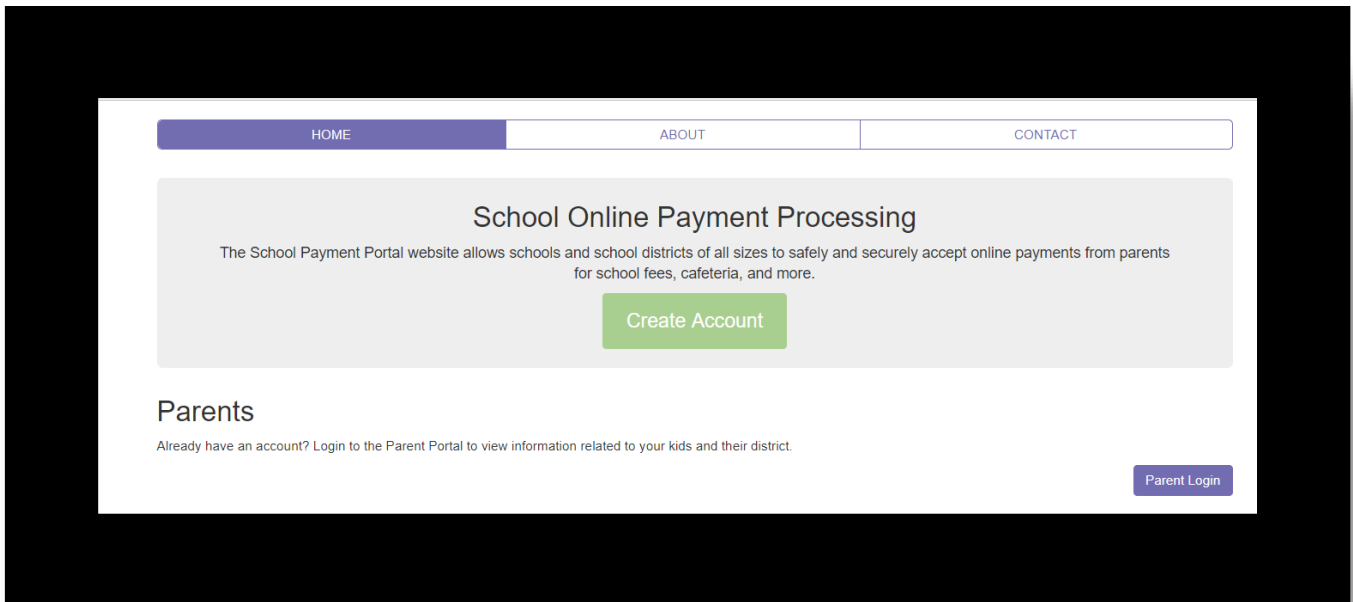


Parent Payment Portal User's Guide

As a convenience to the MTPS community, online payments are accepted for cafeteria, tuition, activity fees and fines associated with your student. We recommend adding to favorites/bookmarking the portal website, <https://www.schoolpaymentportal.com/Default.aspx>

You can view your Lunch Balance and any Fees and Fines that are owed in Genesis; however, online payments are made via the Parent Payment Portal.

