

# LunchTime Web Portal



## Parents Guide to Getting Started

# Contents

---

- Creating a New Account ..... 3
- Logging into the LunchTime Web Portal ..... 6
- Site Logout ..... 7
- Adding Students to Your Account..... 7
- Starting a New Credit Card Transaction (No Saved Payment Source)..... 10
- Starting a New ACH Transaction (No Saved Payment Source) ..... 17
- Entering a Credit Card Transaction with a Saved Payment Source ..... 24
- Entering an ACH Transaction with a Saved Payment Source ..... 30
- Modifying a Saved Credit Card ..... 36
- Modifying a Saved ACH Account..... 40
- Viewing Account Transactions..... 45
- Notification Settings ..... 47

## Creating a New Account

To create a new account, click the link in the middle of the page that says "Create An Account".



The screenshot shows the top navigation bar with the LunchTime logo (CAFETERIA DATA MANAGEMENT) and three images: school supplies, fresh produce, and a stack of money. The main content area has a green sidebar on the left. The header reads "LunchTime Demonstration School District" with a link to a help guide. Below is a login section with fields for "Email Address:" and "Password:", and a "Login" button. A "Forgot Your Password?" section includes an "Email Address:" field and a "Send Email Message" button. A green arrow points to the text "DON'T HAVE AN ACCOUNT? CLICK THE CREATE AN ACCOUNT LINK TO CREATE ONE. ([Create An Account](#))". Below this is a welcome message and a "Secured by thawte" security badge with the date "2011-08-28". At the bottom, there are links for "Privacy Policy", "Security Policy", "Return Policy", "Delivery Policy", and "Customer Service".

**LunchTime Demonstration School District**  
Need Help? Click [HERE](#) to access our Help Guide.

Please enter your Email Address and Password to access the site

Email Address:

Password:

Login

Forgot Your Password? Enter your email address in the box below and click the send button to have your password emailed to you.

Email Address:

Send Email Message

DON'T HAVE AN ACCOUNT? CLICK THE CREATE AN ACCOUNT LINK TO CREATE ONE. ([Create An Account](#))

Welcome to the LunchTime Software Demonstration School District Website.

Secured by thawte  
2011-08-28

[Privacy Policy](#) | [Security Policy](#) | [Return Policy](#) | [Delivery Policy](#) | [Customer Service](#)

On the LunchTime **Account Creation** Page, Enter your First Name, Last Name, Email Address and Requested Password. The password must be at least 5 characters in length. Once the information has been entered, click the **Submit** button



## LunchTime Account Creation

### Online Cafeteria Account Registration Form

Please enter the requested information in the entry area below. Once you have successfully filled out the entry form, you will be able to login to the LunchTime Online Parental Access Website and add your kids into your account.

\*indicates a required field.

Parent First Name\*

Parent Last Name\*

Email Address\*

Requested Password\*

Upon successful creation of your account, you will receive an email from the site administrator and see a page indicating that your account has been successfully created.



**LunchTime**  
CAFETERIA DATA MANAGEMENT

## LunchTime Online Account Creation

**Account Information Received**

Thank you for using the LunchTime website for creating an online access account. Your information has been received and you may login to the Parental Access Website immediately. Please click [HERE](#) to return to the login page.

[Privacy Policy](#) | [Security Policy](#) | [Return Policy](#) | [Delivery Policy](#) | [Customer Service](#)

All Material ©2005-2011 LunchTime Software, LLC. All Rights Reserved.

Click the link in the middle of the page to return to the login page.

## Logging into the LunchTime Web Portal

To login to the LunchTime Portal, enter your email address and password into the fields provided then click the **Login** button.



### LunchTime Demonstration School District

Need Help? Click [HERE](#) to access our Help Guide.

Please enter your Email Address and Password to access the site

Email Address:

Password:

Forgot Your Password? Enter your email address in the box below and click the send button to have your password emailed to you.

Email Address:

**DON'T HAVE AN ACCOUNT? CLICK THE CREATE AN ACCOUNT LINK TO CREATE ONE.** ([Create An Account](#))

Welcome to the LunchTime Software Demonstration School District Website.



2011-08-28

[Privacy Policy](#) | [Security Policy](#) | [Return Policy](#) | [Delivery Policy](#) | [Customer Service](#)

If you have forgotten your password, enter your email address into the space provided and click the **Send Email Message** button which will email your password to you.

## Site Logout

To Logout of the LunchTime Portal, click the “LogOut” link in the upper right hand corner of any of the site pages.



## Adding Students to Your Account

From the **Account Access Listing** Page, click the link in the middle of the page to start the process of adding students to your account.

The image shows the 'Account Access Listing' page in the LunchTime portal. The header is identical to the previous screenshot. Below the navigation bar is a large green vertical bar on the left side. The main content area has the title 'Account Access Listing' in blue. Below the title is a paragraph of text explaining that users can view transactions and make deposits. A green arrow points to the text 'To add kids to your account, please click [HERE](#).' Below this is a table with the following columns: 'Select', 'Last Name', 'First Name', 'Grade', 'Balance', and 'PIN #'. At the bottom of the page are several footer links: 'Privacy Policy', 'Security Policy', 'Return Policy', 'Delivery Policy', and 'Customer Service'. The footer also contains the copyright notice: 'All Material ©2005-2011 LunchTime Software, LLC. All Rights Reserved.'

Select	Last Name	First Name	Grade	Balance	PIN #
--------	-----------	------------	-------	---------	-------

On the **Addition of Students to Your Account** Page, Enter the requested information and click the **Submit** button to add the student to your account list. Each School District will determine the information needed to add a student to an account.



[Account List](#) | [Update Info](#) | [LogOut](#)

## Addition of Students to Your Account

To add additional students to your account listing, enter the appropriate information below and click submit. If the information entered matches the information in our database, you will have access to that student's cafeteria account immediately.

Student Last Name

Student First Name

Student ID Number

Date of Birth

[Privacy Policy](#) | [Security Policy](#) | [Return Policy](#) | [Delivery Policy](#) | [Customer Service](#)

After successfully adding the student to your account, you will be redirected to the **Account Access Listing** Page and the student will appear in your Account List.



[Account List](#) | [Update Info](#) | [LogOut](#)

## Account Access Listing

The account(s) you have been provided access to are listed below. Click the View button next to the account whose transactions you would like to view. If this school is setup to accept deposits online, you can deposit money by clicking the deposit link following the Balance on the account you wish to update.

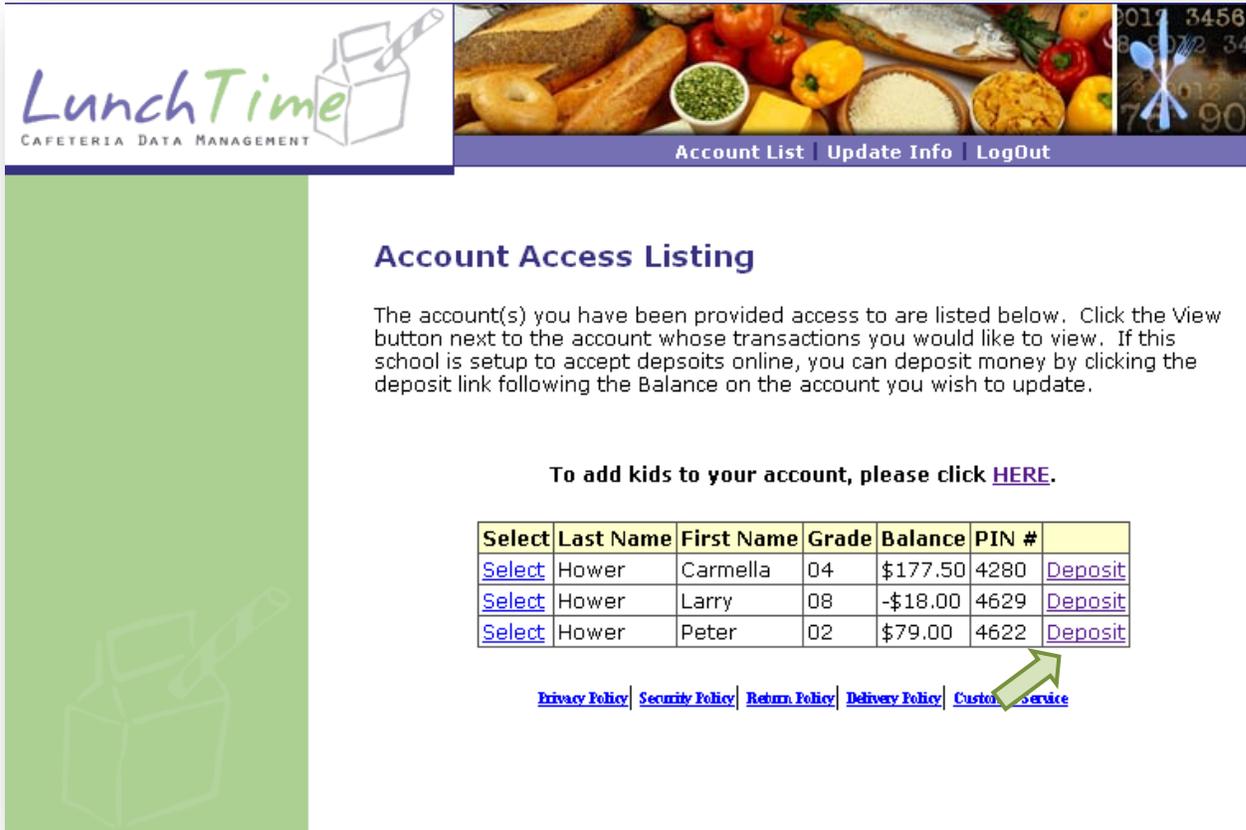
To add kids to your account, please click [HERE](#).

Select	Last Name	First Name	Grade	Balance	PIN #	
<a href="#">Select</a>	Hower	Carmella	04	\$177.50	4280	<a href="#">Deposit</a>

[Privacy Policy](#) | [Security Policy](#) | [Return Policy](#) | [Delivery Policy](#) | [Customer Service](#)

## Starting a New Credit Card Transaction (No Saved Payment Source)

From the **Account Access Listing** Page, click on the “Deposit” link next to the name of any student in your Account List.



The screenshot shows the LunchTime Cafeteria Data Management interface. At the top left is the LunchTime logo with a milk carton icon. To the right is a navigation bar with links for Account List, Update Info, and LogOut. The main content area is titled "Account Access Listing" and contains a paragraph explaining that users can view transactions and make deposits. Below this is a link to add kids to the account. A table lists three students with their names, grades, balances, and PIN numbers, each with a "Deposit" link. A green arrow points to the "Deposit" link for Peter Hower. At the bottom, there are links for Privacy Policy, Security Policy, Return Policy, Delivery Policy, and Customer Service.

