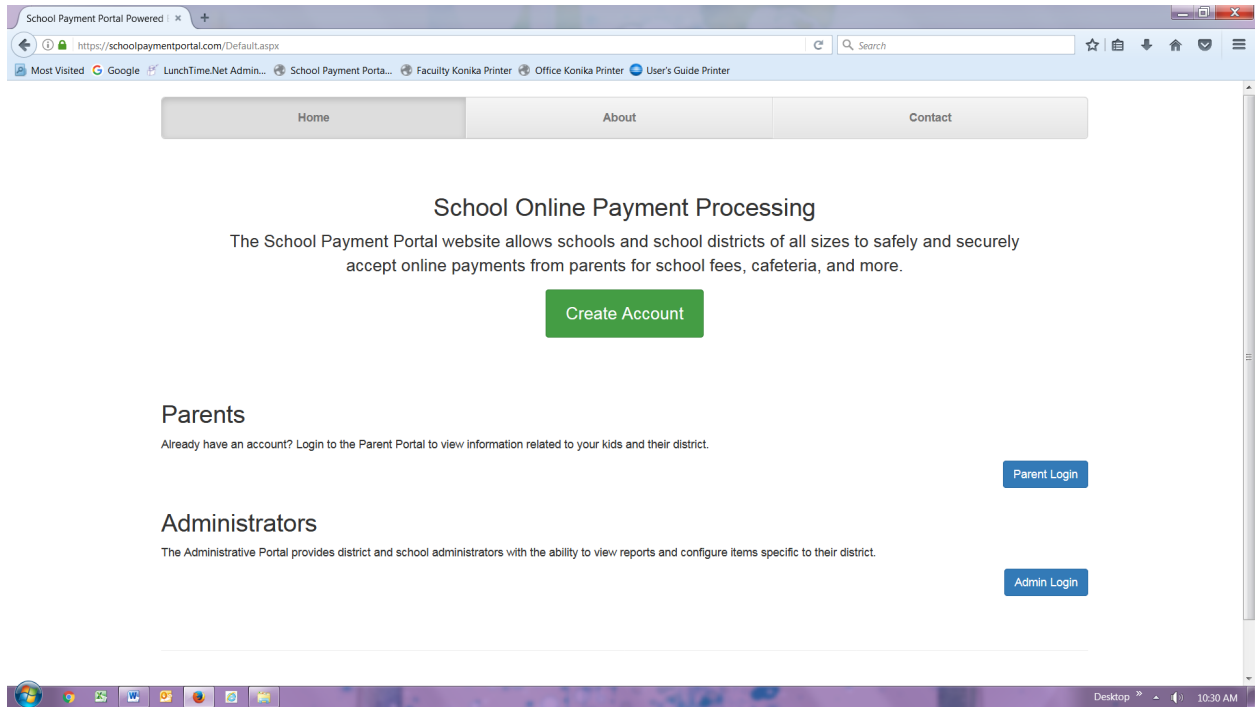


LunchTime Account Set up

1. Go to <https://schoolpaymentportal.com>
2. Click on **Create Account**

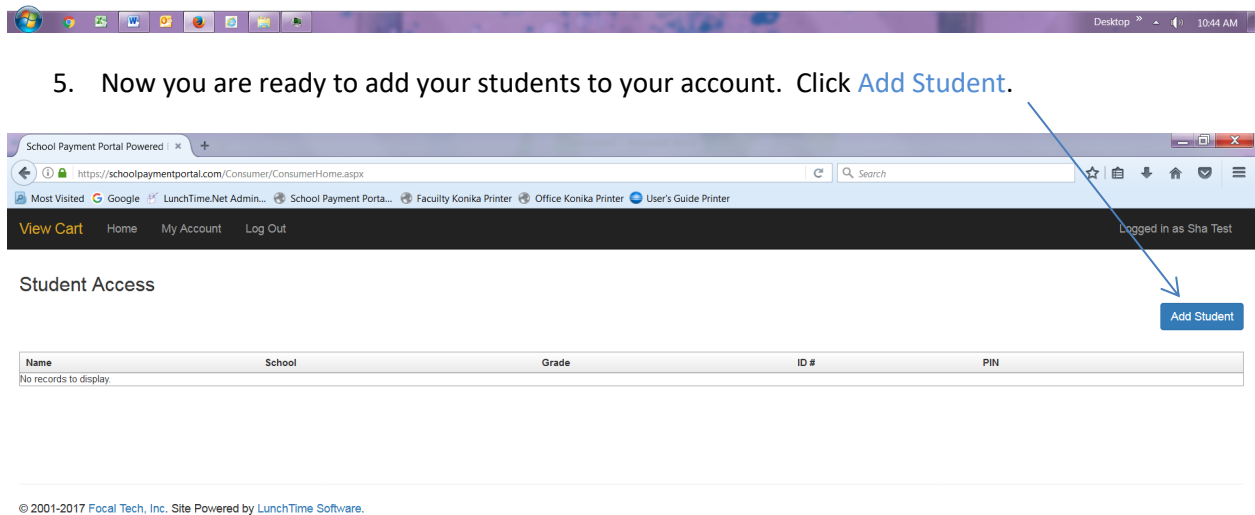
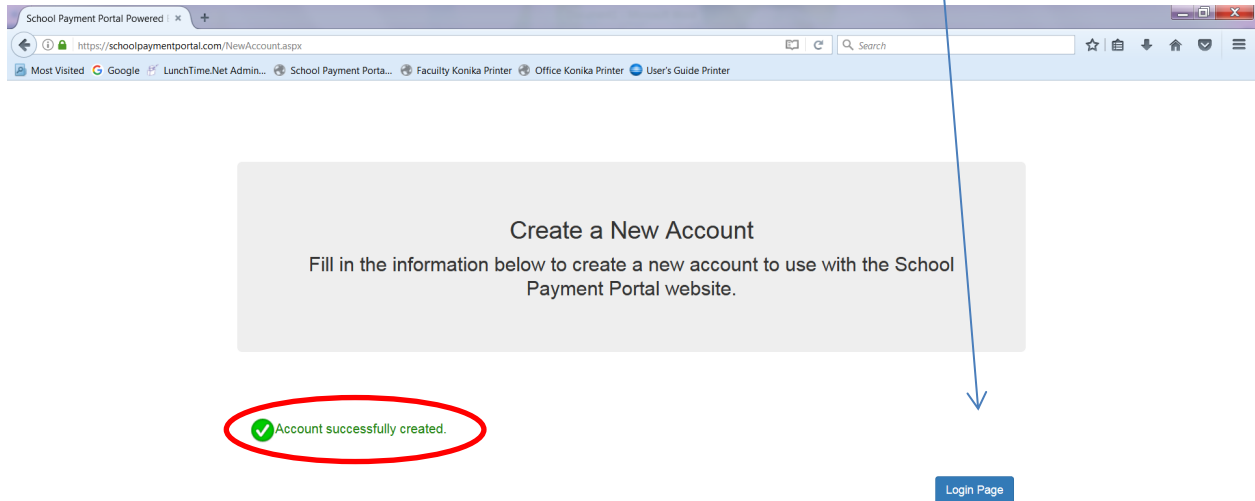


3. Fill in the information

A screenshot of the 'Create a New Account' form on the School Payment Portal. The form is titled 'Create a New Account' and includes the instruction: 'Fill in the information below to create a new account to use with the School Payment Portal website.' The form contains five input fields: 'First Name:', 'Last Name:', 'Email Address:', 'Password:', and 'Confirm Password:'. At the bottom of the form, there are two buttons: 'Cancel' and 'Create Account'. The browser's address bar shows 'https://schoolpaymentportal.com/NewAccount.aspx'. The Windows taskbar at the bottom shows the time as 10:36 AM.

LunchTime Account Set up

- Click [Create account](#)> this message will appear> go back to Login Page and login with your newly created credentials.



LunchTime Account Set up

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

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https://schoolpaymentportal.com/Consumer/AddStudentStep1.aspx

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View Cart Home My Account Log Out

Logged in as Sha Test

Add A Student -- Step 1

Enter the zip code of the school the student you wish to add to your account attends.
For schools located in the United States, please enter the 5 digit zip code (ie: 16803).
For schools located in Canada, please enter the 6 digit zip code (ie: T3H 4A8).

Zip Code:

Cancel Continue

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7.

Click **Select** when SHA appears

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https://schoolpaymentportal.com/Consumer/AddStudentStep2.aspx

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Logged in as Sha Test

Add A Student -- Step 2


Select the school of the student you wish to add from the list below. If the school you are looking for is not listed, click the Start Over button to restart the process.

