



ST. BENEDICT SCHOOL
165 Bethany Road
Holmdel, New Jersey 07733
Phone: 732.264.5578
Fax: 732.264.8679
school.stbenedicholmdel.org

To set up your child's lunch account, follow these simple steps:

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

The first time that you visit the website, you will be directed to Click the green button marked CREATE ACCOUNT. Enter your First Name, Last Name, email address and a password. Then click the Create Account button located in the lower right corner. Once you have established an account, you will need to use the Parent Login button from the main site to access your account.

- You will see confirmation that your account has been created successfully. Next, click the Parent Login Page button, enter your login credentials and click Sign In.
- Once you are logged in, click the Add Student button.
- Enter the School's Zip Code, 07733, in the field for zip code, then click Continue
- Available schools will be displayed. Click on the blue Select to the left of the School name
- Enter the required information for the student that you wish to add to your account, then click Continue
- 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

To make payments to lunch accounts:

- Click the blue button marked Make Cafeteria Deposit
- Enter the Deposit Amount for each Student listed and click the Continue button.
- Follow the screen prompts to setup your payment options.

ONLINE PAYMENT FEE STRUCTURE

- Credit Card Payments (Visa, MasterCard, Discover) 2.3% + \$1.00 per transaction
- ACH (online checking account payments) \$1.50 per each \$500 deposit level
 - EXAMPLE: Parent/Guardian Deposits \$100.00 Credit Card Payment: The parent/guardian would be charged \$100.00 that is deposited to the district bank account as well as a \$3.30 convenience fee paid to us to cover the fee processing expenses.