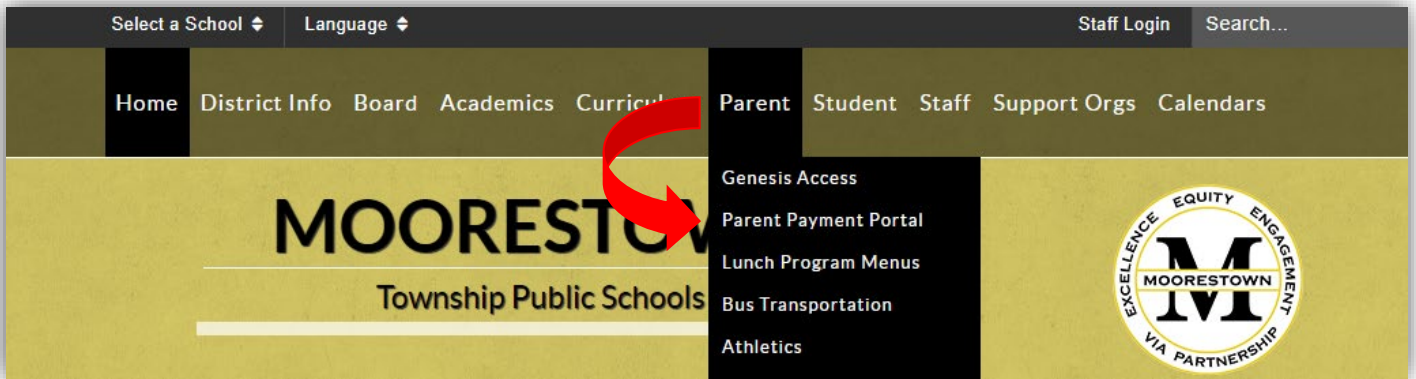


Contents

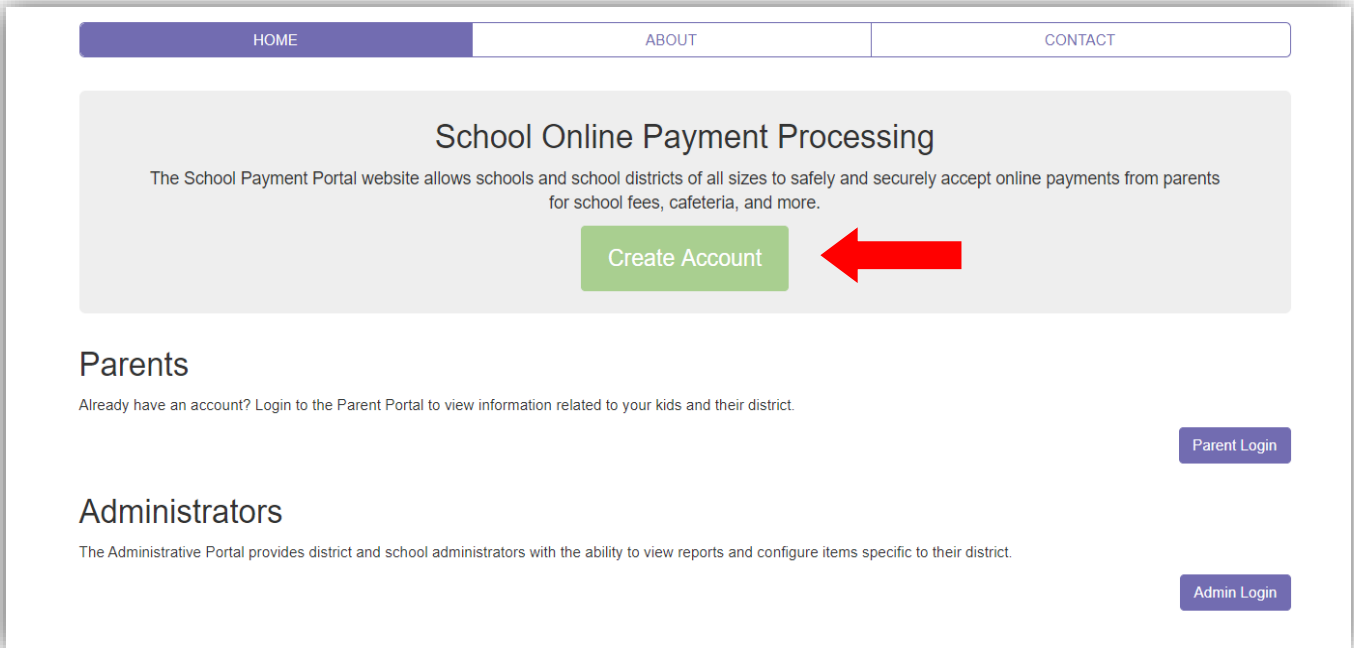
| | |
|---|----|
| Creating New Account..... | 3 |
| Login Instructions | 5 |
| Adding a Student to your Account | 6 |
| Inputting a Saved Payment Source | 8 |
| Making a Cafeteria Deposits | 10 |
| Cafeteria Account Reminders..... | 12 |
| Making Payments for Tuition, Fines and Activity Fees..... | 14 |
| Making Payments for 1:1 Laptop Fees | 17 |
| Transaction Fees..... | 21 |

Creating New Account

New users must create an account. To create an account go to the mtps.com website where the Parent Payment Portal is located within the Parents tab.



On the Parent Payment Portal website, click on the green “Create Account” button to create an account.




Fill in required information and then click Create Account.

Create a New Account

Fill in the information below to create a new account to use with the School Payment Portal website.

| | |
|-------------------|--------------------------|
| First Name: | <input type="text"/> |
| Last Name: | <input type="text"/> |
| Email Address: | <input type="text"/> |
| Password: | <input type="password"/> |
| Confirm Password: | <input type="password"/> |




You will receive the following message that your account was successfully created. To log into the Payment Portal, click the Login Page button.

Create a New Account

Fill in the information below to create a new account to use with the School Payment Portal website.

✔ Account successfully created.



Login Instructions

Once your account is created, login by clicking the Parent Login.

The screenshot shows the top navigation bar with links for HOME, ABOUT, and CONTACT. Below this is a main heading "School Online Payment Processing" with a sub-heading "The School Payment Portal website allows schools and school districts of all sizes to safely and securely accept online payments from parents for school fees, cafeteria, and more." A green "Create Account" button is centered below the text. Underneath, the "Parents" section is circled in red, with a sub-heading "Already have an account? Login to the Parent Portal to view information related to your kids and their district." A red arrow points to a "Parent Login" button. Below this is the "Administrators" section with a sub-heading "The Administrative Portal provides district and school administrators with the ability to view reports and configure items specific to their district." and an "Admin Login" button.

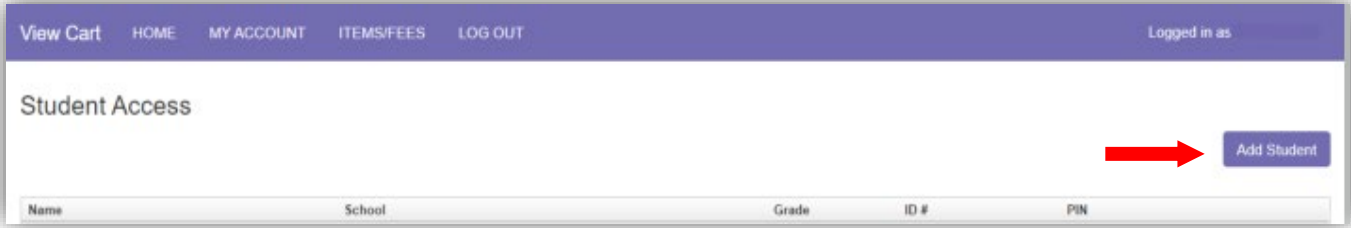
Sign in using the email address and password that you created when you set up your account. Click Sign In.

If you forget your password, click the Forgot Password button.