**Account Access Listing**

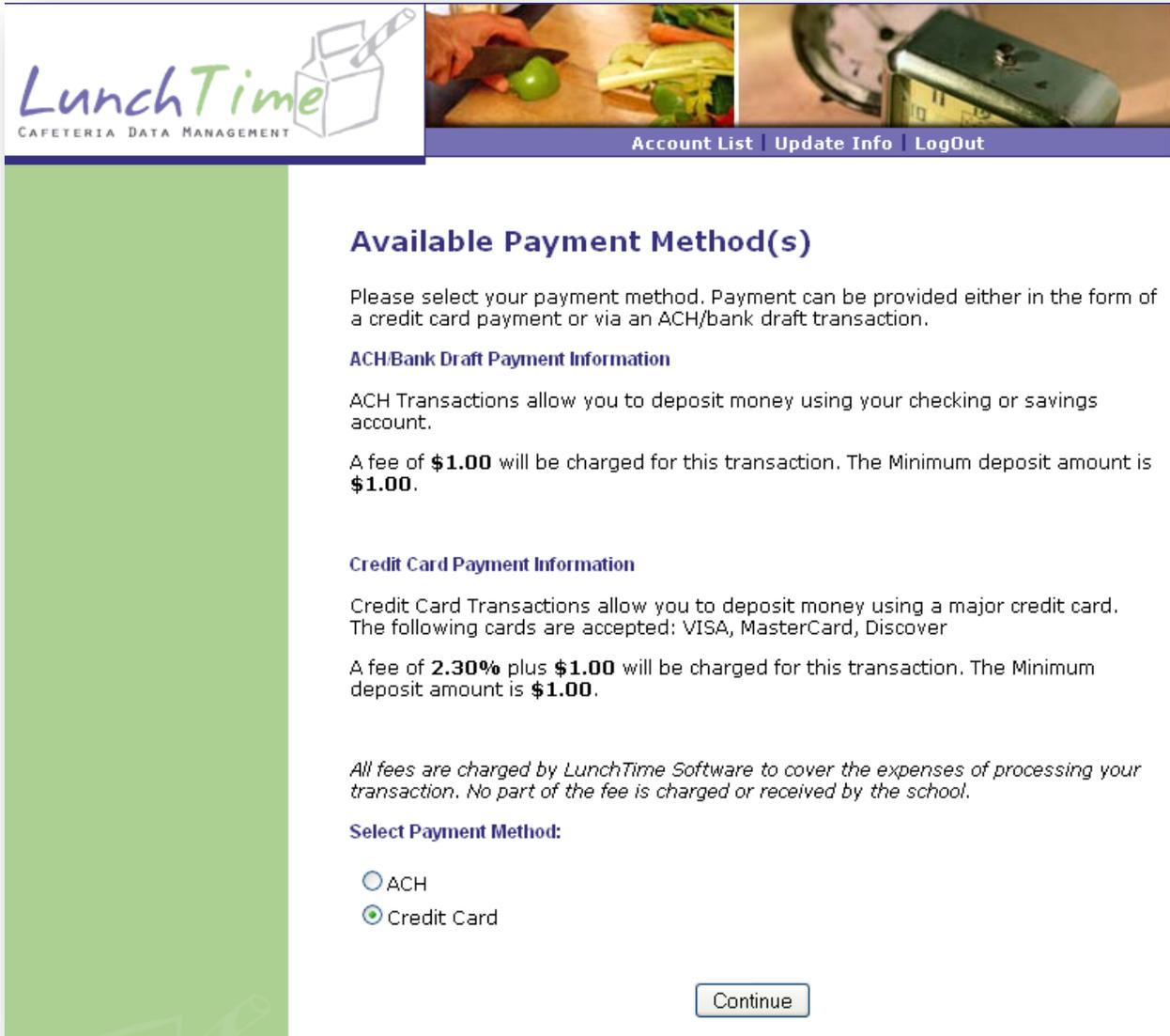
The account(s) you have been provided access to are listed below. Click the View button next to the account whose transactions you would like to view. If this school is setup to accept deposits online, you can deposit money by clicking the deposit link following the Balance on the account you wish to update.

To add kids to your account, please click [HERE](#).

Select	Last Name	First Name	Grade	Balance	PIN #	
<a href="#">Select</a>	Hower	Carmella	04	\$177.50	4280	<a href="#">Deposit</a>
<a href="#">Select</a>	Hower	Larry	08	-\$18.00	4629	<a href="#">Deposit</a>
<a href="#">Select</a>	Hower	Peter	02	\$79.00	4622	<a href="#">Deposit</a>

[Privacy Policy](#) | [Security Policy](#) | [Return Policy](#) | [Delivery Policy](#) | [Customer Service](#)

On the **Available Payment Method(s)** Page, you will see the Payment Methods offered by the school. The school may choose to offer ACH (debit from a checking account), Credit Cards or both. To start a new credit card transaction, select “Credit Card” and click the **Continue** button.



The screenshot shows the 'LunchTime CAFETERIA DATA MANAGEMENT' logo on the left, with navigation links 'Account List', 'Update Info', and 'LogOut' on the right. The main content area is titled 'Available Payment Method(s)' and contains the following text:

Please select your payment method. Payment can be provided either in the form of a credit card payment or via an ACH/bank draft transaction.

**ACH/Bank Draft Payment Information**

ACH Transactions allow you to deposit money using your checking or savings account.

A fee of **\$1.00** will be charged for this transaction. The Minimum deposit amount is **\$1.00**.

**Credit Card Payment Information**

Credit Card Transactions allow you to deposit money using a major credit card. The following cards are accepted: VISA, MasterCard, Discover

A fee of **2.30%** plus **\$1.00** will be charged for this transaction. The Minimum deposit amount is **\$1.00**.

*All fees are charged by LunchTime Software to cover the expenses of processing your transaction. No part of the fee is charged or received by the school.*

**Select Payment Method:**

- ACH
- Credit Card

On the **Enter Deposit Amounts** Page, enter the amount you wish to deposit for each student in your account. You can make a deposit for multiple students with one transaction. As shown below, \$22.00 will be deposited into Larry's Account and \$15.00 will be deposited into Peter's account. Click the **Continue** button when you are finished entering the deposit amounts.



[Account List](#) | [Update Info](#) | [LogOut](#)

### Enter Deposit Amounts

Please enter the amount of the deposit you wish to make for each student listed below next to their current balance. The **TOTAL** of all deposit amounts must be at least **\$1.00**.

Patron Name	Current Balance	Amount To Deposit
Carmella Hower	177.50	<input type="text" value="0.00"/>
Larry Hower	-18.00	<input type="text" value="22.00"/>
Peter Hower	79.00	<input type="text" value="15.00"/>

[Privacy Policy](#) | [Security Policy](#) | [Return Policy](#) | [Delivery Policy](#) | [Customer Service](#)

On the **Deposit Confirmation** Page, you will see the details of your transaction. Any convenience fees for the transaction will be shown on this page. Click the **Continue** button to continue the transaction. Click the **Cancel** button to return to the **Account Listing** Page.



[Account List](#) | [Update Info](#) | [LogOut](#)

## Deposit Confirmation

Please confirm the details of your transaction below. If they are correct, click the Continue button to execute the transaction. If changes need to be made, click the cancel button.

**Account Information**

Patron Name	Deposit Amount
Larry Hower	22.00
Peter Hower	15.00

**Additional Fees**

A convenience fee of \$1.85 will be added to this transaction.

Total Amount Charged: **\$38.85**

[Privacy Policy](#) | [Security Policy](#) | [Return Policy](#) | [Delivery Policy](#) | [Customer Service](#)

On the **Billing Information** Page, enter the billing/account information for your chosen payment method. Check the box next to the "Save Payment Info" text in order to save this payment method for future use. Click the **Continue** button to continue with the transaction. Click the **Cancel** button to return to the **Account Listing** Page.



[Account List](#) | [Update Info](#) | [LogOut](#)

### Credit Card Billing Information

Please enter your information in the entry area below. Required Fields are shown in **RED**.

*Note: Please check the box at the bottom of this page to allow for saving of your payment information. This is required for LunchTime Software to be able to process the transaction fee charges for your deposit.*

**First Name:**

**Last Name:**

**Address Line 1:**

Address Line 2:

**City:**

**State:**

**Zip Code:**

**Phone:**

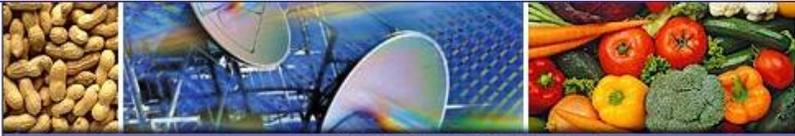
**Save Payment Info:**  Click Here to save this payment method and information for future use.

[Privacy Policy](#) | [Security Policy](#) | [Return Policy](#) | [Delivery Policy](#) | [Customer Service](#)

On the next page, you will enter your credit card information in the spaces provided:

- Credit Card Number
- Card Security (CVV) Code
- Expiration Date

Check the box to authorize your card to be charged the specified amount and click the **submit** button. Click the **Cancel** button to return to the **Account Listing** Page.



[Account List](#) | [Update Info](#) | [LogOut](#)

### Credit Card Information

Please enter your information in the entry area below. Required Fields are shown in **RED**.