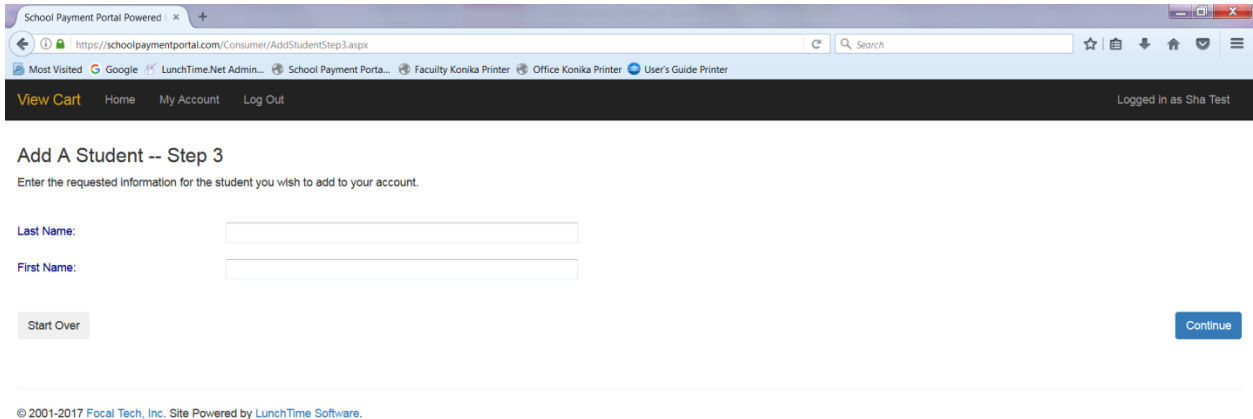
	School	City	State	ZipCode
Select	Sacred Heart Academy	Winchester	VA	22601

Start Over

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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 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

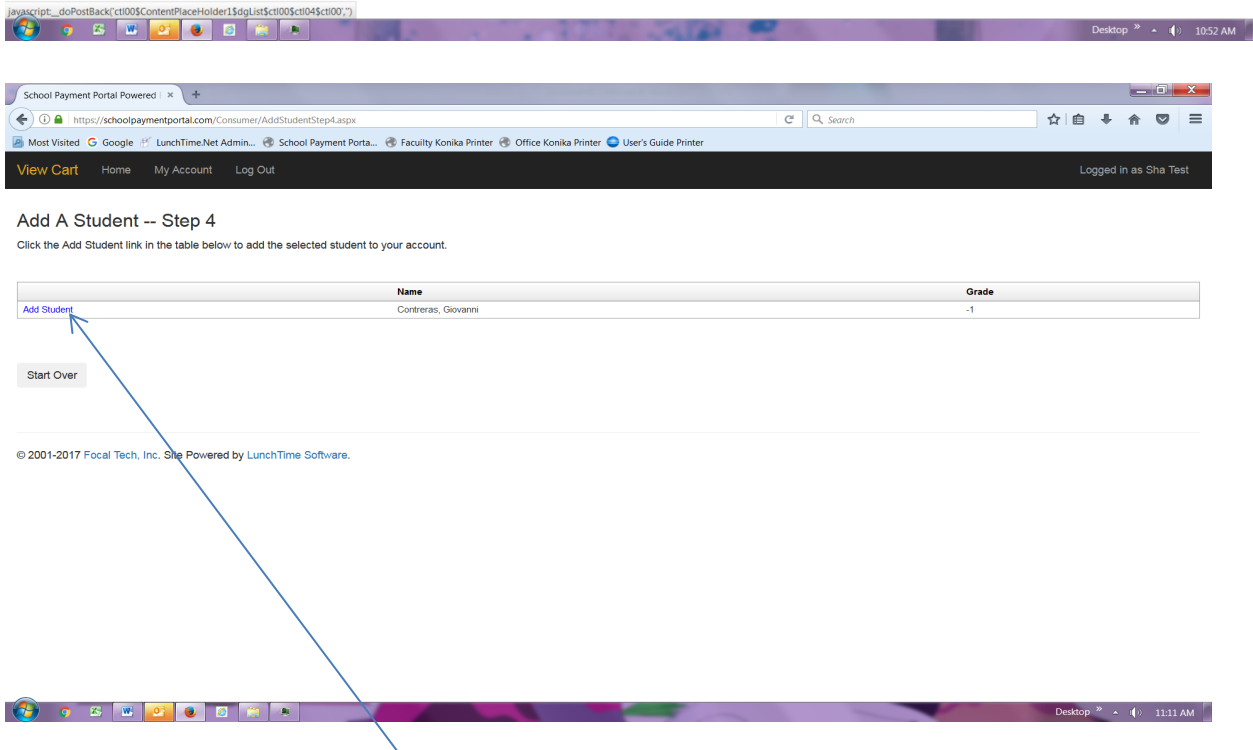
Enter the requested information for the student you wish to add to your account.

Last Name:

First Name:

Start Over Continue

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javascript:__doPostBack('ctl00\$ContentPlaceHolder1\$dgList\$ctl00\$ctl04\$ctl00','')

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Add A Student -- Step 4

Click the Add Student link in the table below to add the selected student to your account.

	Name	Grade
Add Student	Contreras, Giovanni	-1

Start Over

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9. Make sure to click [Add Student](#). You are now ready to make deposits or set up restrictions.