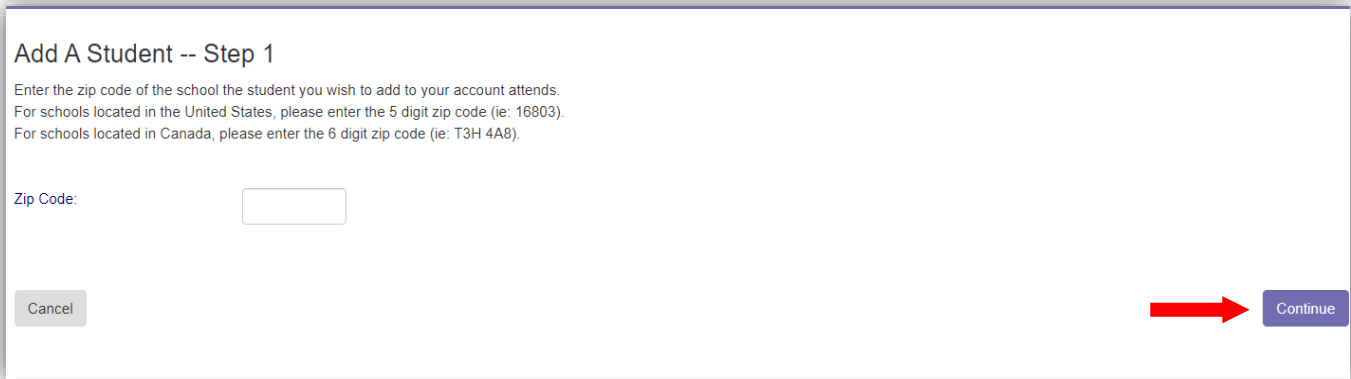
The screenshot shows the "Parent Portal Sign In" form. It includes an "Email Address" input field, a "Password" input field, a "Remember Me" checkbox, a "Forgot Password" button, and a "Sign In" button. A red arrow points to the "Sign In" button. At the bottom of the page, there is a "Home" link.

Adding a Student to your Account

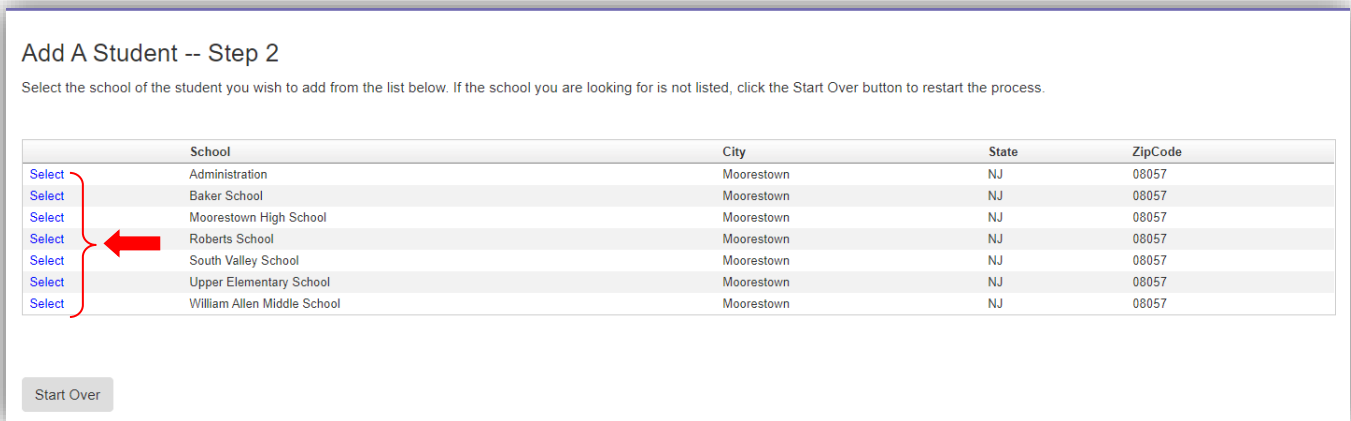
On the Home page screen, under Student Access, click on the Add Student button. You will need to repeat the following steps for each student you are adding.



Enter 08057 in the Zip Code box then click Continue



Click Select next to the school your student is attending.




Enter the required information and click Continue. Student ID Number can be found in Genesis.

Add A Student -- Step 3
Enter the requested information for the student you wish to add to your account.


Last Name:

Student ID:



Verify the information and click Add Student.

Add A Student -- Step 4
Click the Add Student link in the table below to add the selected student to your account.