#### Card Security Code Information



Visa  
Diners  
MasterCard  
Discover

**LAST 3 DIGITS OF ACCOUNT NUMBER PANEL**

**Credit Card Number:**

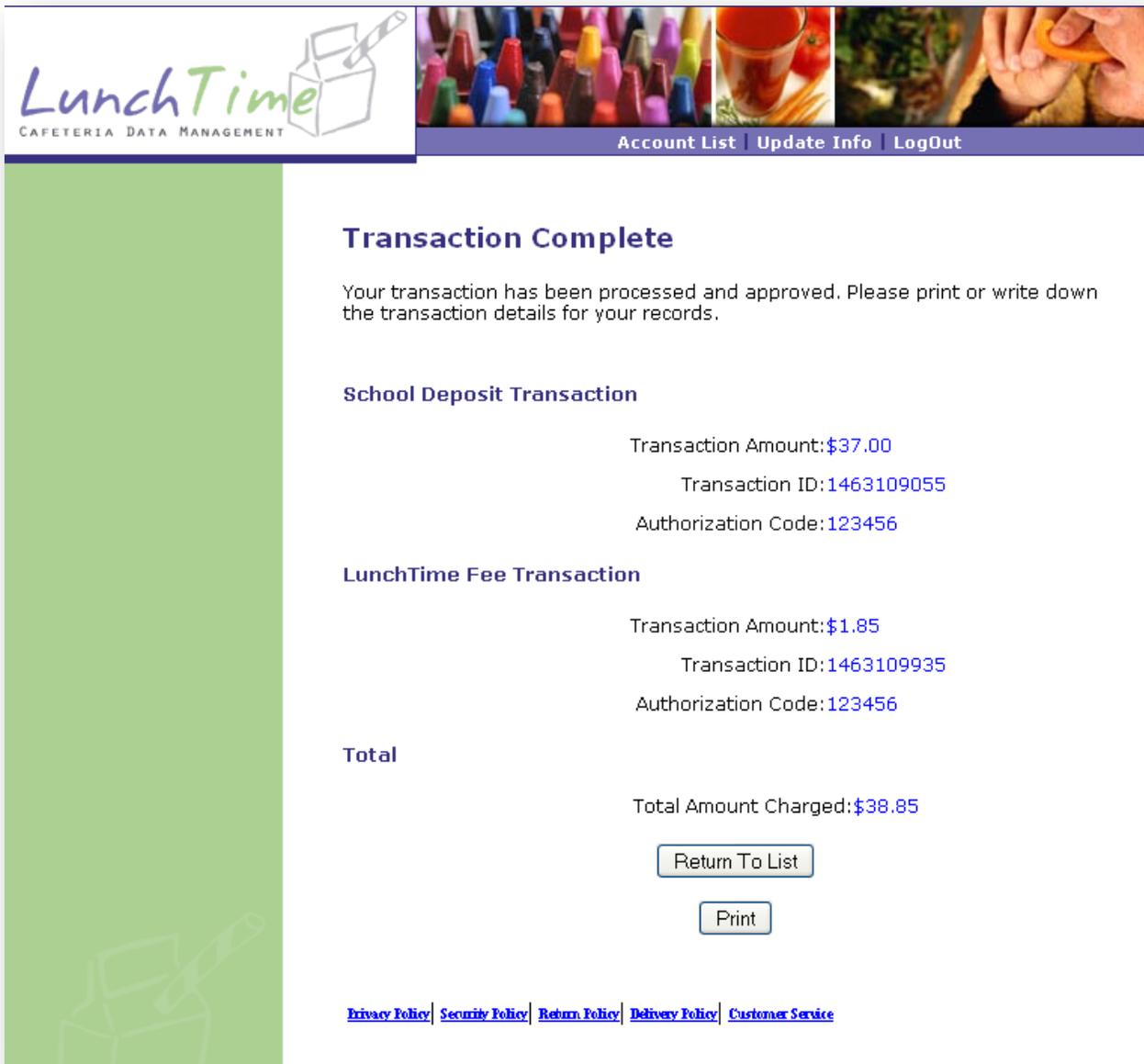
**Card Security Code:**

**Expiration Date:**

By checking this box, I hereby authorize my credit card to be charged \$38.85.

[Privacy Policy](#) | [Security Policy](#) | [Return Policy](#) | [Delivery Policy](#) | [Customer Service](#)

Once the transaction has been successfully processed, you will see a confirmation page that will detail the results of your payment.



The screenshot shows a web page for 'LunchTime CAFETERIA DATA MANAGEMENT'. The header includes a logo with a lunchbox icon and navigation links: 'Account List', 'Update Info', and 'LogOut'. The main content area is titled 'Transaction Complete' and contains the following information:

**Transaction Complete**

Your transaction has been processed and approved. Please print or write down the transaction details for your records.

**School Deposit Transaction**

Transaction Amount: \$37.00  
Transaction ID: 1463109055  
Authorization Code: 123456

**LunchTime Fee Transaction**

Transaction Amount: \$1.85  
Transaction ID: 1463109935  
Authorization Code: 123456

**Total**

Total Amount Charged: \$38.85

Buttons: 'Return To List' and 'Print'

Footer links: [Privacy Policy](#), [Security Policy](#), [Return Policy](#), [Delivery Policy](#), [Customer Service](#)

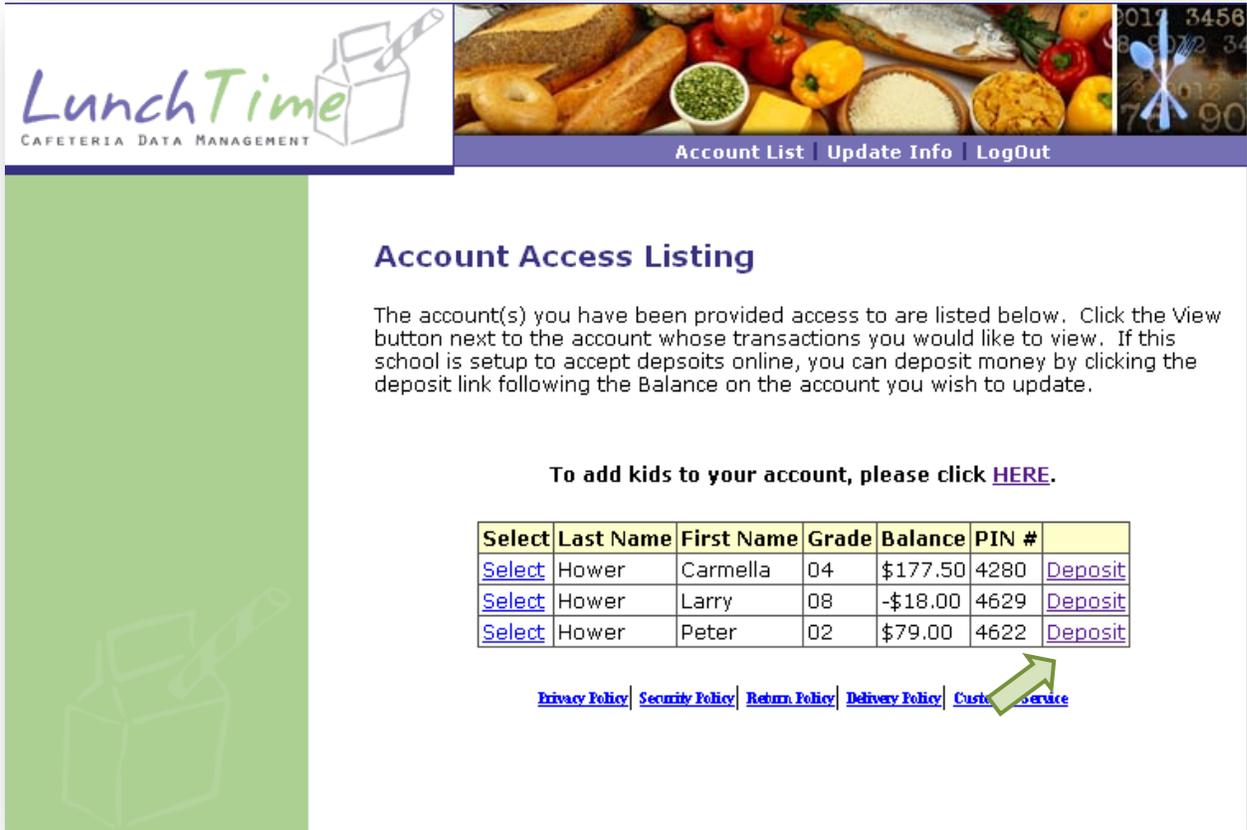
Click the **Return to List** button to return to the **Account Listing** Page.

Click the **Print** button to print this page.

You will also receive an email detailing the results of your transaction.

## Starting a New ACH Transaction (No Saved Payment Source)

From the **Account Access Listing** Page, click on the “Deposit” link next to the name of any student showing in your Account List.



**LunchTime**  
CAFETERIA DATA MANAGEMENT

[Account List](#) | [Update Info](#) | [LogOut](#)

### Account Access Listing

The account(s) you have been provided access to are listed below. Click the View button next to the account whose transactions you would like to view. If this school is setup to accept deposits online, you can deposit money by clicking the deposit link following the Balance on the account you wish to update.

To add kids to your account, please click [HERE](#).

Select	Last Name	First Name	Grade	Balance	PIN #	
<a href="#">Select</a>	Hower	Carmella	04	\$177.50	4280	<a href="#">Deposit</a>
<a href="#">Select</a>	Hower	Larry	08	-\$18.00	4629	<a href="#">Deposit</a>
<a href="#">Select</a>	Hower	Peter	02	\$79.00	4622	<a href="#">Deposit</a>

[Privacy Policy](#) | [Security Policy](#) | [Return Policy](#) | [Delivery Policy](#) | [Customer Service](#)

On the **Available Payment Method(s)** Page, you will see the Payment Methods offered by the school. The school may choose to offer ACH, Credit Cards or both. To start a new ACH (debit from a checking account) transaction, select “ACH” and click the **Continue** button.



The screenshot shows the 'LunchTime CAFETERIA DATA MANAGEMENT' logo on the left. The navigation bar includes 'Account List', 'Update Info', and 'LogOut'. The main content area is titled 'Available Payment Method(s)' and contains the following text:

Please select your payment method. Payment can be provided either in the form of a credit card payment or via an ACH/bank draft transaction.

**ACH/Bank Draft Payment Information**

ACH Transactions allow you to deposit money using your checking or savings account.

A fee of **\$1.00** will be charged for this transaction. The Minimum deposit amount is **\$1.00**.

**Credit Card Payment Information**

Credit Card Transactions allow you to deposit money using a major credit card. The following cards are accepted: VISA, MasterCard, Discover

A fee of **2.30%** plus **\$1.00** will be charged for this transaction. The Minimum deposit amount is **\$1.00**.

*All fees are charged by LunchTime Software to cover the expenses of processing your transaction. No part of the fee is charged or received by the school.*

**Select Payment Method:**

- ACH
- Credit Card

[Continue](#)

On the **Enter Deposit Amounts** Page, enter the amount you wish to deposit for each student in your account. You can make a deposit for multiple students with one transaction. As shown below, \$22.00 will be deposited into Larry's Account and \$15.00 will be deposited into Peter's account. Click the **Continue** button when you are finished entering the deposit amounts.



### Enter Deposit Amounts

Please enter the amount of the deposit you wish to make for each student listed below next to their current balance. The **TOTAL** of all deposit amounts must be at least **\$1.00**.

Patron Name	Current Balance	Amount To Deposit
Carmella Hower	177.50	<input type="text" value="0.00"/>
Larry Hower	-18.00	<input type="text" value="22.00"/>
Peter Hower	79.00	<input type="text" value="15.00"/>

[Privacy Policy](#) | [Security Policy](#) | [Return Policy](#) | [Delivery Policy](#) | [Customer Service](#)

On the **Deposit Confirmation** Page, you will see the details of your transaction. Any convenience fees for the transaction will be shown on this page. Click the **Continue** button to continue the transaction. Click the **Cancel** button to return to the **Account Listing** Page.



