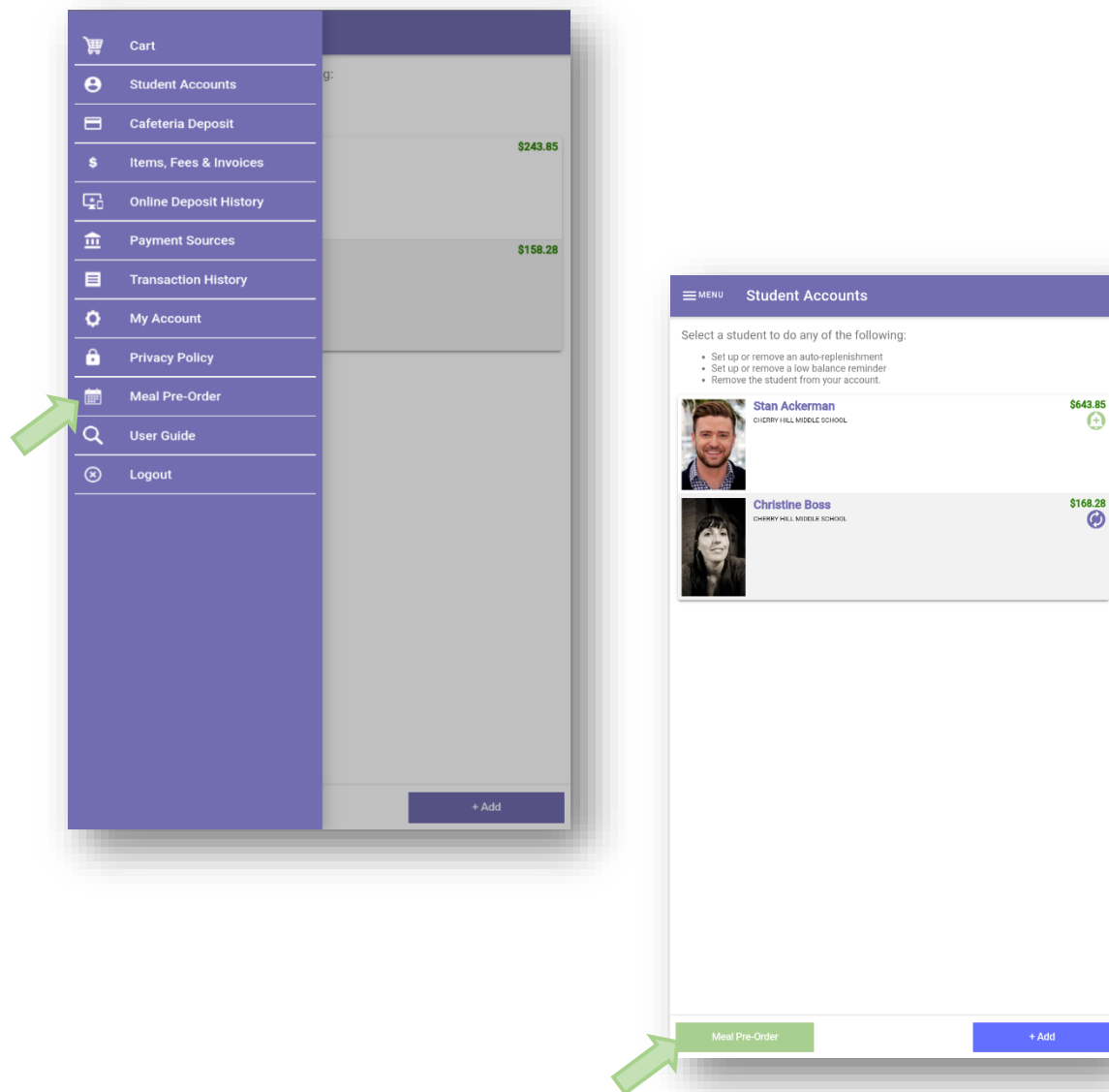
We do not sell or disclose personal information about you described above to with other people or nonaffiliated companies, except to provide you with products or services, when we have your permission, or under the following circumstances: We provide the information on a confidential basis to nonaffiliated companies we engage as contractors or agents to perform services for us, such as a credit card processing company. Information will be shared with such contractors only to the extent reasonably necessary for them to perform services on our behalf, and pursuant to confidentiality obligations. We also provide the information in response to subpoenas, court orders, or legal process, from law enforcement agencies or state and federal regulators.