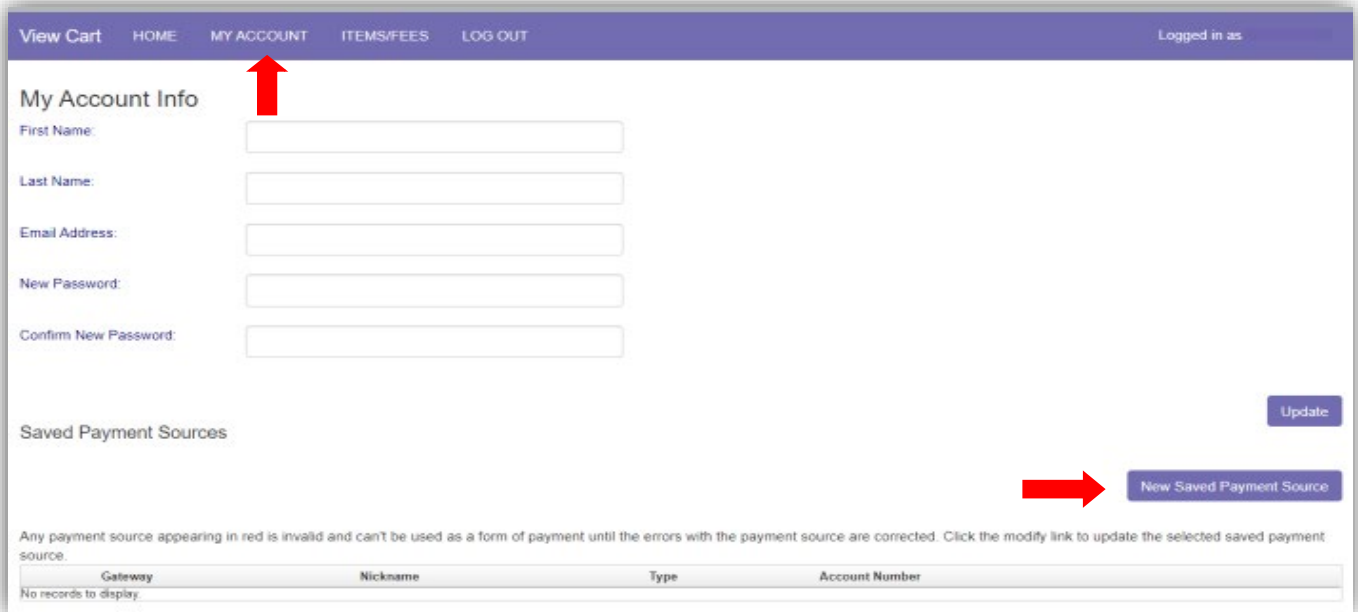
| | Name | Grade |
|---|----------|-------|
| Add Student  | New, New | 15 |

You will be then be directed back to the Student Access Home page. Your student will now appear under Student Access. Repeat the steps to add any additional students.

Inputting a Saved Payment Source

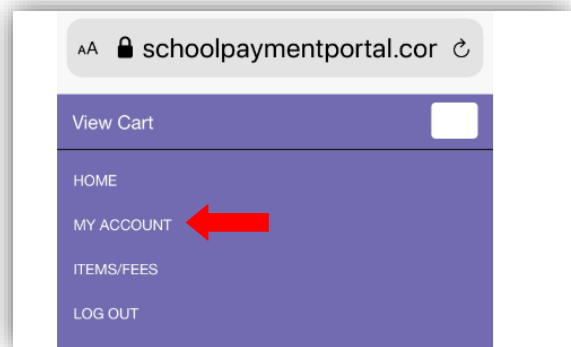
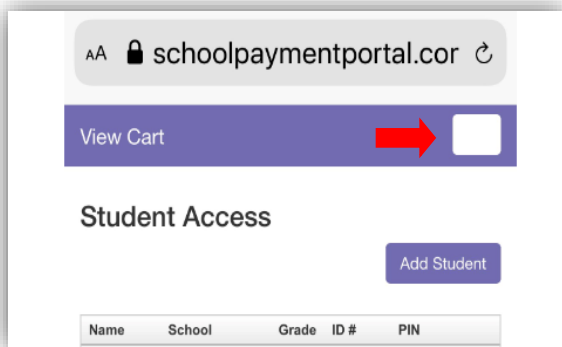
Inputting a saved payment source is optional. If you don't wish to input a saved payment source, you can input a one-time payment source every time you make a payment/deposit into the account.

From Desktop Computer, click on My Account in the top horizontal menu bar. Click on New Saved Payment Source.



The screenshot shows the desktop interface of the school payment portal. At the top, there is a navigation bar with links for 'View Cart', 'HOME', 'MY ACCOUNT', 'ITEMS/FEEES', and 'LOG OUT'. The 'MY ACCOUNT' link is highlighted with a red arrow. Below the navigation bar, the 'My Account Info' section contains five input fields: 'First Name', 'Last Name', 'Email Address', 'New Password', and 'Confirm New Password'. To the right of these fields is an 'Update' button. Below the 'My Account Info' section is the 'Saved Payment Sources' section, which is currently empty. A red arrow points to the 'New Saved Payment Source' button in this section. At the bottom of the page, there is a table with columns for 'Gateway', 'Nickname', 'Type', and 'Account Number', and a note stating 'No records to display'.

From Mobile Device click on the white box in upper right to access the dropdown menu. Click on My Account.



Under the gateway dropdown menu, choose the online Gateway Account you would like to set up and then click Continue.

- Moorestown - Activities & Clubs gateway is for items such as, Class Trips, Graduation Items, etc.
- Moorestown - Lunch gateway is for cafeteria deposits
- Moorestown - Tuition & Fines gateway is for items such as Extended Day Care and school tuition, 1:1 laptop fines, media center fines, etc.

Add A New Saved Payment Source - Step 1

Each saved payment source is assigned to a specific online gateway account. Gateway accounts determine where the money is transferred to when you complete a transaction. Based on your account information, the list below represents the gateway accounts available to you for use.

Gateway:

Choose Account Type, either Credit Card or Automated Clearing House (electronic funds transfer from your checking or savings account) you would like to add. Click Continue to finalize setting up your payment information.

Add A New Saved Payment Source - Step 2

Select the type of account you wish to add.


Account Type:

Making a Cafeteria Deposits

On the Home Screen under Lunch Time Cafeteria Account, click the Make Cafeteria Deposit button.

LunchTime Cafeteria Account

Use the Reminders link to setup an email alert or to automatically put money in your child's account when your their balance falls below a specified level.

[View/Set Reminders](#)  [Make Cafeteria Deposit](#)

Cafeteria Balance/Transaction Information

| | Name | School | Grade | PIN | Balance | Pending |
|--------------|----------|------------------------|-------|-----|---------|---------|
| Transactions | New, New | Moorestown High School | 12 | | \$8.30 | \$0.00 |


Enter the Deposit Amount for each Student Listed and click Continue.


