Making an Online Payment

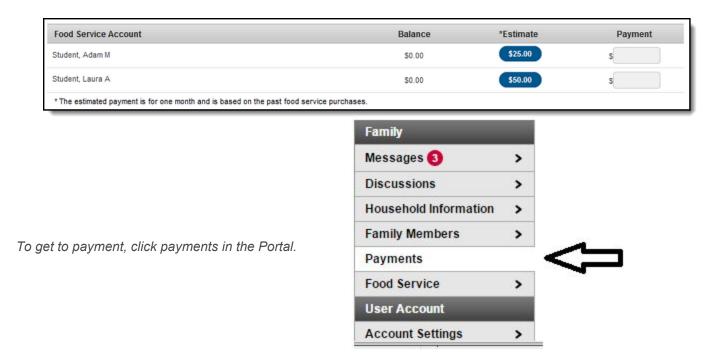
PATH: Portal > Family > Payments

The **Payments** tool allows users to deposit money into food service accounts for members of a household. The **Payments** link appears in the Portal index.

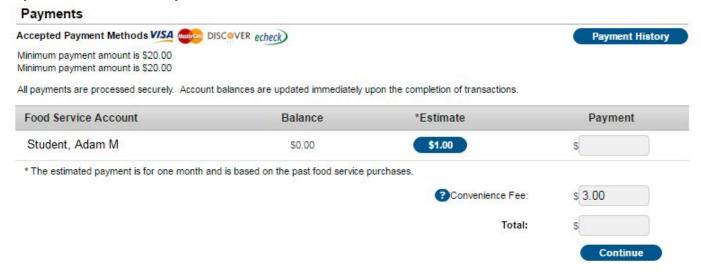
Deposit Money into a Food Service Account

You can deposit money into food service accounts for members of your household. Once a form of payment has been registered, choose the amount you want to deposit by entering the amount to be paid in the **Payment** field, *OR* clicking the amount in the **Estimate** column to autofill the deposit amount. This method is an estimate of one month of food service purchases.

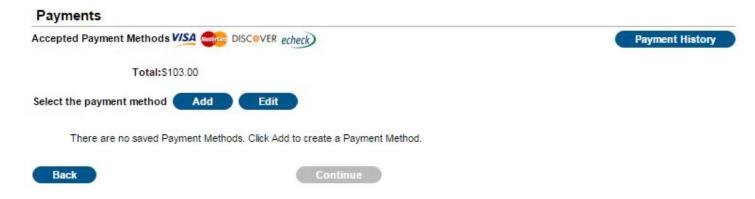
Food Service Accounts



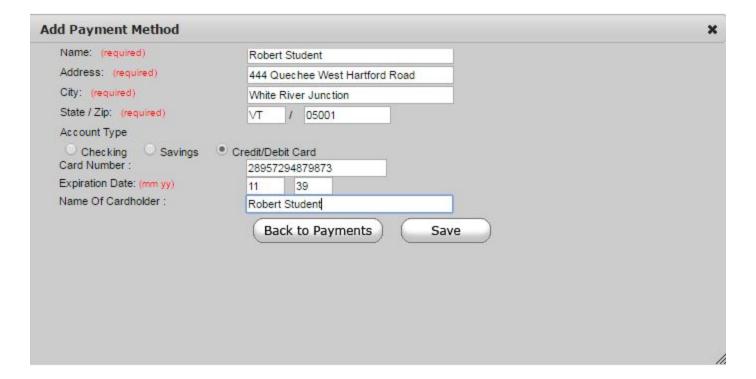
Payments area will show all your students in Household.



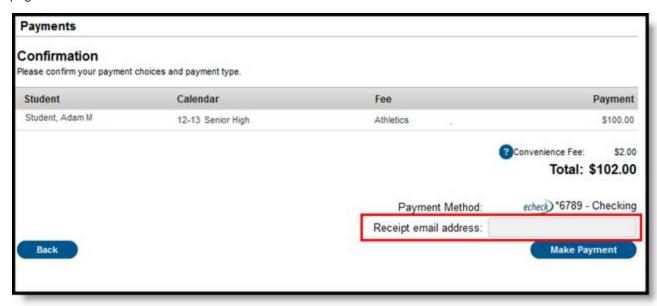
After you choose an amount, here shown as \$100, you will be able to choose a payment method and save that method.



Here is an example of a credit card payment.



Select the appropriate payment method (previously registered). Click **Continue** to proceed to the fees Confirmation page.

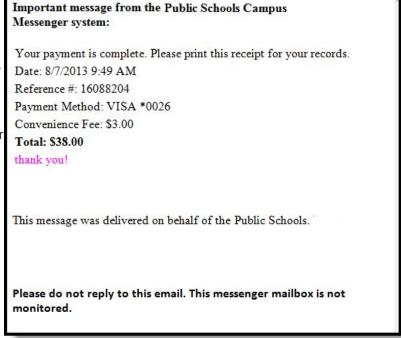


Review the payment information. If a receipt of this payment is desired, enter the email address where the receipt should be sent in the **Receipt Email Address** field. Review the payment information again to ensure accuracy. To

exit without making the transaction, click Cancel.

Otherwise, click **Make Payments** to process the fees payment. When the transaction has been processed, the Payment Receipt screen will display. Click the **Make Payment** button to process the payment.

To print a copy of the receipt, click **Print** in the lower right hand side of the screen. To return to the main Payments screen, click **Back To Payments**. If an email address was entered to receive a receipt, it will look similar to this:



Online Payment Receipt

To view the details of the households food service activity, select the **View Details** link. A separate window will appear to display the account activity details, including deposits and meal item purchases.