Former Customers

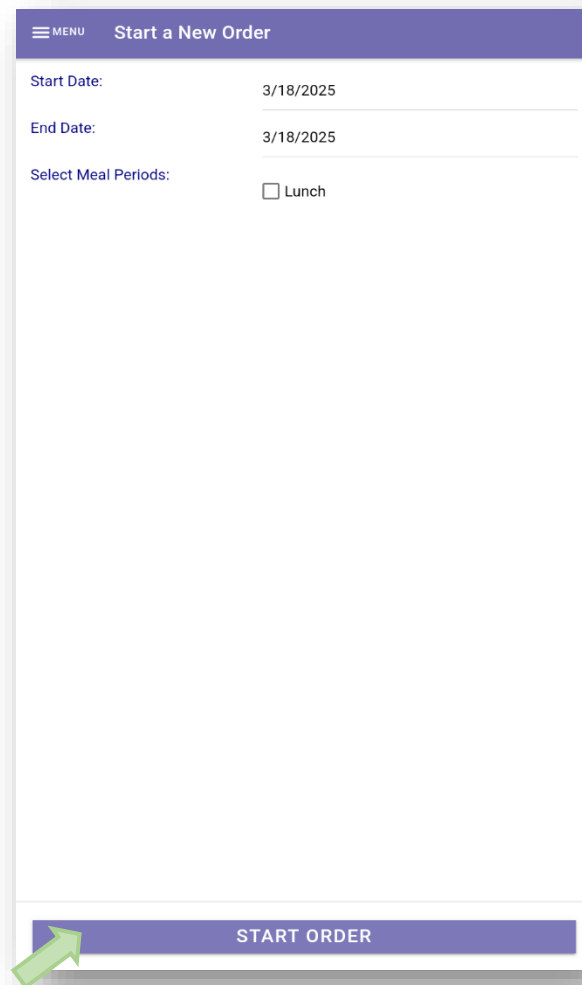
We disclose personal information about former customers only in accordance with this Privacy Policy.

Meal Pre-Order

If your school has chosen to use the Meal Pre-Order feature, tap **Meal Pre-Order** from the Main Menu or the **Meal Pre-Order** button at the bottom of the Student Accounts page to begin. You'll be directed to the Students screen. (If the school is not offering meal pre-ordering, this option will not be present on this menu.)



Select a Start Date and an End Date for the Pre-Order. Select the meal period(s) for the Pre-Order. Tap the **Start Order** button.



The screenshot shows a mobile application interface for starting a new order. At the top, there is a purple header bar with a hamburger menu icon and the text "Start a New Order". Below the header, the form contains three sections: "Start Date:" with a date field set to "3/18/2025", "End Date:" with a date field set to "3/18/2025", and "Select Meal Periods:" with a checkbox labeled "Lunch" that is currently unchecked. At the bottom of the form is a purple button labeled "START ORDER". A green arrow points to the left side of this button.

To add an item to the order, change the quantity of the item for each item to be ordered. If a previous order has been placed, additional orders will not be allowed. Tap **Next** once all orders are completed to advance to the next patron. If no additional Patrons are available, tapping **Next** will proceed to the Pre-Order Summary.



Pre-Order

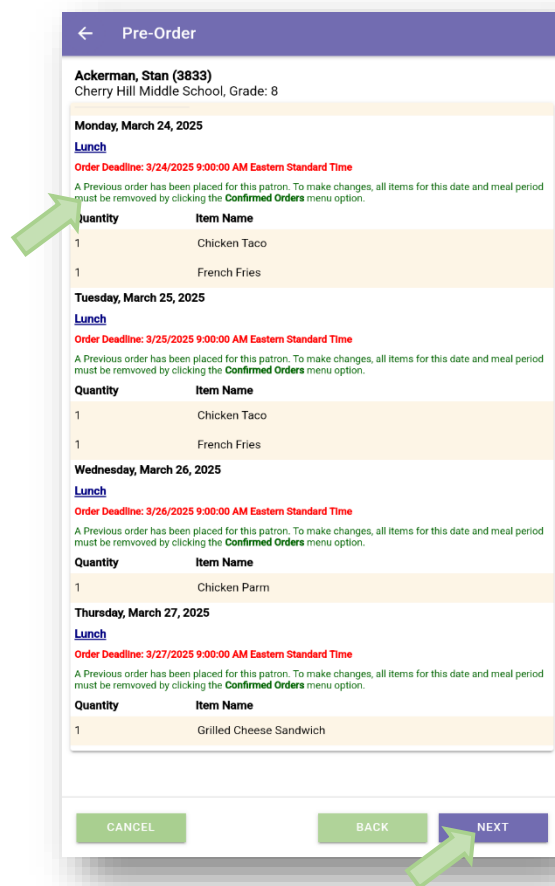
Ackerman, Stan (3833)
Cherry Hill Middle School, Grade: 8
Thursday, March 20, 2025
[Lunch](#)
Order Deadline: 3/20/2025 9:00:00 AM Eastern Standard Time