[Account List](#) | [Update Info](#) | [LogOut](#)

## Deposit Confirmation

Please confirm the details of your transaction below. If they are correct, click the Continue button to execute the transaction. If changes need to be made, click the cancel button.

**Account Information**

Patron Name	Deposit Amount
Carmella Hower	37.00

**Additional Fees**

A convenience fee of \$1.00 will be added to this transaction.

Total Amount Charged: **\$38.00**

[Privacy Policy](#) | [Security Policy](#) | [Return Policy](#) | [Delivery Policy](#) | [Customer Service](#)

On the **Bank Account Holder Information** Page, enter the billing/account information for your chosen payment method. Check the box next to the "Save Payment Info" text in order to save this payment method for future use. Click the **Continue** button to continue with the transaction. Click the **Cancel** button to return to the **Account Listing** Page.



[Account List](#) | [Update Info](#) | [LogOut](#)

### Bank Account Holder Information

Please enter your information in the entry area below. Required Fields are shown in **RED**.

*Note: Please check the box at the bottom of this page to allow for saving of your payment information. This is required for LunchTime Software to be able to process the transaction fee charges for your deposit.*

**First Name:**

**Last Name:**

**Address Line 1:**

Address Line 2:

**City:**

**State:**

**Zip Code:**

**Phone:**

**Save Payment Info:**  Click Here to save this payment method and information for future use.

[Privacy Policy](#) | [Security Policy](#) | [Return Policy](#) | [Delivery Policy](#) | [Customer Service](#)

On the next page, you will enter bank account information in the spaces provided:

- Name on Account
- Routing Number
- Account Number
- Account Type
- Entity Type

Check the box to authorize your card to be charged the specified amount and click the **submit** button. Click the **Cancel** button to return to the **Account Listing** Page.

The screenshot shows the 'LunchTime' web application interface. At the top, there is a navigation bar with the logo 'LunchTime CAFEYERIA DATA MANAGEMENT' on the left and three menu items: 'Account List', 'Update Info', and 'LogOut'. Below the navigation bar, the main content area is titled 'ACH Transaction Information'. A message states: 'Please enter your information in the entry area below. Required Fields are shown in RED.' Below this message is a diagram of a check with labels pointing to its components: '9 digit Routing Number' (123456789), 'Account Number (1-17 digits)' (1234567891011), and 'Check Number (do not include)' (0259). The check itself shows the name 'John Jones', address '124 Main Street, Anywhere, MA 02345', a date field, a 'Pay to the order of:' field, a dollar amount field, and the word 'EXAMPLE' in the center. Below the diagram are form fields for: 'Name on Account' (Leo Hower), 'Routing/ABA Number' (123123123), 'Account Number' (111111111), 'Account Type' (checking), and 'Entity Type' (personal). At the bottom, there is a checkbox with the text: 'By checking this box, I hereby authorize \$38.00 to be drawn from my checking/savings account.' and two buttons: 'submit' and 'Cancel'.

**ACH Transaction Information**

Please enter your information in the entry area below. Required Fields are shown in RED.

**EXAMPLE**

John Jones  
124 Main Street  
Anywhere, MA 02345

Date: \_\_\_\_\_

Pay to the order of: \_\_\_\_\_ \$ \_\_\_\_\_ Dollars

123456789 1234567891011 0259

9 digit Routing Number Account Number (1-17 digits) Check Number (do not include)

Name on Account: Leo Hower

Routing/ABA Number: 123123123

Account Number: 111111111

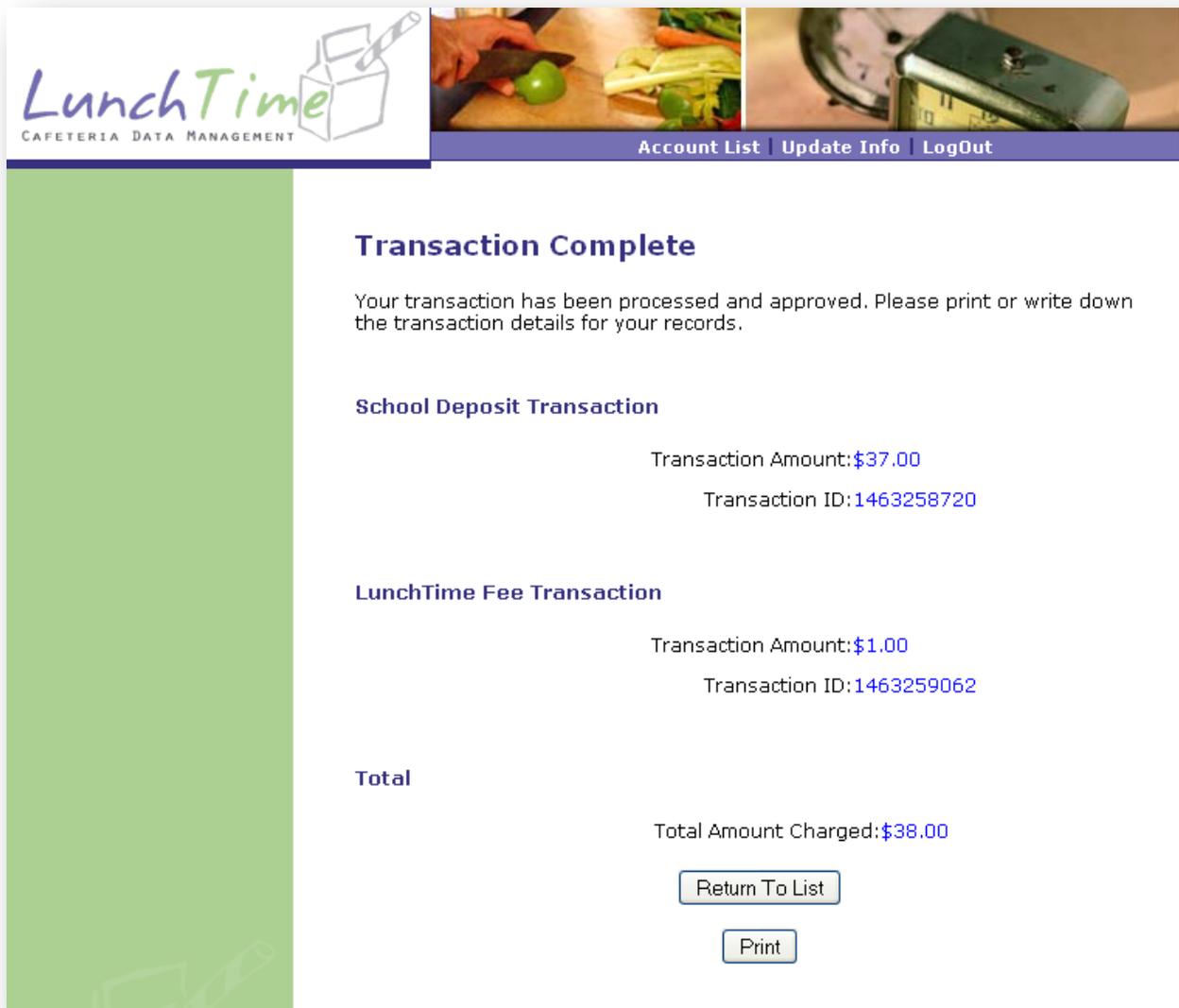
Account Type: checking

Entity Type: personal

By checking this box, I hereby authorize \$38.00 to be drawn from my checking/savings account.

submit Cancel

Once the transaction has been successfully processed, you will see a confirmation page that will detail the results of your payment.



**LunchTime**  
CAFETERIA DATA MANAGEMENT

[Account List](#) | [Update Info](#) | [LogOut](#)

### Transaction Complete

Your transaction has been processed and approved. Please print or write down the transaction details for your records.

#### School Deposit Transaction

Transaction Amount: **\$37.00**  
Transaction ID: **1463258720**

#### LunchTime Fee Transaction

Transaction Amount: **\$1.00**  
Transaction ID: **1463259062**

#### Total

Total Amount Charged: **\$38.00**

[Return To List](#)

[Print](#)

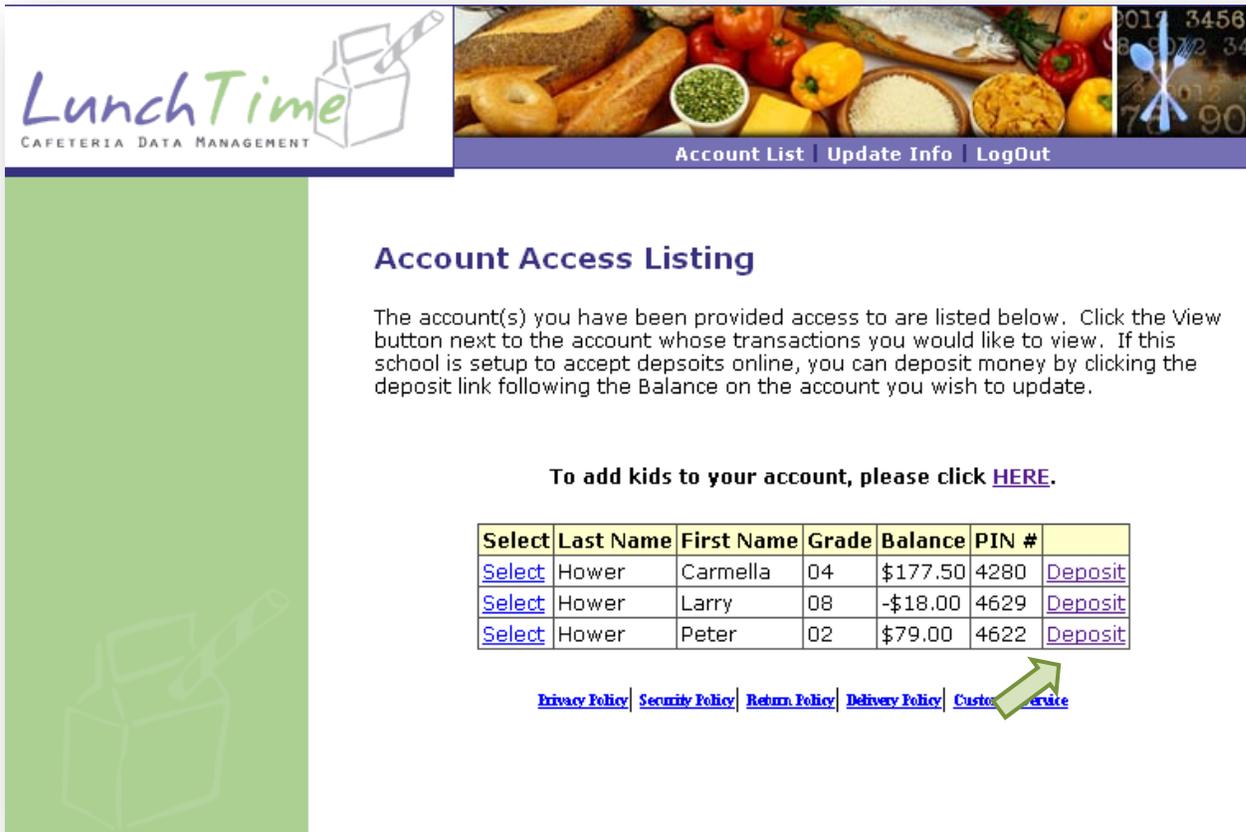
Click the **Return To List** button to display the **Account Listing** Page.