Cafeteria Deposit - Enter Amounts

Enter the amount to be deposited for each patron shown. Only patrons attending schools that are accepting payments online and who do not have any pending payments from this website will be available.

Payments can take up to 48 hours to post to the selected patron's cafeteria account.

| Gateway | Patron | School | Total Balance | Deposit Amount |
|--------------------|----------|------------------------|---------------|-----------------------------------|
| Moorestown - Lunch | New, New | Moorestown High School | \$8.30 | <input type="text" value="0.00"/> |

[Cancel](#)  [Continue](#)



Review the Cafeteria Deposit Confirmation screen and click Add to Cart button.

Cafeteria Deposit - Confirmation

Please confirm your cafeteria account deposit.

| Patron | School | Deposit Amount |
|----------|------------------------|----------------|
| New, New | Moorestown High School | \$20.00 |


[Cancel](#)  [Add To Cart](#)

Once all your cafeteria deposits have been added to the Shopping Cart, click the Check Out button.

Shopping Cart

Note: All items must be associated with the same gateway account in order to be processed as a single transaction.

| | Item | School | Quantity | Item Price | Total |
|------------------------|---------------------------------------|------------------------|----------|------------|----------------|
| Remove | LunchTime Cafeteria Deposit- New, New | Moorestown High School | 1 | \$20.00 | \$20.00 |
| | Total | | | | \$20.00 |

[Continue Shopping](#)  [Check Out](#)

Your payment options will be displayed along with the associated service fee for each payment option. The Saved Account option will appear only if you entered a saved payment source previously. Click Select next to the payment option you wish to use.

Shopping Cart Checkout - Select Payment Method

| | Nickname | Type | Account Number | Service Fee |
|------------------------|----------------------|-------------|----------------|-------------|
| Select | Saved Account #1 | ACH | 1xxxxxx32 | \$1.00 |
| Select | One-Time Credit Card | Credit Card | | \$2.72 |
| Select | One-Time ACH | ACH | | \$1.00 |

[View Cart](#)

Follow the screens to finalize your payment.


Cafeteria Account Reminders

To set alerts when your child's lunch account falls below a specified amount, click on the View/Set Reminders button found on the Home screen under the LunchTime Cafeteria Account. You have the option to receive an email alert or to auto replenish the account against your saved payment source (if you have one set up).

Click on the green View/Set Reminders Button.

LunchTime Cafeteria Account

Use the Reminders link to setup an email alert or to automatically put money in your child's account when your their balance falls below a specified level.

[View/Set Reminders](#)  [Make Cafeteria Deposit](#)


Cafeteria Balance/Transaction Information

| | Name | School | Grade | PIN | Balance | Pending |
|--------------|----------|------------------------|-------|-----|---------|---------|
| Transactions | New, New | Moorestown High School | 12 | | \$8.30 | \$0.00 |

Click Modify next to the student.

Cafeteria Low Balance Reminders

Any item appearing in red has an invalid saved payment source. Please modify the saved payment source from the My Account page in order for the payment to resume processing.

| | Patron | Auto Email | Auto Replenish | Balance Amount | Deposit Amount | |
|--|----------|------------|----------------|----------------|----------------|------------------------|
| Modify  | New, New | True | False | \$10.00 | \$0.00 | Remove |

[Return](#)

From the Reminder Type dropdown menu, choose either Auto Email or Auto Replenish. Click Continue.

Set Cafeteria Low Balance Reminder - Step 1

Reminder Types:
Auto Email - receive an email when the patron's balance falls below a specified amount.
Auto Replenish - run a transaction against a saved payment source for a specified amount when the patron's balance falls below a specified level.
Note: not all reminder types are available for every school.

Patron Name:

Reminder Type:

[Cancel](#) [Continue](#)

If opting to receive an Automatic Email, enter the low balance level and then click Continue.

The screenshot shows a web form titled "Set Cafeteria Low Balance Reminder - Receive an Automatic Email". Below the title is a subtitle: "Receive an email message when the patron's balance falls below a specified level." The form contains the following fields: "Patron Name:" with the value "New, New"; "Balance Level:" with a text input field containing "10.00"; and a "Continue" button. A red arrow points to the "Balance Level" input field, and another red arrow points to the "Continue" button. A "Cancel" button is also visible on the left side of the form.

If opting to Automatically Replenish, input a dollar amount for the balance level which will trigger the auto replenish when the account falls below the specified amount. Then choose your saved payment source from the dropdown menu and enter the desired deposit amount. Click Continue.

The screenshot shows a web form titled "Set Cafeteria Low Balance Reminder - Automatic Replenishment". Below the title is a subtitle: "Deposit funds into the patron's account when their balance falls below a specified level. You must have a saved payment source associated with the gateway account used by the school in order to save an auto replenish reminder. You can view your saved payment sources on the 'My Account' page." The form contains the following fields: "Patron Name:" with the value "New, New"; "Balance Level:" with a text input field containing "10.00"; "Saved Payment Source:" with a dropdown menu; and "Amount To Deposit:" with a text input field containing "30.00". A "Continue" button is on the right, and a "Cancel" button is on the left. A red arrow points to the "Continue" button.

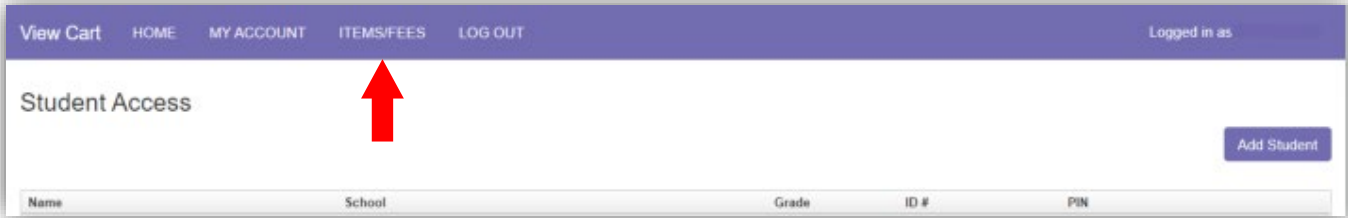
Verify the information on the Confirm Choices screen and click Save Reminder.

