Breakfast and Lunch Pre-Order Instructions Detailed

Website and Mobile App

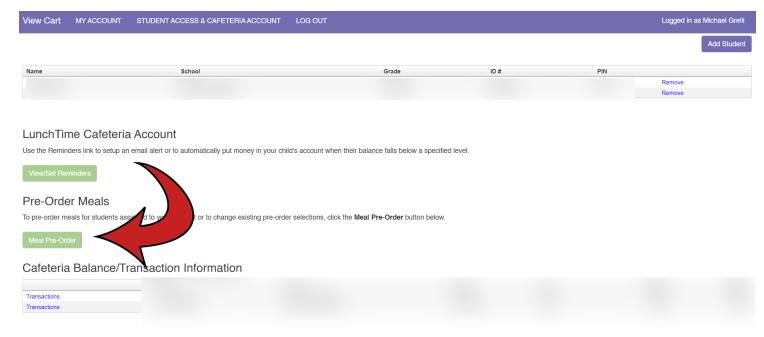
- Open a web browser and type https://www.schoolpaymentportal.com/ in the address bar and press the enter key.
- You may also download the school payment portal app





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.



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!!!!

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.

- 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

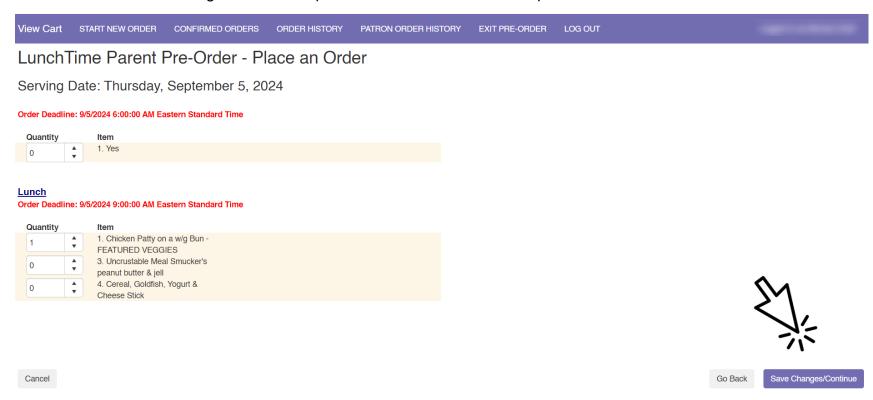
Serving Date: Thursday, September 5, 2024

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

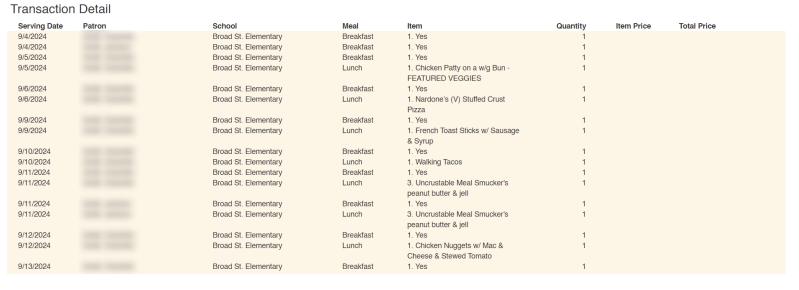
• After Selecting the desired Options for Breakfast and Lunch please click on Save and Continue



- 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.



• 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