Click the **Print** button to print this page.

You will also receive an email detailing the results of your transaction.

## Entering a Credit Card Transaction with a Saved Payment Source

From the **Account Access Listing** Page, click the “Deposit” link next to the name of any of the students showing in your Account List.



The screenshot shows the 'LunchTime' website interface. The header includes the logo 'LunchTime CAFETERIA DATA MANAGEMENT' and navigation links: 'Account List', 'Update Info', and 'LogOut'. The main content area is titled 'Account Access Listing' and contains a paragraph explaining that users can view transactions and make deposits. Below this is a link 'HERE' to add kids to the account. A table lists three students with their names, grades, balances, and PIN numbers, each with a 'Select' and 'Deposit' link. At the bottom, there are links for 'Privacy Policy', 'Security Policy', 'Return Policy', 'Delivery Policy', and 'Customer Service', with a green arrow pointing to the 'Customer Service' link.

**Account Access Listing**

The account(s) you have been provided access to are listed below. Click the View button next to the account whose transactions you would like to view. If this school is setup to accept deposits online, you can deposit money by clicking the deposit link following the Balance on the account you wish to update.

To add kids to your account, please click [HERE](#).

Select	Last Name	First Name	Grade	Balance	PIN #	
<a href="#">Select</a>	Hower	Carmella	04	\$177.50	4280	<a href="#">Deposit</a>
<a href="#">Select</a>	Hower	Larry	08	-\$18.00	4629	<a href="#">Deposit</a>
<a href="#">Select</a>	Hower	Peter	02	\$79.00	4622	<a href="#">Deposit</a>

[Privacy Policy](#) | [Security Policy](#) | [Return Policy](#) | [Delivery Policy](#) | [Customer Service](#)

When a saved payment source exists, you will be directed to the following page:

**LunchTime**  
CAFETERIA DATA MANAGEMENT

[Account List](#) | [Update Info](#) | [LogOut](#)

### Saved Payment Sources

Saved Payment sources exist for this account. To use an existing payment source, click the Use For Payment link to the left of the account you want to use. To modify account information, click the Modify link to the right of the account. To use a payment source not listed, click the Use a Different Payment Source button at the bottom of the page.

	Type	Account Number	Expiration	Modify
<a href="#">Use For Payment</a>	Credit Card	4xxxxxxxxxxxx1111	03/13	<a href="#">Modify</a>

[Use a New Payment Source](#)

To use one of your Saved Payment Sources, click the “Use For Payment” link to the left of the Saved Payment Source. This will take you to the **Enter Deposit Amounts Page**.

Click the **Use a New Payment Source** button to start a deposit with a new payment source (Credit Card or Bank Account/ACH) not shown.

Click the “Modify” link to the right of the Saved Payment Source to modify the information for the payment source selected.

Enter the amount of deposit in each of the students listed in your Account List.



[Account List](#) | [Update Info](#) | [LogOut](#)

### Enter Deposit Amounts

Please enter the amount of the deposit you wish to make for each student listed below next to their current balance. The **TOTAL** of all deposit amounts must be at least **\$1.00**.

Patron Name	Current Balance	Amount To Deposit
Carmella Hower	177.50	<input type="text" value="0.00"/>
Larry Hower	4.00	<input type="text" value="10.00"/>
Peter Hower	94.00	<input type="text" value="0.00"/>

[Privacy Policy](#) | [Security Policy](#) | [Return Policy](#) | [Delivery Policy](#) | [Customer Service](#)

Click the **Continue** button to go to the **Confirmation** page.

On the **Deposit Confirmation** Page, you will see the details of your transaction. Any convenience fees for the transaction will be shown on this page. Click the **Continue** button to continue the transaction. Click the **Cancel** button to return to the **Account Listing** page.



[Account List](#) | [Update Info](#) | [LogOut](#)

## Deposit Confirmation

Please confirm the details of your transaction below. If they are correct, click the Continue button to execute the transaction. If changes need to be made, click the cancel button.

**Account Information**

Patron Name	Deposit Amount
Larry Hower	10.00

**Additional Fees**

A convenience fee of \$1.23 will be added to this transaction.

Total Amount Charged: **\$11.23**

[Privacy Policy](#) | [Security Policy](#) | [Return Policy](#) | [Delivery Policy](#) | [Customer Service](#)

On the **Confirm Transaction** Page, verify the Payment Method and Address information. Then, check the box to authorize payment. Click the **Continue** button to process the transaction. Click the **Cancel** button to return to the **Account Listing** page.



[Account List](#) | [Update Info](#) | [LogOut](#)

## Confirm Transaction

Payment Method: [Credit Card](#)

Card Number: [4xxxxxxxxxxx1111](#)

Expiration Date: [0313](#)

Last Name: [Hower](#)

First Name: [Leo](#)

Address 1: [123 Main St](#)

Address 2:

City: [State College](#)

State: [PA](#)

Zip Code: [16803](#)

Phone: [814-555-1111](#)

*All fees are charged by LunchTime Software to cover the expenses of processing your transaction. No part of the fee is charged or received by the school.*

By checking this box, I hereby authorize my credit card to be charged \$11.23.

[Privacy Policy](#) | [Security Policy](#) | [Return Policy](#) | [Delivery Policy](#) | [Customer Service](#)

Once the transaction has been successfully processed, you will see a confirmation page that will detail the results of your payment.

**LunchTime**  
CAFETERIA DATA MANAGEMENT

[Account List](#) | [Update Info](#) | [LogOut](#)

## Transaction Complete

Your transaction has been processed and approved. Please print or write down the transaction details for your records.

### School Deposit Transaction

Transaction Amount: **10.00**  
Transaction ID: **1463115539**  
Authorization Code: **123456**

### LunchTime Fee Transaction

Transaction Amount: **1.23**  
Transaction ID: **1463115547**  
Authorization Code: **123456**

### Total

Total Amount Charged: **11.23**

[Return To List](#)

[Print](#)

[Privacy Policy](#) | [Security Policy](#) | [Return Policy](#) | [Delivery Policy](#) | [Customer Service](#)

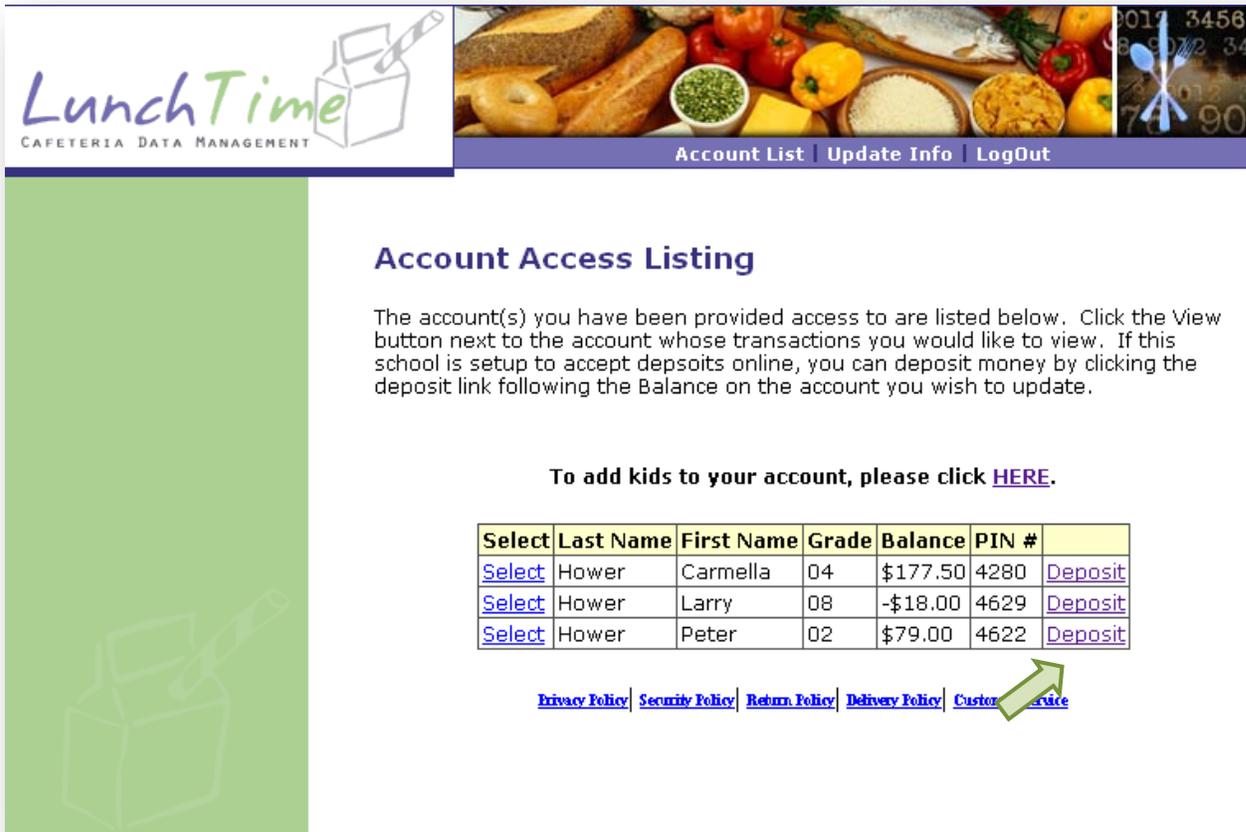
Click the **Return To List** button to display the **Account Listing** Page.

Click the **Print** button to print this page.

You will also receive an email detailing the results of your transaction.

## Entering an ACH Transaction with a Saved Payment Source

From the **Account Access Listing** Page, click on the “Deposit” link next to the name of any of the students showing in your Account List.



The screenshot shows the 'LunchTime' website interface. The header includes the logo 'LunchTime CAFETERIA DATA MANAGEMENT' and a navigation bar with links for 'Account List', 'Update Info', and 'LogOut'. The main content area is titled 'Account Access Listing' and contains a paragraph explaining that users can view transactions and make deposits. Below this is a table listing three students with their names, grades, balances, and PIN numbers. Each row has a 'Select' link and a 'Deposit' link. At the bottom, there are links for 'Privacy Policy', 'Security Policy', 'Return Policy', 'Delivery Policy', and 'Customer Service', with a green arrow pointing to the 'Customer Service' link.