Quantity	Item Name	Item Price
1	Baked Mac & Cheese	\$0.00 (\$2.50)
0	BBQ Chicken	\$0.00 (\$2.50)
0	Cheese Lasagna	\$0.00 (\$2.50)
0	Cheese Stick	\$0.35
0	Chicken Parm	\$0.00 (\$2.50)
0	Chicken Sandwich	\$0.00 (\$2.50)
0	Chicken Taco	\$0.00 (\$2.50)
0	French Fries	\$1.50
0	Grilled Cheese Sandwich	\$0.00 (\$2.50)
0	Grilled Chicken Sandwich	\$0.00 (\$2.50)

Friday, March 21, 2025
[Lunch](#)
Order Deadline: 3/21/2025 9:00:00 AM Eastern Standard Time

Quantity	Item Name	Item Price
0	Baked Mac & Cheese	\$0.00 (\$2.50)

CANCEL **BACK** **NEXT**



Pre-Order

Ackerman, Stan (3833)
Cherry Hill Middle School, Grade: 8

Monday, March 24, 2025
[Lunch](#)
Order Deadline: 3/24/2025 9:00:00 AM Eastern Standard Time
A Previous order has been placed for this patron. To make changes, all items for this date and meal period must be removed by clicking the **Confirmed Orders** menu option.

Quantity	Item Name
1	Chicken Taco
1	French Fries

Tuesday, March 25, 2025
[Lunch](#)
Order Deadline: 3/25/2025 9:00:00 AM Eastern Standard Time
A Previous order has been placed for this patron. To make changes, all items for this date and meal period must be removed by clicking the **Confirmed Orders** menu option.

Quantity	Item Name
1	Chicken Taco
1	French Fries

Wednesday, March 26, 2025
[Lunch](#)
Order Deadline: 3/26/2025 9:00:00 AM Eastern Standard Time
A Previous order has been placed for this patron. To make changes, all items for this date and meal period must be removed by clicking the **Confirmed Orders** menu option.

Quantity	Item Name
1	Chicken Parm

Thursday, March 27, 2025
[Lunch](#)
Order Deadline: 3/27/2025 9:00:00 AM Eastern Standard Time
A Previous order has been placed for this patron. To make changes, all items for this date and meal period must be removed by clicking the **Confirmed Orders** menu option.

Quantity	Item Name
1	Grilled Cheese Sandwich

CANCEL **BACK** **NEXT**

Verify that all items selected for pre-order are displayed on the screen. If a balance is owed, tapping **Confirm** will advance to the Payment Selection screen. If no balance is owed, tapping **Confirm** will place the order. If changes are needed, tap the **Back** button to return to the previous screen.

The screenshot shows a mobile application screen titled "Pre-Order Summary". At the top, there is a purple header bar with a back arrow and the title. Below the header, a message states: "The following items listed below are ready to be added to your list of confirmed Pre-order items. Follow the instructions below to complete the transaction." The screen is divided into three main sections. The first section, "Transaction Detail", contains a table with three columns: "Date/M meal", "Patron", and "Item Price". The table has one row: "3/20-L", "Ackerman, Stan", and "1 @ \$0.00". The second section, "Transaction Summary and Payment Information", contains a table with three columns: "Patron", "Balance", and "\$ Ordered". The table has one row: "Ackerman, Stan", "\$643.85", and "\$0.00". Below this table, it says "Total Due Now: \$0.00". The third section, "Confirm Transaction", contains two paragraphs of text. The first paragraph says: "To submit the items you have pre-ordered for processing, click the **Confirm** button. Click **Back** to review your selections for each day. Click **Cancel** to abandon the current order." The second paragraph says: "No payment is required to complete this pre-order transaction. However, funds may be required to be in each patron's account prior to receiving the ordered items. Contact the school/food service provider for more information." At the bottom of the screen, there are three buttons: "CONFIRM" (a large purple button), "CANCEL" (a small grey button), and "BACK" (a small grey button). A green arrow points to the "CONFIRM" button, and another green arrow points to the "BACK" button.

