

Online Payments for Food Service through PayPal

The District has added the option of online payments for lunch accounts for the 2018-2019 school year. Payments may still be made by check or cash at the individual schools. You will see the online payment option included on the Student Summary screen for selection. Using this function you will be able to deposit money into student meal service accounts via the Online Payment screen. The “Online Payment” process has three steps, as shown in the following screenshots:

How to Make an “Online Payment”:

Log onto ‘Student 360’ (previously called ‘Parent Portal’)



Click on the ‘Online Payment’ Tile

The Online Payment screen shows all Student Meal Service accounts. By default, the Account / New Deposits screen appears. Accounts with a negative balance will be highlighted in yellow.

STEP 1: Account / New Deposits

The student’s school, name, account name, and balance display on each line. On the right, enter an amount to pay toward each student’s account. (There is a “Maximum Deposit Amount” of \$100.00.) Once you have entered all of the amounts you want to pay, (note the Service Charge), click “Proceed to Verification” at the bottom on the Tool Bar.

Account / New Deposits		Transaction History		
Site	Student Name	Account	Account Balance	Deposit Amount
ZZNE	Barker, Max Paul	Meal Account	0.80 Overdrawn	<input type="text" value="5.00"/>
ZZNS	Barker, Debbie Elene	Meal Account	0.10	<input type="text"/>
ZZHS	Barker, Jeanne Marie	Meal Account	2.65 Overdrawn	<input type="text" value="10.00"/>
ZZHS	Barker, Michelle Kay	Meal Account	5.60 Overdrawn	<input type="text" value="10.00"/>
Total due for Academic Year 2017-18			9.05	
			Total Deposit	25.00
A sliding scale charge is assessed to cover processing costs.			Service Charge	1.00
			Transaction Total	26.00



Color Legend



Proceed to Verification

STEP 2: Proceed to Verification of Deposit Amount

Double check the deposit amounts and service charge. If correct, click the “Proceed to PayPal” button to submit your debit or credit card information and complete this transaction. If not, click the ‘Go Back to Previous Screen’ button.

STEP 3: Proceed to PayPal

After verifying that the amount is correct, click “Proceed to PayPal” (See Below) and complete the checkout process with your PayPal account.

Site	Student Name	Account	Account Balance	Deposit Amount
ZZNE	Barker, Max Paul	Meal Account	0.80 Overdrawn	5.00
ZZHS	Barker, Jeanne Marie	Meal Account	2.65 Overdrawn	10.00
ZZHS	Barker, Michelle Kay	Meal Account	5.60 Overdrawn	10.00
Total due for Academic Year 2017-18			9.05	25.00
			Service Charge	1.00
			Transaction Total	26.00

You have chosen to deposit a total of 25.00 dollars plus service charges of 1.00 dollars for a transaction total of 26.00 dollars.

If you want to proceed to a screen provided by PayPal to submit your eCheck or credit card information and complete this transaction select Proceed to PayPal. If not, select Go Back to Previous Screen.

Go Back to Previous Screen Proceed to Paypal

If you do not have a PayPal account, PayPal allows you to make a **limited number** of payments without creating one using a credit or debit card.

To create a PayPal Account: Go to the following link: <https://www.paypal.com/us/home> > Click 'Sign Up' button> Mark 'Personal Account'> Click 'Next'> Follow the prompts.

[If you do not complete the checkout process and receive a receipt from PayPal, the payment will not be completed and student accounts will not be credited. Such transactions appear on the Transaction History screen as “Initiated.”] After completing the PayPal payment process, you can go back to the “Transaction History” screen (Shown Below) and check the “Status” of the payment. (The 4 “Status” descriptions are also listed below.)

Transaction History

More	Invoice #	▼Date/Time	Parent Name	User	Deposit	Serv. Charge	Trans. Total	Status
+	469	04/11/17 3:26 PM	Barker, Joe R		80.00	0.00	80.00	Initiated

Site	▲Student Name	Account Description	Deposit Amount
ZZMS	Barker, Debbie Eilene	Meal Account	20.00
ZZHS	Barker, Jeanne Marie	Meal Account	20.00
ZZNE	Barker, Max Paul	Meal Account	20.00
ZZHS	Barker, Michelle Kay	Meal Account	20.00

All online payment transactions for the school year appear on the Transaction History screen. The invoice number, date/time, parent name, deposit totals, and status appear in the grid. Click the + icon in the More column to see which specific student accounts were included in the transaction.

Depending on the payment method and other circumstance, the ‘Status’ column will show one of four statuses below:

- **Initiated** – a payment has been started but has not yet completed. This could be that the user stopped after clicking Proceed to PayPal.
- **Completed** – the payment has successfully completed, and the student accounts have been credited.
- **Denied** –the payment was denied by PayPal. You should have received an email from PayPal explaining the reason.
- **Reversed** –the payment has been returned or refunded.

