

# Breakfast and Lunch Pre-Order Instructions Detailed

## Website and Mobile App

- Open a web browser and type <https://www.schoolpaymentportal.com/> in the address bar and press the enter key.
- You may also download the school payment portal app



## Step 1 – Sign in and Enter Meal Pre-Order

- If you have not created your Lunch Portal account, please refer to the directions on our website. [Click Here](#)
- After successful login you should appear at the Portal home page. Click on the Meal Pre-Order button.

View Cart MY ACCOUNT STUDENT ACCESS & CAFETERIA ACCOUNT LOG OUT Logged in as Michael Grelli

Add Student

Name	School	Grade	ID #	PIN	
					Remove
					Remove

LunchTime Cafeteria Account

Use the Reminders link to setup an email alert or to automatically put money in your child's account when their balance falls below a specified level.

View/Set Reminders

Pre-Order Meals

To pre-order meals for students assigned to you or to change existing pre-order selections, click the **Meal Pre-Order** button below.

Meal Pre-Order

Cafeteria Balance/Transaction Information

Transactions


Transactions

## Step 2 – Entering the Date Range

- **IMPORTANT!!!** If you enter the entire month in your date range selection, you must enter your orders for the entire month or it will not save!!!!

## LunchTime Parent Pre-Order - Start a New Order

Start Date:  

End Date:  

Select Meal Periods:  Breakfast  
 Lunch

Start Order

- If you would only like to order a week or day at a time, please enter the time frame you prefer.
- Choose from the option buttons below the Date Range, you may Select Breakfast, Lunch or Select both options and Click on Start Order.

## Step 3 – Ordering

The next screen is the breakfast and lunch ordering options. Below is how your screen should appear.

### LunchTime Parent Pre-Order - Place an Order

Serving Date: Thursday, September 5, 2024

**Order Deadline: 9/5/2024 6:00:00 AM Eastern Standard Time**

Quantity	Item
<input type="text" value="0"/>	1. Yes

#### Lunch

**Order Deadline: 9/5/2024 9:00:00 AM Eastern Standard Time**

Quantity	Item
<input type="text" value="0"/>	1. Chicken Patty on a w/g Bun - FEATURED VEGGIES
<input type="text" value="0"/>	3. Uncrustable Meal Smucker's peanut butter & jell
<input type="text" value="0"/>	4. Cereal, Goldfish, Yogurt & Cheese Stick

Cancel


Go Back

Save Changes/Continue

- If you are ordering breakfast for the day on the screen, simply click on the up arrow until the Quantity is 1 you may also type in the #1 in the Quantity box.
- Lunch Pre-order will appear in the box below. You may only select ONE of the three options. It will allow you to enter 1 in each box, however an error will be returned. See below

## LunchTime Parent Pre-Order - Place an Order

Serving Date: Thursday, September 5, 2024

 You are only permitted to select 1 item(s) for Lunch for   You are only permitted to pre-order a total quantity of 1 for la carte items during Lunch for  

**Order Deadline: 9/5/2024 6:00:00 AM Eastern Standard Time**

- After Selecting the desired Options for Breakfast and Lunch please click on Save and Continue

## LunchTime Parent Pre-Order - Place an Order

Serving Date: Thursday, September 5, 2024

Order Deadline: 9/5/2024 6:00:00 AM Eastern Standard Time

Quantity	Item
0	1. Yes

### Lunch

Order Deadline: 9/5/2024 9:00:00 AM Eastern Standard Time

Quantity	Item
1	1. Chicken Patty on a w/g Bun - FEATURED VEGGIES
0	3. Uncrustable Meal Smucker's peanut butter & jell
0	4. Cereal, Goldfish, Yogurt & Cheese Stick



Cancel

Go Back

Save Changes/Continue

- Repeat the process until you have completed all dates that you selected in Step 2 of this document.
- After completing all dates a summary of your orders will appear.

## LunchTime Parent 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

Serving Date	Patron	School	Meal	Item	Quantity	Item Price	Total Price
9/4/2024		Broad St. Elementary	Breakfast	1. Yes	1		
9/4/2024		Broad St. Elementary	Breakfast	1. Yes	1		
9/5/2024		Broad St. Elementary	Breakfast	1. Yes	1		
9/5/2024		Broad St. Elementary	Lunch	1. Chicken Patty on a w/g Bun - FEATURED VEGGIES	1		
9/6/2024		Broad St. Elementary	Breakfast	1. Yes	1		
9/6/2024		Broad St. Elementary	Lunch	1. Nardone's (V) Stuffed Crust Pizza	1		
9/9/2024		Broad St. Elementary	Breakfast	1. Yes	1		
9/9/2024		Broad St. Elementary	Lunch	1. French Toast Sticks w/ Sausage & Syrup	1		
9/10/2024		Broad St. Elementary	Breakfast	1. Yes	1		
9/10/2024		Broad St. Elementary	Lunch	1. Walking Tacos	1		
9/11/2024		Broad St. Elementary	Breakfast	1. Yes	1		
9/11/2024		Broad St. Elementary	Lunch	3. Uncrustable Meal Smucker's peanut butter & jell	1		
9/11/2024		Broad St. Elementary	Breakfast	1. Yes	1		
9/11/2024		Broad St. Elementary	Lunch	3. Uncrustable Meal Smucker's peanut butter & jell	1		
9/12/2024		Broad St. Elementary	Breakfast	1. Yes	1		
9/12/2024		Broad St. Elementary	Lunch	1. Chicken Nuggets w/ Mac & Cheese & Stewed Tomato	1		
9/13/2024		Broad St. Elementary	Breakfast	1. Yes	1		

- Confirm the order is correct and click on the Confirm button to finalize.

## Transaction Summary and Payment Information

Patron	School	Current Balance	Total Ordered	Total Due Now
--------	--------	-----------------	---------------	---------------

## Confirm Transaction

To submit the items you have pre-ordered for processing, click the **Confirm** button. Click **Go 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.

Cancel

Go Back