← Pre-Order Summary

The following items listed below are ready to be added to your list of confirmed Pre-order items. Follow the instructions below to complete the transaction.

Transaction Detail

Date/M meal	Patron	Item Price
3/20-L	Ackerman, Stan	1 @ \$0.00

Transaction Summary and Payment Information

Patron	Balance	\$ Ordered
Ackerman, Stan	\$643.85	\$0.00

Total Due Now: \$0.00

Confirm Transaction

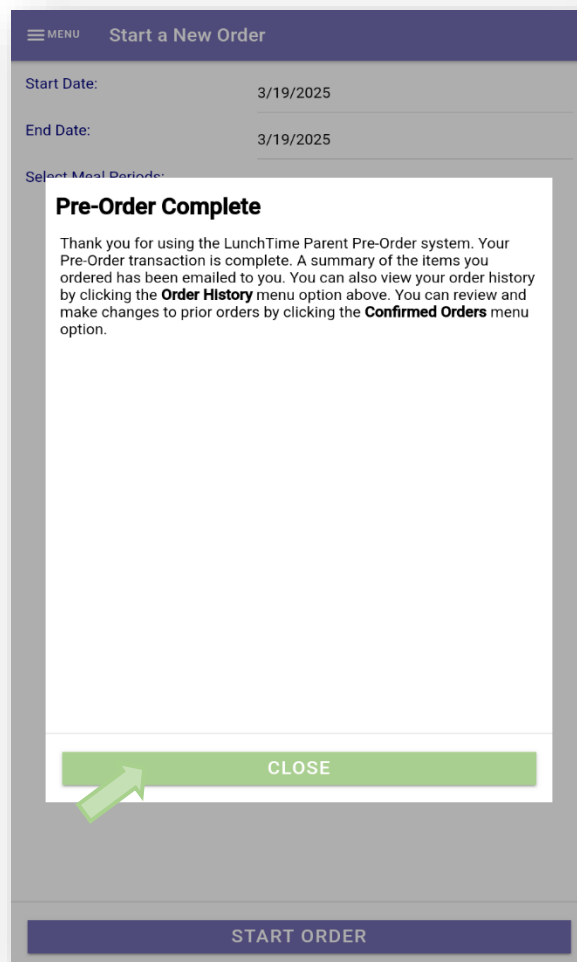
To submit the items you have pre-ordered for processing, click the **Confirm** button. Click **Back** to review your selections for each day. Click **Cancel** to abandon the current order.

No payment is required to complete this pre-order transaction. However, funds may be required to be in each patron's account prior to receiving the ordered items. Contact the school/food service provider for more information.

CONFIRM

CANCEL **BACK**

Upon the successful completion of a pre-order, a confirmation screen will be displayed and an email will be sent to the email address used to place the order. Tap **Close** to return to the New Order screen.

