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.
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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.

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

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

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.
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.

1. Enter 08057 in the Zip Code box then click Continue.

2. 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.

Verify the information and click Add Student.

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.

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.

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.
Making a Cafeteria Deposits

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

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

Review the Cafeteria Deposit Confirmation screen and click Add to Cart button.
Once all your cafeteria deposits have been added to the Shopping Cart, click the Check Out button.

![Shopping Cart]

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]

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.

Click Modify next to the student.

From the Reminder Type dropdown menu, choose either Auto Email or Auto Replenish. Click Continue.
If opting to receive an Automatic Email, enter the low balance level and then click Continue.

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.

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.

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.

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

<table>
<thead>
<tr>
<th>Gateway</th>
<th>Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activities and Fees</td>
<td>Senior class trip, Dances, Field trips</td>
</tr>
<tr>
<td>Lunch</td>
<td>Cafeteria payments</td>
</tr>
<tr>
<td>Tuition and Fines</td>
<td>School tuitions, Extended Day Care , Media center fines and 1:1 laptop fee</td>
</tr>
</tbody>
</table>

When you are ready to check out, click 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.
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.

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

Tech 1:1 NEW Laptop Bag
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).

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

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.

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When you are ready to check out, click 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.

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 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.