Repeat for additional student, as needed.

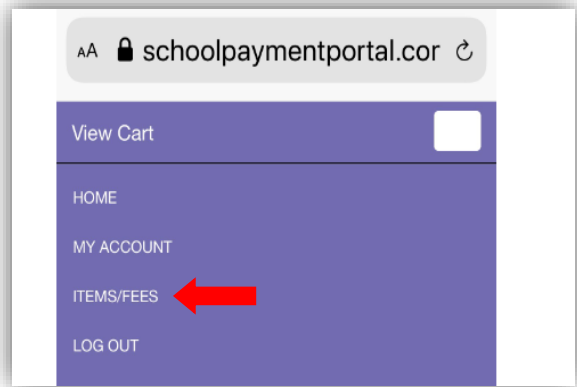
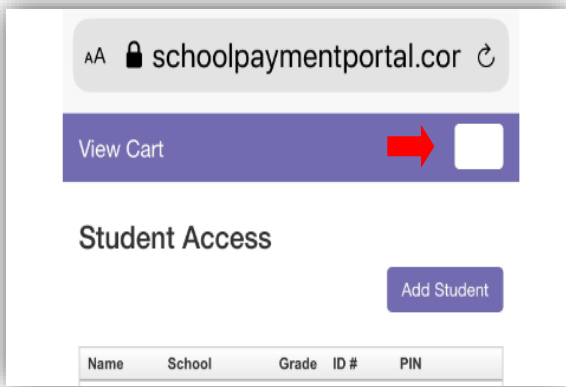
Making Payments for Tuition, Fines and Activity Fees

(School Tuitions, Extended Day Care payments, Media Fines, Tech 1:1 Fines, Class Trips)

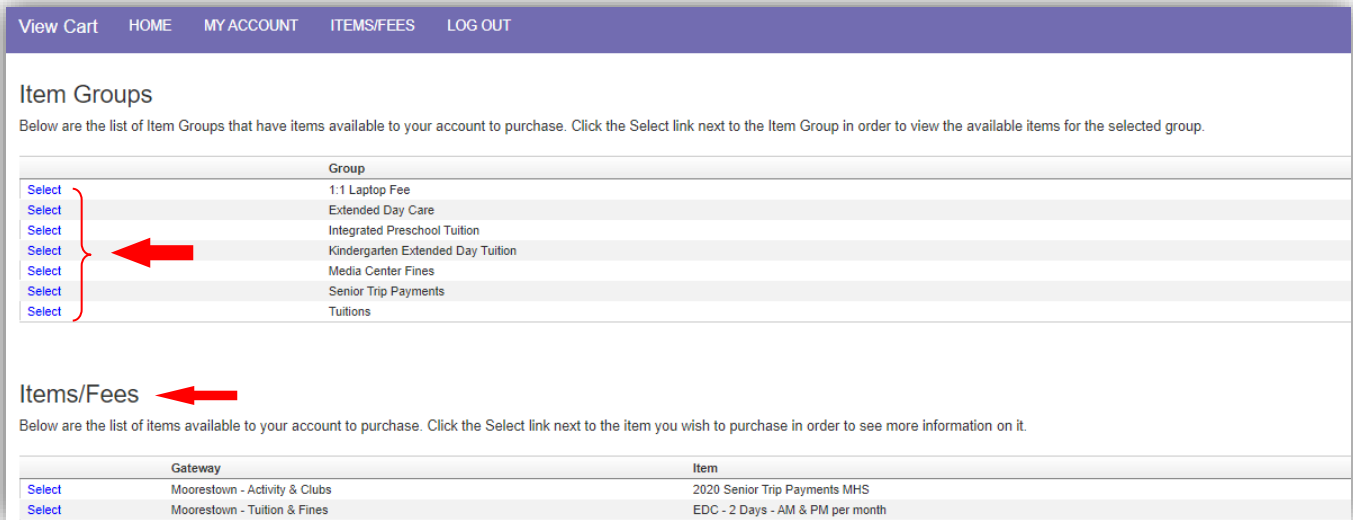
From Desktop Computer click the Items/Fees tab on the top horizontal menu.



From Mobile Device click on the white box in the upper right to access the dropdown menu.



Items are placed into Item Groups. Click Select next to the Item Group to view all available items under that group. If your item does not appear under the Item Group, look under Items/Fees.




Click on Select next to the item you are purchasing.

Items/Fees

Below are the list of items available to your account to purchase. Click the Select link next to the item you wish to purchase in order to see more information on it.

[Go Back](#)

| | Gateway | Item |
|--|------------------------------|--|
| Select | Moorestown - Tuition & Fines | Integrated Preschool Tuition Monthly IPS |
| Select | Moorestown - Tuition & Fines | Integrated Preschool Tuition Reduced Monthly IPS |
| Select | Moorestown - Tuition & Fines | Integrated Preschool Tuition Reduced Yearly IPS |
| Select | Moorestown - Tuition & Fines | Integrated Preschool Tuition Yearly IPS |
| Select  | Moorestown - Tuition & Fines | Miscellaneous Outstanding Tuition |

[Go Back](#)

In the Item Information screen, fill in any required information. For items that don't have a fixed fee, you will need to input the fee in the price window. Click Continue.