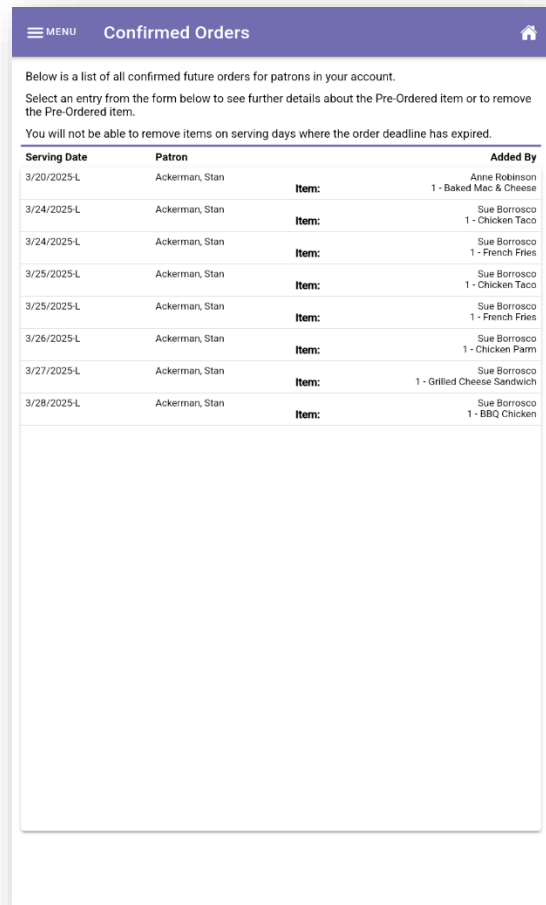
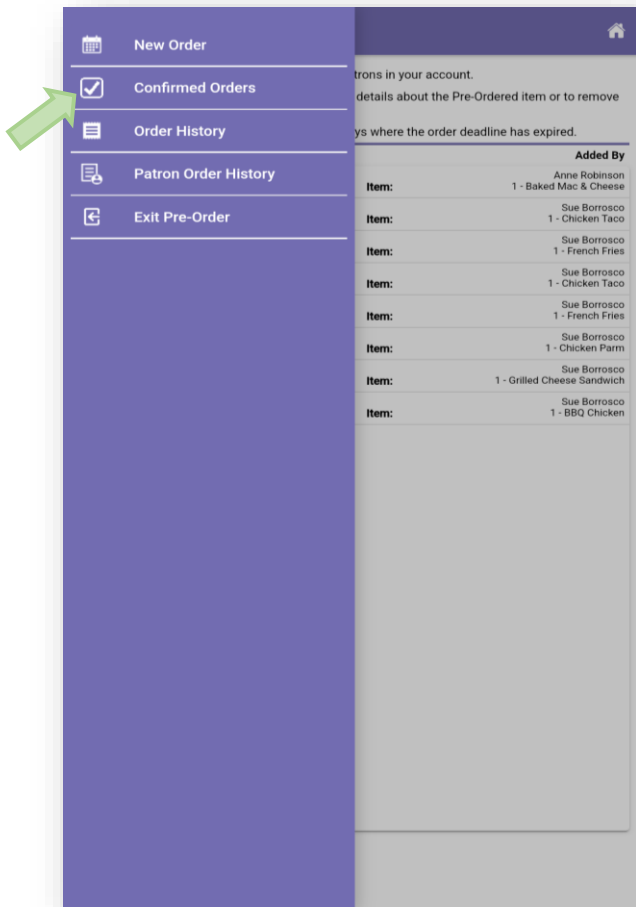


Pre-Order Menu

The Pre-Order Menu provides multiple reports to view regarding pre-orders made through School Payment Portal.

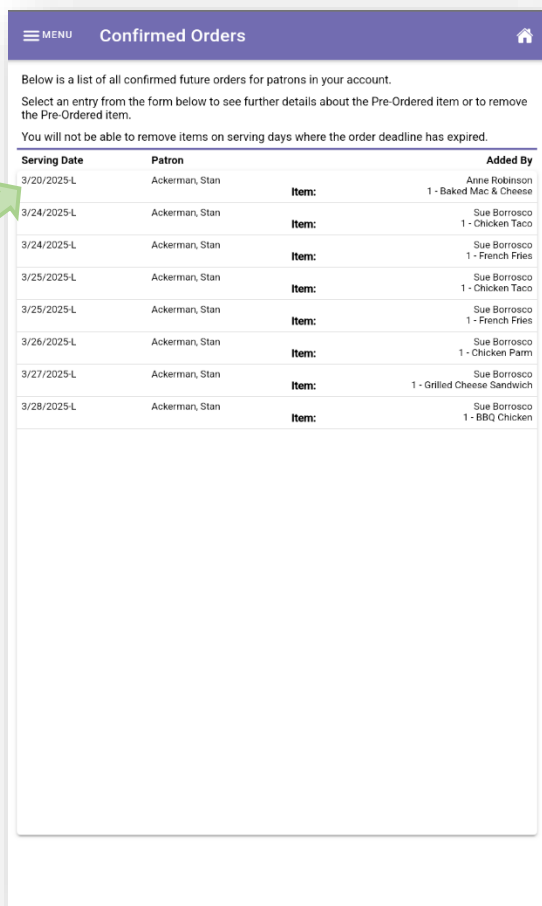
Confirmed Orders

Displays a list of future orders that have been submitted.



To see the details of a confirmed order, tap on the entry.

