1. Go to https://schoolpaymentportal.com

2. Click on Create Account



3. Fill in the information

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LunchTime Account Set up

4. Click Create account> this message will appear> go back to Login Page and login with your newly created credentials.



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5. Now you are ready to add your students to your account. Click Add Student.

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LunchTime Account Set up

6. Enter the SHA's zip: 22601 > click continue



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Click Select when SHA appears

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	: Step 2	king for is not listed, click the Start Over button to restart the prov	cess.				
	student you wish to add norn the list below. If the school you are look						
	School	City	State	ZinCode			
Select	School Sacred Heart Academy	City Winchester	State VA	ZipCode 22601			
Select Start Over	School School Sacred Heart Academy	City Winchester	State VA	ZipCode 22601			

LunchTime Account Set up

8. Enter the student's First and Last Name as it appears on your Power School Parent Portal > click

continue. If you get this message **U**No students found. > go to PowerSchool and make sure the spelling of your child is correct.

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Add A Student Step 3								
Enter the requested information for the student yo	ou wish to add to your account.							
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9. Make sure to click Add Student. You are now ready to make deposits or set up restrictions.