This screen will differ depending on the type of Food Service account setup for the household (i.e., family or individual).

Printing Account Details

To generate a PDF of Food Service account activity, select the **Print** button.

| Food Service Account Statement for Coco Young 09-10 • WILLMAR 611 STH STREET SW, WILLMAR MN 56201-3297 Generated on 05/05/2010 02:59:13 PM | | | | | | | | |
|---|-----------------------------------|---------------------|--|----------------------------------|---|---------------|------------------|----------|
| _ | neaction Summar | | | | | | | |
| 8 | slance as of 04/01/ \$0.00 | 2010 Debit 55.20 | | | Deposit | Balance | as of 04/ | 30/2010 |
| | \$0.00 | \$5.2 | 2 \$71.00 | \$50.00 | \$117.34 | | \$233.14 | |
| Tra | neaction Detail for | 376 | | | | | | |
| _ | Transaction Time | | Patron Name | Category | item | | Debit | Credit |
| 1. | 04/06/2010 13:04 | 04/05/2010 13:07 | Young , Coco | *Deposit V/SA | CC #0026 (Amount: | \$10.00) | | 65.00 |
| 2. | 04/06/2010 13:04 | 04/06/2010 13:14 | Voided Transaction Young , Coco | *Deposit | CC #1732 (Amount: | \$4.00) | | \$2.00 |
| | | | | MASTERCARD | | | | |
| 3. | 04/06/2010 13:15 | 04/06/2010 13:19 | Young , Coco | "Deposit DISCOVER | CC #0009 (Amount: | | \$3.00 | |
| 4 | 04/06/2010 13:16 | 04/06/2010 13:20 | Young , Coco | "Deposit Online Checking | (Amount: \$5.00) | | \$4.00 | |
| 5. | 04/06/2010 13:17 | 04/06/2010 13:21 | Young , Coco | "Deposit Online Savings | (Amount: \$10.00) | | \$5.00 | |
| 8. | 04/06/2010 00:00 | 04/06/2010 13:40 | Young , Coco | "Deposit cash deposit POSDep | | | | \$20.00 |
| 7. | 04/06/2010 00:00 | 04/06/2010 14:19 | Young , Coco | "Deposit | Check# 6543 (Amou | unt: \$10.00) | 9 | \$5.00 |
| B. | 04/06/2010 00:00 | 04/06/2010 14:23 | Young , Coco | "Deposit In office CC payment | CC #9876 (Amount: \$10.00) | | | \$5.00 |
| 9. | 04/06/2010 15:54 | 04/06/2010 16:54 | Young , Coco Voided Transaction | Ala Carte | Hamburger | 1 | \$1.50 | - 0 |
| 10. | 04/06/2010 00:00 | 04/05/2010 17:29 | | Cons Credit Card Payment | 0.75 CC #134 | 1 | \$0.75 | \$10.00 |
| 11. | 04/06/2010 00:00 | 04/06/2010 17:29 | Young , Coco | Cons | 0.75 | 1 | \$0.75 | 7 |
| 7.65 | | | | Check Payment | Check # 65542 | 5.00 | 7.52.77 | \$5.00 |
| 12. | 04/06/2010 00:00 | 04/06/2010 17:30 | Young , Coco | Cons Cash Payment | 0.75 | 1 | \$0.75 | 0.0000 |
| 12 | 04/07/2010 16:53 | 04/07/2010 16:56 | Young , Coco | Breakfast Meal | Britfst Meal (Sec) | . 1 | \$1,10 | \$6.00 |
| | 04/08/2010 00:00 | 04/08/2010 12:59 | Young , Coco | *Deposit testing | Cash (Amount: \$10) | | φ1.1u | \$50.00 |
| | 04/08/2010 00:00 | | Voided Transaction | | | | | |
| 16. | | 04/08/2010 14:29 | | Breakfast Meal Ala Carte | Bitsfst Meal (Sec) Biscuit | 1 | \$1.10 \$0.36 | |
| | 04/08/2010 14:22 | | Voided Transaction | 620(63), 23 | | 33 | 35000 | |
| 18. | 04/22/2010 10:20 | 04/27/2010 13:38 | Young , Coco | Ala Carle Ala Carle | Pop Tart Pop Tart | 1 | \$0.75 \$0.75 | |
| 17. | 04/22/2010 12:20 | 04/27/2010 16:10 | Young , Coco | Deposit Admin Adjust - Deposi | CC # 3490190580 | | | \$50.00 |
| 18. | 04/28/2010 10:50 04/28/2010 10:60 | 04/28/2010 10:55 | Administrator , System Voided Transaction | | | | \$60.00 | |
| 19. | | 04/28/2010 14:49 | Administrator, System | Transfer from Account | Transfer from Account#4115 (Peterson, Coco) | | | \$50.00 |
| | 04/28/2010 17:27 | | Young , Coco | Ala Carle | Snack | 1 | \$0.35 | A15 (5) |
| | 04/29/2010 00:00 | 04/29/2010 09:20 | Young , Coco | *Deposit | Cash (Amount: \$10) | 0.00) | | \$33.34 |
| _ | 04/30/2010 00:00 | 04/30/2010 17:04 | Young , Coco | *Deposit | | | | \$40.00 |
| | 04/30/2010 00:00 | 04/30/2010 17:05 | Young , Coco Voided Transaction | *Deposit | CC #123 (Amount: 1 | | | \$20.00 |
| _ | | | | Total | Debits/Credits | | 4 | \$238.34 |