### Account Access Listing

The account(s) you have been provided access to are listed below. Click the View button next to the account whose transactions you would like to view. If this school is setup to accept deposits online, you can deposit money by clicking the deposit link following the Balance on the account you wish to update.

To add kids to your account, please click [HERE](#).

Select	Last Name	First Name	Grade	Balance	PIN #	
<a href="#">Select</a>	Hower	Carmella	04	\$177.50	4280	<a href="#">Deposit</a>
<a href="#">Select</a>	Hower	Larry	08	-\$18.00	4629	<a href="#">Deposit</a>
<a href="#">Select</a>	Hower	Peter	02	\$79.00	4622	<a href="#">Deposit</a>

[Privacy Policy](#) | [Security Policy](#) | [Return Policy](#) | [Delivery Policy](#) | [Customer Service](#)

When a saved payment source exists, you will be directed to the following page:

**LunchTime**  
CAFETERIA DATA MANAGEMENT

[Account List](#) | [Update Info](#) | [LogOut](#)

### Saved Payment Sources

Saved Payment sources exist for this account. To use an existing payment source, click the Use For Payment link to the left of the account you want to use. To modify account information, click the Modify link to the right of the account. To use a payment source not listed, click the Use a Different Payment Source button at the bottom of the page.

	Type	Account Number	Expiration	Modify
<a href="#">Use For Payment</a>	ACH	1xxxx1111		<a href="#">Modify</a>

[Use a New Payment Source](#)

To use one of your Saved Payment Sources, click the “Use For Payment” link to the left of the Saved Payment Source. This will take you to the **Enter Deposit Amounts Page**.

Click the **Use a New Payment Source** button to start a deposit with a new payment source (Credit Card or Bank Account/ACH) not shown.

Click the “Modify” link to the right of the Saved Payment Source to modify the information for the payment source selected.

Enter the amount of to deposit in each of the students listed in your Account List.



[Account List](#) | [Update Info](#) | [LogOut](#)

### Enter Deposit Amounts

Please enter the amount of the deposit you wish to make for each student listed below next to their current balance. The **TOTAL** of all deposit amounts must be at least **\$1.00**.

Patron Name	Current Balance	Amount To Deposit
Carmella Hower	177.50	<input type="text" value="0.00"/>
Larry Hower	4.00	<input type="text" value="10.00"/>
Peter Hower	94.00	<input type="text" value="0.00"/>

[Privacy Policy](#) | [Security Policy](#) | [Return Policy](#) | [Delivery Policy](#) | [Customer Service](#)

Click the **Continue** button to go to the **Confirmation** page.

On the **Deposit Confirmation** Page, you will see the details of your transaction. Any convenience fees for the transaction will be shown on this page. Click the **Continue** button to continue the transaction. Click the **Cancel** button to return to the **Account Listing** Page.



[Account List](#) | [Update Info](#) | [LogOut](#)

## Deposit Confirmation

Please confirm the details of your transaction below. If they are correct, click the Continue button to execute the transaction. If changes need to be made, click the cancel button.

**Account Information**

Patron Name	Deposit Amount
Larry Hower	10.00

**Additional Fees**

A convenience fee of \$1.00 will be added to this transaction.

Total Amount Charged: **\$11.00**

[Privacy Policy](#) | [Security Policy](#) | [Return Policy](#) | [Delivery Policy](#) | [Customer Service](#)

On the **Confirm Transaction** Page, verify the Payment Method and Address information. Then, check the box to authorize payment. Click the **Continue** button to process the transaction. Click the **Cancel** button to return to the **Account Listing** Page.



[Account List](#) | [Update Info](#) | [LogOut](#)

## Confirm Transaction

Payment Method: [ACH](#)

Account Number: [1xxxx1111](#)

Routing Number: [1xxxx3123](#)

Last Name: [Hower](#)

First Name: [Leo](#)

Address 1: [123 Main Street](#)

Address 2:

City: [State College](#)

State: [PA](#)

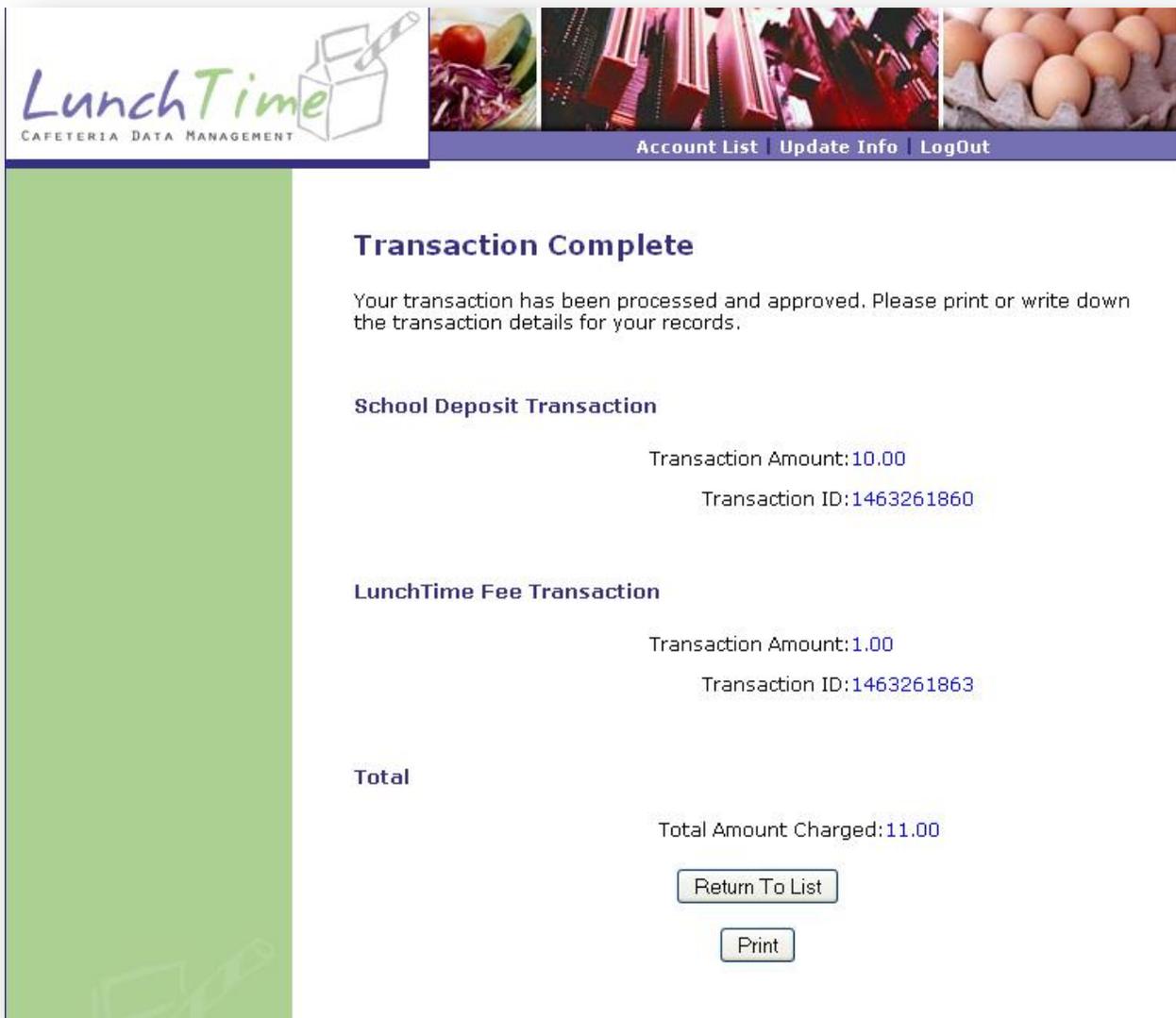
Zip Code: [16803](#)

Phone: [814-555-1111](#)

*All fees are charged by LunchTime Software to cover the expenses of processing your transaction. No part of the fee is charged or received by the school.*

By checking this box, I hereby authorize \$11.00 to be drawn from my checking/savings account.

Once the transaction has been successfully processed, you will see a confirmation page that will detail the results of your payment.



The screenshot displays the 'LunchTime' logo with the tagline 'CAFETERIA DATA MANAGEMENT' and a drawing of a lunchbox. To the right are three small images: fresh vegetables, a city skyline, and a carton of eggs. A navigation bar contains links for 'Account List', 'Update Info', and 'LogOut'. The main content area features a green sidebar on the left and a white main section with the following text:

### Transaction Complete

Your transaction has been processed and approved. Please print or write down the transaction details for your records.

#### School Deposit Transaction

Transaction Amount: 10.00  
Transaction ID: 1463261860

#### LunchTime Fee Transaction

Transaction Amount: 1.00  
Transaction ID: 1463261863

#### Total

Total Amount Charged: 11.00

Buttons: [Return To List](#), [Print](#)