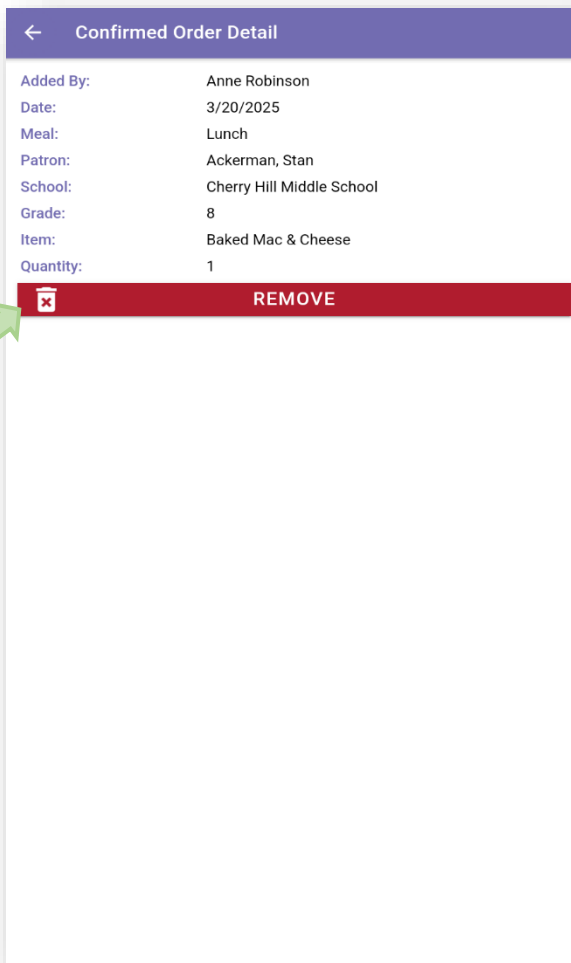
The detail screen information also gives the option to remove the order. You will not be able to remove items on serving days where the order deadline has expired. To return to the Confirmed Order screen, tap the **Back** arrow. To proceed with removing the item from the order, tap **REMOVE**



Confirmed Orders

Below is a list of all confirmed future orders for patrons in your account.
Select an entry from the form below to see further details about the Pre-Ordered item or to remove the Pre-Ordered item.
You will not be able to remove items on serving days where the order deadline has expired.

Serving Date	Patron	Item:	Added By
3/20/2025-L	Ackerman, Stan	1 - Baked Mac & Cheese	Anne Robinson
3/24/2025-L	Ackerman, Stan	Sue Borrosco 1 - Chicken Taco	
3/24/2025-L	Ackerman, Stan	Sue Borrosco 1 - French Fries	
3/25/2025-L	Ackerman, Stan	Sue Borrosco 1 - Chicken Taco	
3/25/2025-L	Ackerman, Stan	Sue Borrosco 1 - French Fries	
3/26/2025-L	Ackerman, Stan	Sue Borrosco 1 - Chicken Paim	
3/27/2025-L	Ackerman, Stan	Sue Borrosco 1 - Grilled Cheese Sandwich	
3/28/2025-L	Ackerman, Stan	Sue Borrosco 1 - BBQ Chicken	

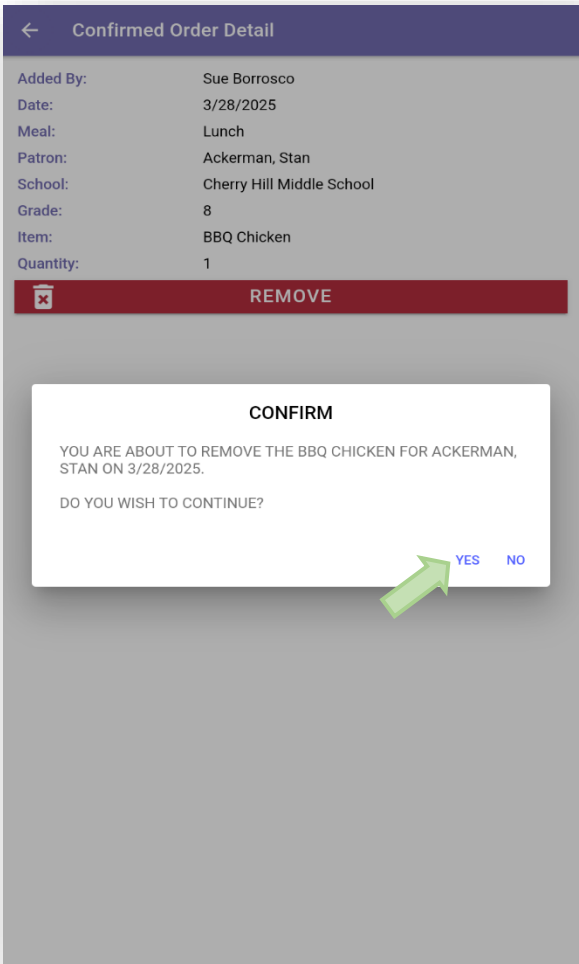


Confirmed Order Detail

Added By: Anne Robinson
Date: 3/20/2025
Meal: Lunch
Patron: Ackerman, Stan
School: Cherry Hill Middle School
Grade: 8
Item: Baked Mac & Cheese
Quantity: 1

