



To the Parents/ Guardians,

You are able to place money on your child/children's account On-line and view your child/children's purchases. To set up your account you will need to go to www.schoolpaymentportal.com. You will also need your student's PIN number.

- Enter 08030 in the box for zip code then hit search.
- Gloucester City School District will show.
- Click on your student's school and enter your information (you will create your password here) then click on create account.
- Click to take you to the Home Page.
- Enter your E-mail Address and Password you just created.
- Click to add students.
- Enter your student's last name, first name & student id number then click search.
- Click on MANAGE CAFETERIA ACCOUNT.
- Here you can view your student's account or make a payment.
 - FEE STRUCTURE
 - Credit Card Payments (Visa, MasterCard, Discover)
 - 2.3% + \$1.00 per transaction
 - ACH Payments
 - \$1.00 per transaction
 - EXAMPLE
 - Parent / Guardian Deposits \$50.00
 - Credit Card Payment: The parent/guardian would be charged the \$50.00, which is deposited to the student's account, as well as a \$2.15 transaction fee.
 - ACH payment: The parent /guardian would be charged the \$50.00, which is deposited to the student's account, as well as a \$1.00 transaction fee.
- There are 3 options to Set Up Notifications:
 1. E-mail Notification once balance falls below a specified amount, which you determine;
 2. E-mail Notification with a link to pay online once balance falls below a specified amount, which you determine or
 3. Automatic funds transfer with a saved transaction once balance falls below a specified amount.

Please contact Marlene Monroe, Food Service Director, with any questions at 856-456-7000, ext 1526 or mmonroe@gcsd.k12.nj.us.