Item Information

Here are the specifics for the item you wish to add

Item Name: Miscellaneous Outstanding Tuition

Patron:

Quantity:

Price: 



Verify your item information is correct, then Click Add to Cart button.

Add Item To Cart

Please verify the item information and click Add To Cart to add this item to your shopping cart.

Item Name: Miscellaneous Outstanding Tuition


Student Name: Test, Baker

School: Baker School

Quantity: 1

Item Price: \$187.00

Total: \$187.00



In your Shopping Cart, you can either check out or continue shopping. In order to continue shopping and add items to your shopping cart, all items must be associated with the same gateway (refer to the table below). If you have additional students and/or fees, you can click on Continue Shopping to choose items to add to your cart.

| Gateway | Items |
|---------------------|--|
| Activities and Fees | Senior class trip, Dances, Field trips |
| Lunch | Cafeteria payments |
| Tuition and Fines | School tuitions, Extended Day Care , Media center fines and 1:1 laptop fee |

When you are ready to check out, click Check Out.

Shopping Cart

Note: All items must be associated with the same gateway account in order to be processed as a single transaction.

| | Item | School | Quantity | Item Price | Total |
|------------------------|---|--------------|----------|------------|-----------------|
| Remove | Miscellaneous Outstanding Tuition-Test, Baker | Baker School | 1 | \$187.00 | \$187.00 |
| | Total | | | | \$187.00 |

Continue Shopping

Check Out

In the Shopping Cart Checkout screen, select your payment method. The additional fee associated with the Payment Method will be shown. Click on the Select to accept the fee. Follow the screens to finalize payment.

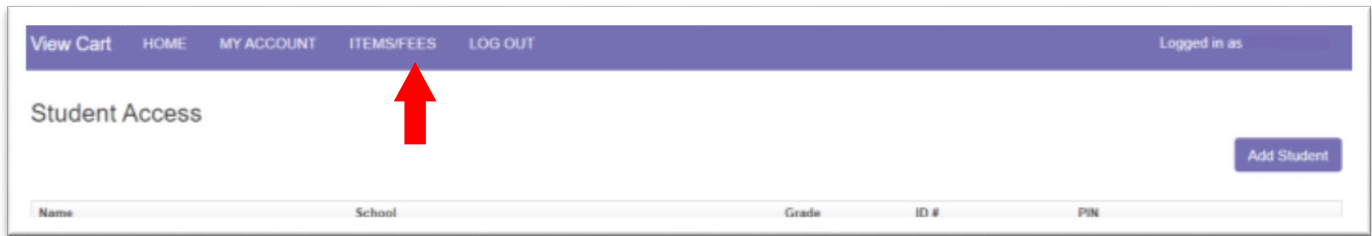
Shopping Cart Checkout - Select Payment Method

| | Nickname | Type | Account Number | Service Fee |
|------------------------|----------------------|-------------|----------------|-------------|
| Select | One-Time Credit Card | Credit Card | | \$5.30 |
| Select | One-Time ACH | ACH | | \$1.00 |

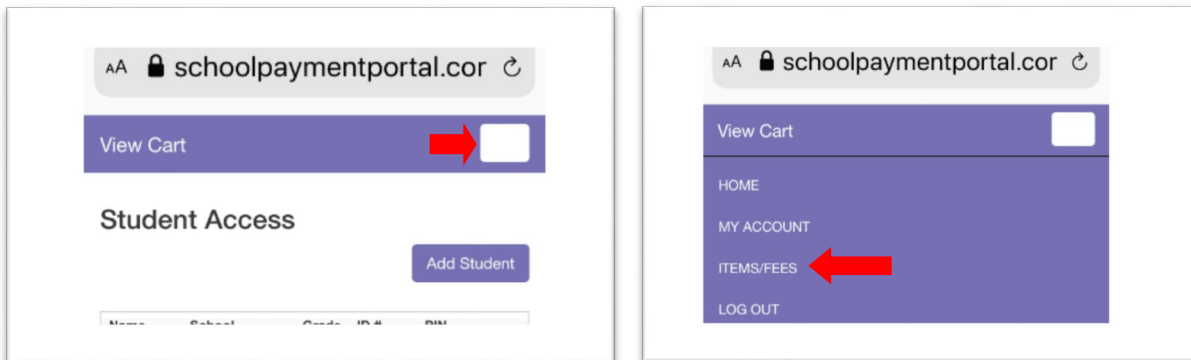
View Cart

Making Payments for 1:1 Laptop Fees (AC adaptor replacement, damage fee and replacement bag)