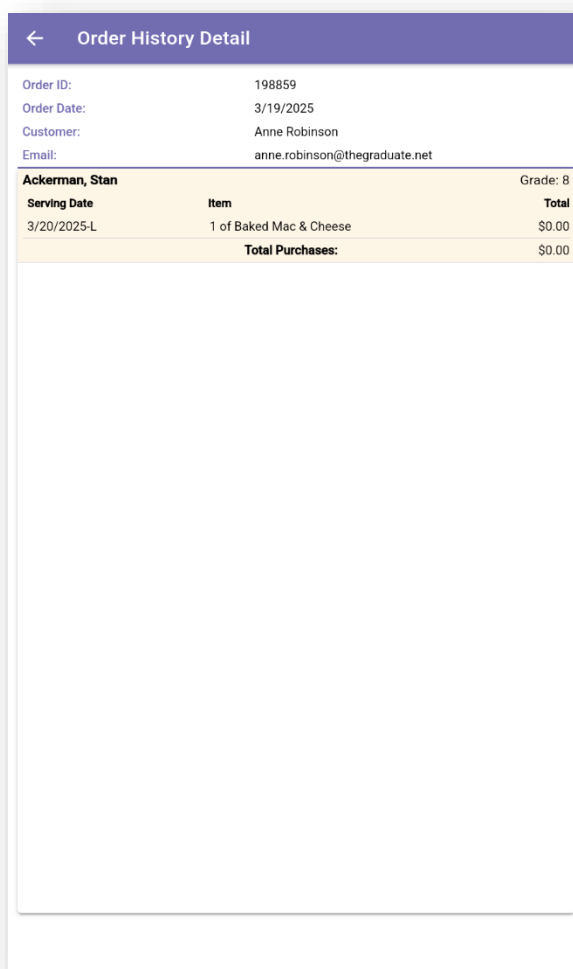
 **REMOVE**

Tap **YES** to confirm the that you want to remove the item.



Order History

To see the order history details, select an entry from the list. Each page displays 10 orders. To navigate between pages, click the arrows at the bottom of the page.

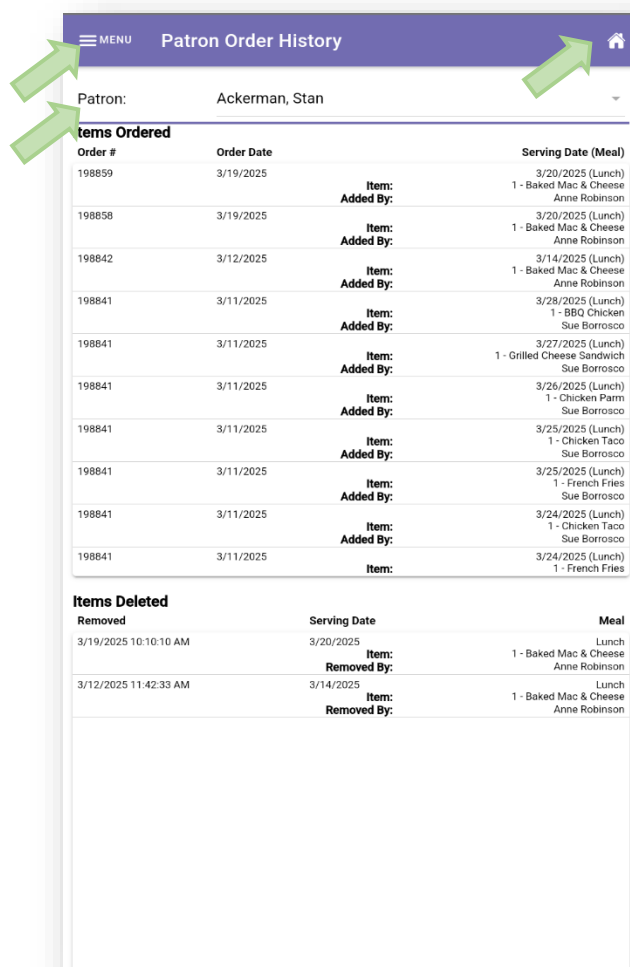


Patron Order History

To see order history details by patron, select a patron name from the dropdown list.

