

# Milk & Hot Lunch

Welcome back! We are happy to offer the National School Lunch Program again this year at Waukesha Catholic. This program gives all students the opportunity to have a healthy affordable lunch every day. We are proud to continue our partnership with MCFI to accomplish these nutritional goals. Our prices have been adjusted to reflect the elimination of Covid funding from USDA.

If you were notified that your child(ren) qualify for Free Hot Lunch, please create an account so you can still pre-order lunches every month that your child(ren) would prefer. (No payment is required unless only milk is taken, or you pay regular or reduced pricing.)

**2023-24 Milk & Hot Lunch**  
Regular: \$4.35 / Reduced: \$.40 / Milk: \$.40

**FAMILY NAME:** \_\_\_\_\_

**NO Milk & NO Hot Lunch**  (check only if neither)

~~~~~  here if NO milk & NO hot lunch needed this year! ~~~~~

New (and) Existing Accounts: **Please complete the check list below.**

Use link or QR to add App to verify, create and pre-order: <https://schoolpaymentportal.com/Login.aspx>.

| Checklist                                        | Completed                | Not Applicable |
|--------------------------------------------------|--------------------------|----------------|
| Create/Update Account (Required)                 | <input type="checkbox"/> | N/A            |
| Create/Update Email Reminder (Required)          | <input type="checkbox"/> | N/A            |
| Automatic Replenish (Optional)                   | <input type="checkbox"/> | N/A            |
| Payment Info added to portal (Optional)          | <input type="checkbox"/> | N/A            |
| Payment ( <b>\$10 Min</b> ) Cash, Check or CC    | <input type="checkbox"/> | N/A            |
| Milk Choices (Required – <b>Indicate below</b> ) | <input type="checkbox"/> | N/A            |
| Pre-Order Meals (Required – <b>Online</b> )      | <input type="checkbox"/> | N/A            |

### Mobile Applications

The School Payment Portal mobile application is now available for both Android and IOS.



**Milk Choices :** Student Name: \_\_\_\_\_ Homeroom/Classroom: \_\_\_\_\_  
(circle one): White milk ONLY      Chocolate milk ONLY      Student Choice

Student Name: \_\_\_\_\_ Homeroom/Classroom: \_\_\_\_\_  
(circle one): White milk ONLY      Chocolate milk ONLY      Student Choice

Student Name: \_\_\_\_\_ Homeroom/Classroom: \_\_\_\_\_  
(circle one): White milk ONLY      Chocolate milk ONLY      Student Choice

Student Name: \_\_\_\_\_ Homeroom/Classroom: \_\_\_\_\_  
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Student Name: \_\_\_\_\_ Homeroom/Classroom: \_\_\_\_\_  
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Student Name: \_\_\_\_\_ Homeroom/Classroom: \_\_\_\_\_  
(circle one): White milk ONLY      Chocolate milk ONLY      Student Choice

# Milk/Hot Lunch Update, Account Setup & Meal Pre-Order

## Student IDs:

See Plastic Turn-In Folder

<https://schoolpaymentportal.com/Login.asp>

## Mobile Applications

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## REMINDERS/PAYMENTS (Existing Accounts)

View Cart MY ACCOUNT STUDENT ACCESS & CAFETERIA ACCOUNT LOG OUT

Logged in as Joy Suzik

### 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

Set reminders

Make Cafeteria Deposit

### Pre-Order Meals

To pre-order meals for students assigned to your account or to change existing pre-order selections, click the **Meal Pre-Order** button below.

Meal Pre-Order

Pre-Order Hot Lunch

(Cutoff is 9 days before meal is served)

Account Balance

### Cafeteria Balance/Transaction information

|              | Name           | School            | Grade | PIN   | Balance | Pending |
|--------------|----------------|-------------------|-------|-------|---------|---------|
| Transactions | Restrict Items | Waukesha Catholic | -1    | 24842 | \$0.00  | \$0.00  |
| Transactions | Restrict Items | Waukesha Catholic | 0     | 18454 | \$1.40  | \$0.00  |
| Transactions | Restrict Items | Waukesha Catholic | 2     | 15914 | \$1.70  | \$0.00  |