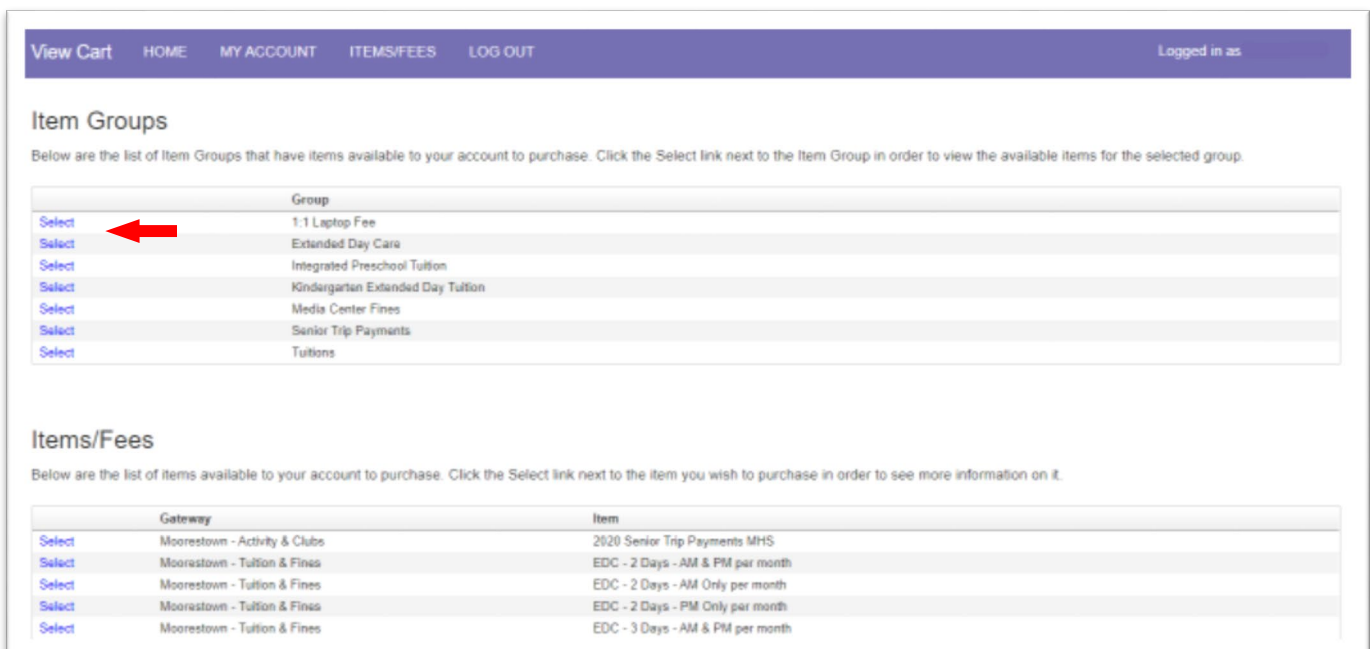
From desktop computer, click the Items/Fees tab on the top horizontal menu.



From mobile device click on the white box in the upper right to access the dropdown menu.



Under Items/Fees, select the Items Group 1:1 Laptop Fee



Click on Select next to the item you need to pay.

Items/Fees

Below are the list of items available to your account to purchase. Click the Select link next to the item you wish to purchase in order to see more information on it.

[Go Back](#)

| | Gateway | Item |
|------------------------|------------------------------|-------------------------|
| Select | Moorestown - Tuition & Fines | Tech 1:1 AC Replacement |
| Select | Moorestown - Tuition & Fines | Tech1:1 Damage Fee |
| Select | Moorestown - Tuition & Fines | Tech1:1 NEW Laptop bag |

[Go Back](#)

In the Item Information screen, fill in any required information and then click Continue. The AC Replacement and Bag Replacement have fixed fees.

Tech 1:1 AC Replacement

Item Information

Here are the specifics for the item you wish to add

Item Name: Tech 1:1 AC Replacement

Patron:

Quantity:

Price: \$45.00

Tech 1:1 NEW Laptop Bag

Item Information

Here are the specifics for the item you wish to add

Item Name: Tech1:1 NEW Laptop bag

Patron:

Quantity:

Price: \$15.00


Tech 1:1 Damage Fee requires you to enter the amount you owe in the Price window. (example; you owe \$600, enter 600 in the price window).


Item Information
Here are the specifics for the item you wish to add

Item Name: Tech1:1 Damage Fee

Patron:

Quantity:


Price: 



Verify your item information is correct, then Click Add to Cart button.

Add Item To Cart
Please verify the item information and click Add To Cart to add this item to your shopping cart.

Item Name: Tech 1:1 AC Replacement
Student Name: Test, High School
School: Moorestown High School
Quantity: 1
Item Price: \$45.00
Total: \$45.00



In your Shopping Cart, you can either check out or continue shopping. In order to continue shopping and add items to your shopping cart, all items must be associated with the same gateway (refer to the table below). If you have additional students and/or fees, you can click on Continue Shopping to choose these items to add to your cart.


| Gateway | Items |
|---------------------|--|
| Activities and Fees | Senior class trip, Dances, Field trips |
| Lunch | Cafeteria payments |
| Tuition and Fines | School tuitions, Extended Day Care , Media center fines and 1:1 laptop fee |

When you are ready to check out, click Check Out.

Shopping Cart

Note: All items must be associated with the same gateway account in order to be processed as a single transaction.


| | Item | School | Quantity | Item Price | Total |
|------------------------|---|------------------------|----------|------------|----------------|
| Remove | Tech 1:1 AC Replacement-Test, High School | Moorestown High School | 1 | \$45.00 | \$45.00 |
| | Total | | | | \$45.00 |

[Continue Shopping](#)  [Check Out](#)

In the Shopping Cart Checkout screen, select your payment method. The additional fees associated with the Payment Method will be shown. Click on the Select to accept these fees. Follow the screens to finalize payment.

Shopping Cart Checkout - Select Payment Method

| | Nickname | Type | Account Number | Service Fee |
|------------------------|----------------------|-------------|----------------|-------------|
| Select | One-Time Credit Card | Credit Card | | \$2.04 |
| Select | One-Time ACH | ACH | | \$1.00 |

 [View Cart](#)

Follow the prompts to complete the transaction.

Transaction Fees

There are transaction fees associated with making payment via the Parent Payment Portal. They are:

- For credit card payments: \$1 plus 2.3% of dollar amount of transaction
- For ACH payments: \$1.50 for every \$500 of transaction

If you have any issues creating an account, logging in, or finding your student fees contact webmaster@mtps.com or call 856.778.6600 ext. 18252.