Patron Order History will display both items ordered and items deleted. The Items Deleted list is located at the bottom of the Patron Order History screen.

The Home icon will direct you back to the Students page. The MENU will direct you back to the Pre-Order menu.

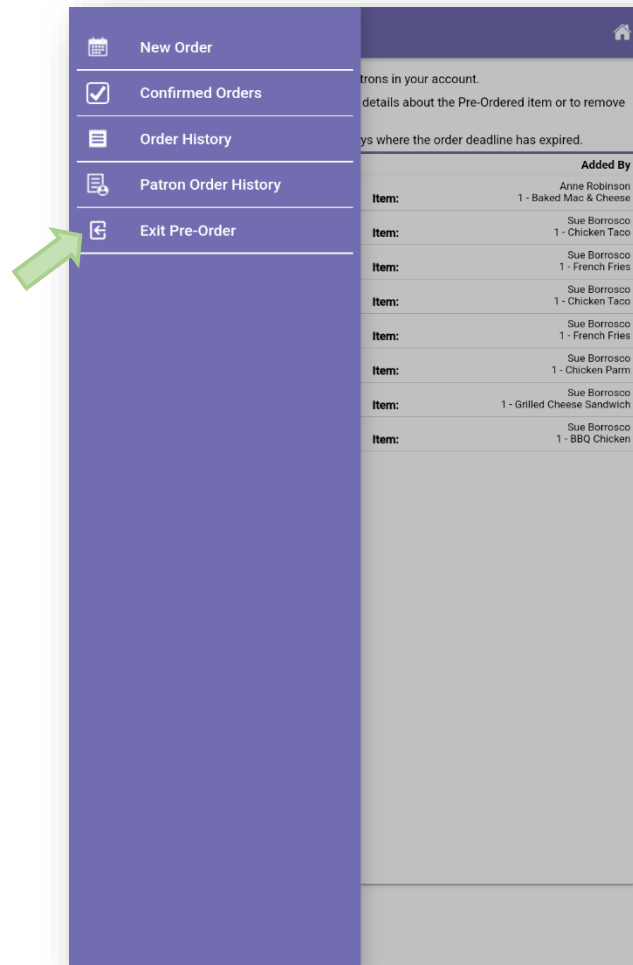


MENU			Patron Order History		
Patron:			Ackerman, Stan		
Items Ordered					
Order #	Order Date		Serving Date (Meal)		
198859	3/19/2025	Item: Added By:	3/20/2025 (Lunch) 1 - Baked Mac & Cheese Anne Robinson		
198858	3/19/2025	Item: Added By:	3/20/2025 (Lunch) 1 - Baked Mac & Cheese Anne Robinson		
198842	3/12/2025	Item: Added By:	3/14/2025 (Lunch) 1 - Baked Mac & Cheese Anne Robinson		
198841	3/11/2025	Item: Added By:	3/28/2025 (Lunch) 1 - BBQ Chicken Sue Borrosco		
198841	3/11/2025	Item: Added By:	3/27/2025 (Lunch) 1 - Grilled Cheese Sandwich Sue Borrosco		
198841	3/11/2025	Item: Added By:	3/26/2025 (Lunch) 1 - Chicken Pann Sue Borrosco		
198841	3/11/2025	Item: Added By:	3/25/2025 (Lunch) 1 - Chicken Taco Sue Borrosco		
198841	3/11/2025	Item: Added By:	3/25/2025 (Lunch) 1 - French Fries Sue Borrosco		
198841	3/11/2025	Item: Added By:	3/24/2025 (Lunch) 1 - Chicken Taco Sue Borrosco		
198841	3/11/2025	Item: Added By:	3/24/2025 (Lunch) 1 - French Fries		
Items Deleted					
Removed	Serving Date	Meal			
3/19/2025 10:10:10 AM	3/20/2025	Item: Removed By:	Lunch 1 - Baked Mac & Cheese Anne Robinson		
3/12/2025 11:42:33 AM	3/14/2025	Item: Removed By:	Lunch 1 - Baked Mac & Cheese Anne Robinson		

Exit Pre-Order

To exit out of Pre-Order, choose Exit Pre-Order from the MENU. Upon exiting the Pre-Order Menu, the app will return to the Student Accounts screen.

NOTE: If there are any pre-orders pending, a prompt will be displayed indicating that there are pending pre-orders not confirmed. Upon exiting the Pre-Order Menu, any pending pre-orders will be removed and lost.



Logout

When finished with the app, tap the **Logout** button to log out of the app.