| Transactions | Restrict Items | Waukesha Catholic | 0     | 21954 | \$0.00  | \$0.00  |
| Transactions | Restrict Items | Waukesha Catholic | 4     | 22422 | \$9.40  | \$0.00  |
| Transactions | Restrict Items | Waukesha Catholic | 2     | 22654 | \$3.00  | \$0.00  |
| Transactions | Restrict Items | Waukesha Catholic | 3     | 16288 | \$0.00  | \$0.00  |

## Low Balance Reminder (Required)

View Cart MY ACCOUNT STUDENT ACCESS & CAFETERIA ACCOUNT LOG OUT

Logged in as Joy Suzik

### Set Cafeteria Low Balance Reminder - Receive an Automatic Email

Receive an email message when the patron's balance falls below a specified level.

Patron

Name:

Balance

Level:

10.00

Cancel

Continue

# Automatic Replenish (Optional)

## Set Cafeteria Low Balance Reminder - Automatic Replenishment

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.

Patron Name: Adamson, Alex

Balance Level:

Saved Payment Source:

Amount To Deposit:

Payment Types for Replenish:  
Credit Card or ACH (checking or savings account)  
See the screen-shot below to adds payment types.

# Payment Sources (Optional – Payments can be made online or Cash & Check sent to school)

View Cart **MY ACCOUNT** STUDENT ACCESS & CAFETERIA ACCOUNT LOG OUT Logged in as Joy Suzik

### My Account Info

First Name:

Last Name:

Email Address:

New Password:

Confirm New Password:

Two Factor Authentication: Off

### Saved Payment Sources

(If everything looks good, continue to Pre-Order)



## New Accounts

Create New Account (Login into: <https://schoolpaymentportal.com/Login.aspx>)

School Online Payment Processing

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.

### Parents

Already have an account? Login to the Parent Portal to view information related to your kids and their district.

### Administrators

The Administrative Portal provides district and school administrators with the ability to view reports and configure items specific to their district.

### Mobile Applications

The School Payment Portal mobile application is now available for both Android and IOS.

## Create a New Account

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

**Enter the required info**

First Name:

Last Name:

Email Address:

Password:

Confirm Password:

## 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.

Now that your account is created, you can add students.

### Adding your Student

View Cart MY ACCOUNT STUDENT ACCESS & CAFETERIA ACCOUNT LOG OUT Logged in as Joy Suzik

#### Student Access

Students available to your account are listed below. Click the "Add Student" button to start the process of adding a student to your account.

| Name | School | Grade | ID # | PIN |
|------|--------|-------|------|-----|
|------|--------|-------|------|-----|

## Step 1 (Enter Zip Code - 53186)

### 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:

53186

Enter 53186

Cancel

Continue

## Step 2 (Select School)

### 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.

| Select                | School            | City     | State | ZipCode |
|-----------------------|-------------------|----------|-------|---------|
| <input type="radio"/> | Waukesha Catholic | Waukesha | WI    | 53186   |

Start Over

## Step 3 (Enter Student Info)

### Add A Student -- Step 3

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

Last Name:

Smith

First Name:

Jane

Student ID:

15941

Enter first, last name and student ID as listed on your child(ren)'s packet. (See sticker on Packet Turn-In/Wednesday Folder)

Start Over

Continue

## Step 4 (verify correct student & Add)

### Add A Student -- Step 4

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

| Name                                     | Grade |
|------------------------------------------|-------|
| <a href="#">Add Student</a> Test Student | -1    |

## Step 5 (Reminders & Pre-Order Hot Lunch)

### 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

Set reminders

Make Cafeteria Deposit

### Pre-Order Meals

To pre-order meals for students assigned to your account or to change existing pre-order selections, click the Meal Pre-Order button below.