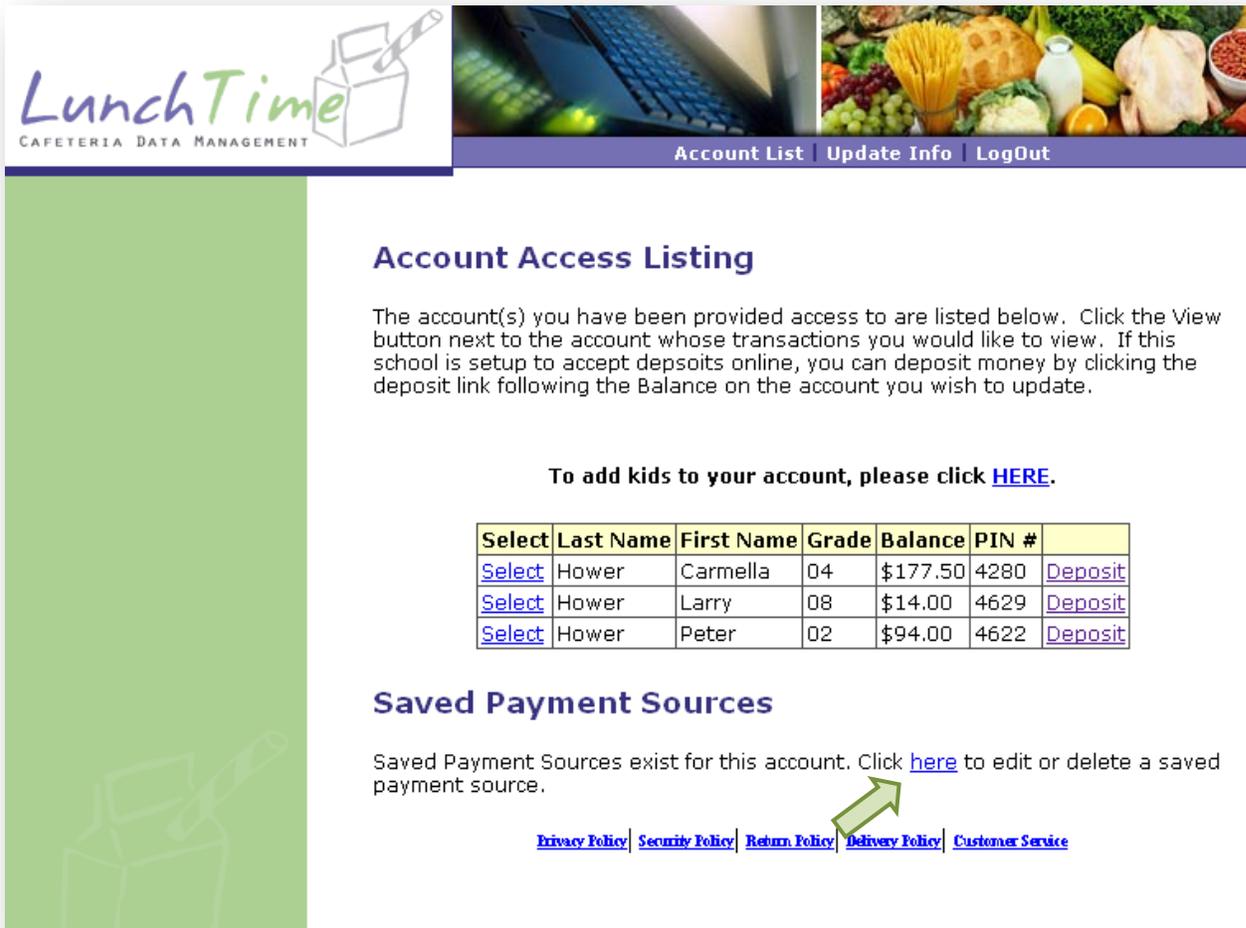
Click the **Return To List** button to display the **Account Listing Page**.

Click the **Print** button to print this page.

You will also receive an email detailing the results of your transaction.

## Modifying a Saved Credit Card

When you have saved a payment source, the “Saved Payment Sources” section will appear on the **Account Listing** Page. Click the Link under this heading to modify one of your saved payment sources.



The screenshot shows the LunchTime Cafeteria Data Management website. The header includes the logo, navigation links for 'Account List', 'Update Info', and 'LogOut', and a background image of a computer keyboard and fresh produce. The main content area features a green sidebar and a white main section with the following text and elements:

### Account Access Listing

The account(s) you have been provided access to are listed below. Click the View button next to the account whose transactions you would like to view. If this school is setup to accept deposits online, you can deposit money by clicking the deposit link following the Balance on the account you wish to update.

To add kids to your account, please click [HERE](#).

Select	Last Name	First Name	Grade	Balance	PIN #	
<a href="#">Select</a>	Hower	Carmella	04	\$177.50	4280	<a href="#">Deposit</a>
<a href="#">Select</a>	Hower	Larry	08	\$14.00	4629	<a href="#">Deposit</a>
<a href="#">Select</a>	Hower	Peter	02	\$94.00	4622	<a href="#">Deposit</a>

### Saved Payment Sources

Saved Payment Sources exist for this account. Click [here](#) to edit or delete a saved payment source.

[Privacy Policy](#) | [Security Policy](#) | [Return Policy](#) | [Delivery Policy](#) | [Customer Service](#)

On the **Saved Payment Sources** Page, click the “Modify” link next to the Payment Source you wish to update.



The screenshot shows the LunchTime Cafeteria Data Management interface. At the top left is the logo for LunchTime Cafeteria Data Management, featuring a stylized lunchbox icon. To the right of the logo are three small images: a tray of cafeteria food, a bowl of fresh fruit, and a hand holding a credit card. A navigation bar at the top right contains the links "Account List", "Update Info", and "LogOut". The main content area is titled "Saved Payment Sources" and contains a paragraph of instructions. Below the text is a table with one data row and a "Modify" link. At the bottom of the table area is a button labeled "Use a New Payment Source" with a green arrow pointing to the right.

### Saved Payment Sources

Saved Payment sources exist for this account. To use an existing payment source, click the Use For Payment link to the left of the account you want to use. To modify account information, click the Modify link to the right of the account. To use a payment source not listed, click the Use a Different Payment Source button at the bottom of the page.

	Type	Account Number	Expiration	Modify
<a href="#">Use For Payment</a>	Credit Card	4xxxxxxxxxxxx1111	03/13	<a href="#">Modify</a>



Verify the Billing Address and click the **Continue** button to proceed to the **Account Information** Page. Click the **Cancel** button to return to the **Account Listing** Page. Click the **Delete** button to remove this saved payment source from your account.



[Account List](#) | [Update Info](#) | [LogOut](#)

### Update Saved Payment Source

Please update your payment information in the entry area below. To delete this payment source, click the Delete button. Required fields are shown in **RED**.

Note: You will have the ability to change your account/card number and information on the next screen.

Payment Method: [Credit Card](#)

Card Number: [4xxxxxxxxxxx1111](#)

Expiration Date: [03/13](#)

#### Credit Card Billing Information

<b>First Name:</b>	<input type="text" value="Leo"/>
<b>Last Name:</b>	<input type="text" value="Hower"/>
<b>Address 1:</b>	<input type="text" value="123 Main St"/>
<b>Address 2:</b>	<input type="text"/>
<b>City:</b>	<input type="text" value="State College"/>
<b>State:</b>	<input type="text" value="PA"/>
<b>Zip Code:</b>	<input type="text" value="16803"/>
<b>Phone:</b>	<input type="text" value="814-555-1111"/>

Enter the Account information and click the **Submit** button to accept the changes. Click the **Cancel** button to abandon the changes and return to the **Account Listing** Page.



[Account List](#) | [Update Info](#) | [LogOut](#)

### Credit Card Information

Please enter your information in the entry area below. Required Fields are shown in **RED**.

**Credit Card Number:**   
currently: 4xxxxxxxxxxx1111

**Expiration Date:**    
currently: 03/13

[Privacy Policy](#) | [Security Policy](#) | [Return Policy](#) | [Delivery Policy](#) | [Customer Service](#)

Upon successful update of the payment source, you will see the following Page.



[Account List](#) | [Update Info](#) | [LogOut](#)

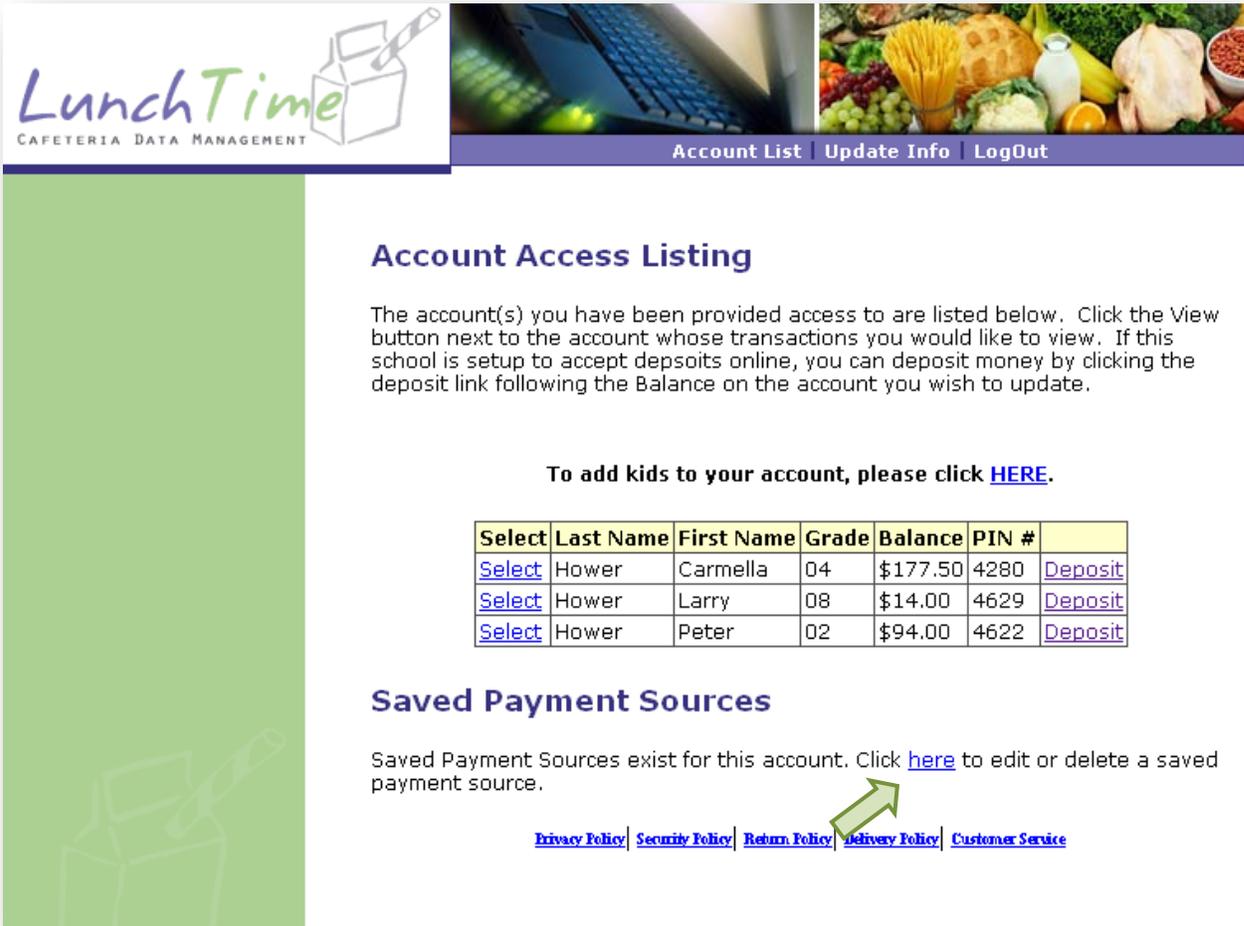
### Saved Payment Source Updated

Your saved payment source has been successfully updated.

[Privacy Policy](#) | [Security Policy](#) | [Return Policy](#) | [Delivery Policy](#) | [Customer Service](#)

## Modifying a Saved ACH Account

When you have saved a payment source, the “Saved Payment Sources” section will appear on the **Account Listing** Page. Click the Link under this heading to modify one of your saved payment sources.



