

LunchTime (Hot Lunch Management System)

Dear Parents and Guardians,

Our Lady of Peace's Cafeteria Management System is called LunchTime. A School Payment Portal is being offered as a safe, secure, and convenient way for parents or guardians of students to manage school payments. You will have the opportunity to track purchases, create reminders, and set up automatic payments. The automatic payment portion is ready for you to set up your account and view their daily transactions.

Below is a quick guide to setting up your User ID. If you would like detailed information use the "Parent Guide to School Payment Portal". This document will assist new users with the most basic functionality of the School Payment Portal.

Any questions or concerns with a student's account should be directed to our Kitchen Manager Mr. Cailean Campbell at ccampbell@olpmn.org.

To set up your account you can visit <https://schoolpaymentportal.com>

1. The first time that you visit the website, you will be directed to Click the green button marked CREATE ACCOUNT. Once you have established an account, you will need to use the Parent Login from the main site to access your account.
2. Enter your First Name, Last Name, email address, and a password. Then click the Create Account button located in the lower right corner.
3. You will see confirmation that your account has been created successfully. Next, click the Login Page button in the lower right corner, then enter your login credentials and click Sign In
4. Once you are logged in, click the Add Student button.
5. Enter the School's Zip Code, 55417, in the field for zip code, then click Continue
6. Available schools will be displayed. Click on the blue Select to the left of the School name
7. Enter the required information for the student, then click Continue
8. Verify the information and click on the blue Add Student to the left of the student's name

You will be returned to the Student Access page. Follow the above steps for each student you wish to add to the account.

For returning families and new families who have created an account to add funds, follow the below steps:

1. Click the blue button marked Make Cafeteria Deposit
2. Enter the Deposit Amount for each Student listed and click the Continue button.
3. Follow the screen prompts to set up your payment options.
4. Credit Card payment option includes a processing fee and credit card fee.
5. Funds will be available to use in less than 48 hours.

If you have any questions during the school year about the lunch program please feel free to reach out to our Kitchen Manager Cailean Campbell at ccampbell@olpmn.org

Thank you