Meal Pre-Order

Pre-Order Hot Lunch

(Cutoff is 9 days before meal is served)

Account Balance

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| Restrict Items |      | Waukesha Catholic | 2     | 22654 | \$3.00  | \$0.00  |
| Restrict Items |      | Waukesha Catholic | 3     | 16288 | \$0.00  | \$0.00  |

## Set Reminder (Low Balance/Replenish)

### Low Balance Reminder (Required)

[View Cart](#) [MY ACCOUNT](#) [STUDENT ACCESS & CAFETERIA ACCOUNT](#) [LOG OUT](#)

Logged in as Joy Suzik

#### Set Cafeteria Low Balance Reminder - Receive an Automatic Email

Receive an email message when the patron's balance falls below a specified level.

Patron Name: \_\_\_\_\_

Balance Level:

[Cancel](#)

[Continue](#)

### Set Automatic Replenish (Optional)

#### Set Cafeteria Low Balance Reminder - Automatic Replenishment

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.

Patron Name: Adamson, Alex

Balance Level:

Saved Payment Source:

Amount To Deposit:

[Cancel](#)

[Continue](#)

**Payment Types for Replenish:**  
Credit Card or ACH (checking or savings account)  
See the screen-shot below to adds payment types.

### Payment Sources

[View Cart](#) [MY ACCOUNT](#) [STUDENT ACCESS & CAFETERIA ACCOUNT](#) [LOG OUT](#) Logged in as Joy Suzik

#### My Account Info

First Name:

Last Name:

Email Address:

New Password:

Confirm New Password:

Two Factor Authentication: Off

[Configure Two Factor Authentication](#) [Deactivate My Account](#) [Update](#)

Saved Payment Sources

[New Saved Payment Source](#)

### Pre-Order Meals

[View Cart](#) [MY ACCOUNT](#) [STUDENT ACCESS & CAFETERIA ACCOUNT](#) [LOG OUT](#) Logged in as test test

#### 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](#)

#### Pre-Order Meals

To pre-order meals for students assigned to your account or to change existing pre-order selections, click the **Meal Pre-Order** button below.

[Meal Pre-Order](#)

#### Cafeteria Balance/Transaction Information

| Transactions | Restrict Items | Name | School            | Grade | PIN   | Balance | Pending |
|--------------|----------------|------|-------------------|-------|-------|---------|---------|
|              |                |      | Waukeshu Catholic | -1    | 22124 | \$7.70  | \$0.00  |

## LunchTime Parent Pre-Order - Start a New Order

Start Date:  

End Date:  

Select Meal Periods:  Lunch

Choose Dates to add meals

Start Order

## LunchTime Parent Pre-Order - Place an Order

Serving Date: Tuesday, August 1, 2023

(22124)  
Waukesha Catholic, Grade: -1

**Lunch**  
Order Deadline: 7/23/2023 11:59:59 PM Central Standard Time

Reminder of Order Deadline

| Quantity | Item      |
|----------|-----------|
| 1        | Hot Lunch |

Enter Quantity

Save and repeat for all days

Cancel

Go Back   Save Changes/Continue

## LunchTime Parent Pre-Order Summary

The following items listed below are ready to be added to your list of confirmed Pre-order items. Follow the instructions below to complete the transaction.

### Transaction Detail

| Serving Date | Patron | School            | Meal  | Item      | Quantity | Item Price | Total Price |
|--------------|--------|-------------------|-------|-----------|----------|------------|-------------|
| 8/1/2023     |        | Waukesha Catholic | Lunch | Hot Lunch | 1        |            |             |

### Transaction Summary and Payment Information

| Patron | School | Current Balance | Total Ordered | Total Due Now |
|--------|--------|-----------------|---------------|---------------|
|--------|--------|-----------------|---------------|---------------|

### Confirm Transaction

To submit the items you have pre-ordered for processing, click the **Confirm** button. Click **Go Back** to review your selections for each day. Click **Cancel** to abandon the current order.

No payment is required to complete this pre-order transaction. However, funds may be required to be in each patron's account prior to receiving the ordered items. Contact the school/food service provider for more information.

Cancel

Go Back   Confirm