The screenshot shows the LunchTime Cafeteria Data Management interface. At the top left is the logo with a milk carton icon. To the right are navigation links: Account List, Update Info, and LogOut. The main content area has a green sidebar on the left and a white main area. The 'Account Access Listing' section contains a paragraph of text and a link to 'HERE'. Below this is a table with columns for Select, Last Name, First Name, Grade, Balance, PIN #, and an empty column. The table lists three accounts for the Hower family. The 'Saved Payment Sources' section contains a paragraph and a link to 'here', with a green arrow pointing to the 'Delivery Policy' link in the footer.

**Account Access Listing**

The account(s) you have been provided access to are listed below. Click the View button next to the account whose transactions you would like to view. If this school is setup to accept deposits online, you can deposit money by clicking the deposit link following the Balance on the account you wish to update.

To add kids to your account, please click [HERE](#).

Select	Last Name	First Name	Grade	Balance	PIN #	
<a href="#">Select</a>	Hower	Carmella	04	\$177.50	4280	<a href="#">Deposit</a>
<a href="#">Select</a>	Hower	Larry	08	\$14.00	4629	<a href="#">Deposit</a>
<a href="#">Select</a>	Hower	Peter	02	\$94.00	4622	<a href="#">Deposit</a>

**Saved Payment Sources**

Saved Payment Sources exist for this account. Click [here](#) to edit or delete a saved payment source.

[Privacy Policy](#) | [Security Policy](#) | [Return Policy](#) | [Delivery Policy](#) | [Customer Service](#)

On the **Saved Payment Sources** Page, click the “Modify” link next to the Payment Source you wish to update.



The screenshot shows the LunchTime Cafeteria Data Management interface. At the top left is the logo for LunchTime Cafeteria Data Management, featuring a stylized lunchbox icon. To the right of the logo is a navigation bar with links for "Account List", "Update Info", and "LogOut". Below the navigation bar is a header section titled "Saved Payment Sources". Underneath the header is a paragraph of instructions: "Saved Payment sources exist for this account. To use an existing payment source, click the Use For Payment link to the left of the account you want to use. To modify account information, click the Modify link to the right of the account. To use a payment source not listed, click the Use a Different Payment Source button at the bottom of the page." Below the text is a table with the following data:

	Type	Account Number	Expiration	Modify
<a href="#">Use For Payment</a>	ACH	1xxxx1111		<a href="#">Modify</a>

Below the table is a button labeled "Use a New Payment Source" with a green arrow pointing to it.

Verify the Account Address and click the **Continue** button to proceed to the **Account Information** Page. Click the **Cancel** button to return to the **Account Listing** Page. Click the **Delete** button to remove this saved payment source from your account.



[Account List](#) | [Update Info](#) | [LogOut](#)

## Update Saved Payment Source

Please update your payment information in the entry area below. To delete this payment source, click the Delete button. Required fields are shown in **RED**.

Note: You will have the ability to change your account/card number and information on the next screen.

Payment Method: [ACH](#)

Name on Account: [Leo Hower](#)

Routing/ABA Number: [1xxxx3123](#)

Account Number: [1xxxx1111](#)

### Bank Account Holder Information

First Name:	<input type="text" value="Leo"/>
Last Name:	<input type="text" value="Hower"/>
Address 1:	<input type="text" value="123 Main Street"/>
Address 2:	<input type="text"/>
City:	<input type="text" value="State College"/>
State:	<input type="text" value="PA"/>
Zip Code:	<input type="text" value="16803"/>
Phone:	<input type="text" value="814-555-1111"/>

Enter the Account information and click the **submit** button to accept the changes. Click the **Cancel** button to abandon the changes and return to the **Account Listing** Page.

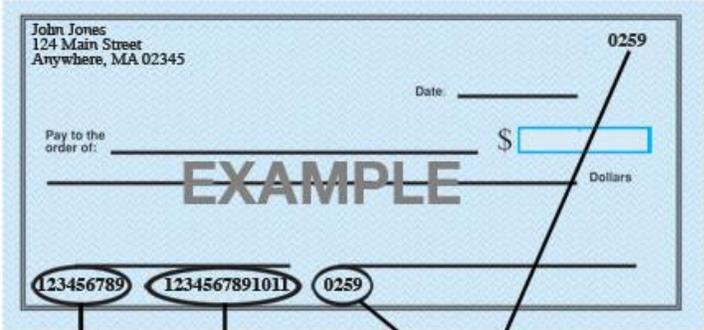




[Account List](#) | [Update Info](#) | [LogOut](#)

### ACH Transaction Information

Please enter your information in the entry area below. Required Fields are shown in **RED**.



John Jones  
124 Main Street  
Anywhere, MA 02345

Date: \_\_\_\_\_

Pay to the order of: \_\_\_\_\_ \$ \_\_\_\_\_ Dollars

**EXAMPLE**

123456789    1234567891011    0259

**9 digit Routing Number**

**Account Number (1-17 digits)**

**Check Number (do not include)**

Name on Account:

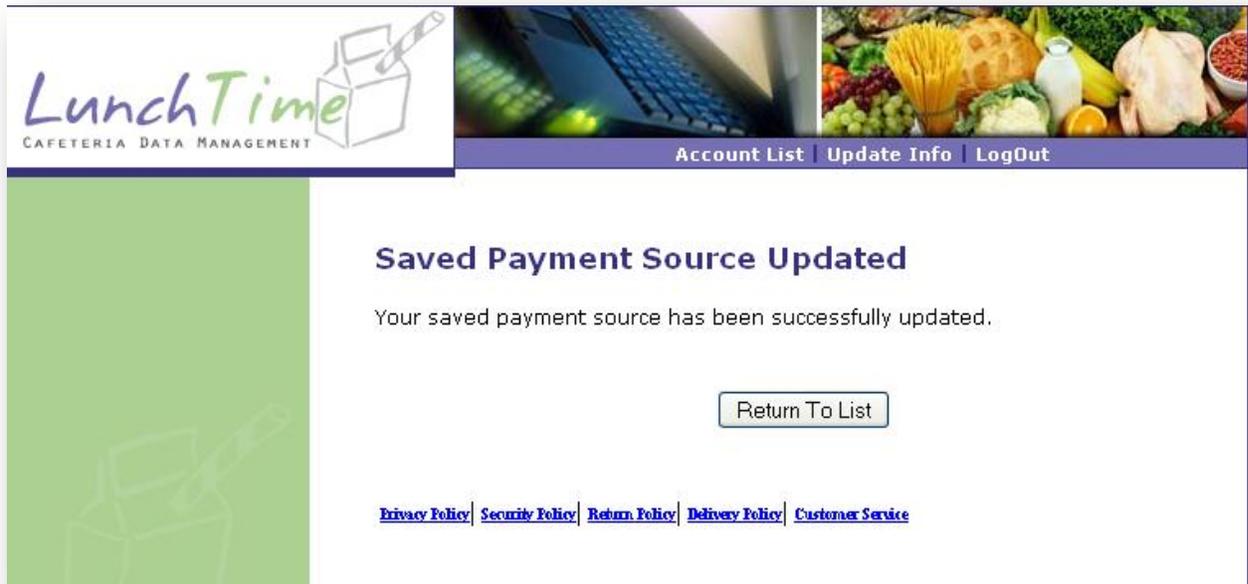
Routing/ABA Number:

Account Number:

Account Type:

Entity Type:

Upon successful update of the payment source, you will see the following page.



The screenshot displays the LunchTime Cafeteria Data Management interface. At the top left is the logo for LunchTime, featuring the text 'LunchTime' in a stylized font and 'CAFETERIA DATA MANAGEMENT' below it, accompanied by an icon of a lunchbox. To the right of the logo is a navigation bar with three links: 'Account List', 'Update Info', and 'LogOut'. Below the navigation bar is a large green vertical bar on the left side of the page. The main content area is white and contains the following text:

## Saved Payment Source Updated

Your saved payment source has been successfully updated.

[Return To List](#)

[Privacy Policy](#) | [Security Policy](#) | [Return Policy](#) | [Delivery Policy](#) | [Customer Service](#)

## Viewing Account Transactions

On the **Account Listing** Page, click the "Select" link next to the name of the students' transactions you would like to view.



The screenshot shows the 'LunchTime' website interface. The header includes the logo 'LunchTime CAFETERIA DATA MANAGEMENT' with a milk carton icon, and navigation links: 'Account List', 'Update Info', and 'LogOut'. The main content area is titled 'Account Access Listing' and contains the following text:

The account(s) you have been provided access to are listed below. Click the View button next to the account whose transactions you would like to view. If this school is setup to accept deposits online, you can deposit money by clicking the deposit link following the Balance on the account you wish to update.

To add kids to your account, please click [HERE](#).

Select	Last Name	First Name	Grade	Balance	PIN #	
<a href="#">Select</a>	Hower	Carmella	04	\$177.50	4280	<a href="#">Deposit</a>
<a href="#">Select</a>	Hower	Larry	08	\$14.00	4629	<a href="#">Deposit</a>
<a href="#">Select</a>	Hower	Peter	02	\$94.00	4622	<a href="#">Deposit</a>

Below the table is the section 'Saved Payment Sources' with the text: 'Saved Payment Sources exist for this account. Click [here](#) to edit or delete a saved payment source.'

At the bottom, there are links for: [Privacy Policy](#) | [Security Policy](#) | [Return Policy](#) | [Delivery Policy](#) | [Customer Service](#)

The **Account Transaction Viewer** Page will show you all of the transactions recorded in the account of the student that was selected on the previous page.



## Account Transaction Viewer

Account Name: **Peter Hower**  
Date Range: **All Dates**  
Current Balance: **\$94.00**

[Back To Account List](#)

DATE	DESC	QTY	DEPOSIT	CHARGE	BALANCE
8/28/2011 12:59:32 PM	WEB DEPOSIT		15.00		94.00
8/26/2011 12:49:12 PM	String Cheese	1.0		1.00	79.00
8/26/2011 12:33:52 PM	String Cheese	1.0		1.00	80.00
8/26/2011 12:33:42 PM	Standard Meal	1.0		5.50	81.00
8/25/2011 12:49:02 PM	Milk/Juice	1.0		0.75	86.50
8/25/2011 12:37:04 PM	Chips	1.0		1.00	87.25
8/25/2011 12:37:02 PM	Standard Meal	1.0		5.50	88.25
8/24/2011 12:45:34 PM	Milk/Juice	1.0		0.75	93.75
8/24/2011 12:24:14 PM	Standard Meal	1.0		5.50	94.50
8/12/2011 1:35:14 PM	WEB DEPOSIT		100.00		100.00
7/22/2011 4:29:13 PM	OPENING BALANCE		0.00		0.00

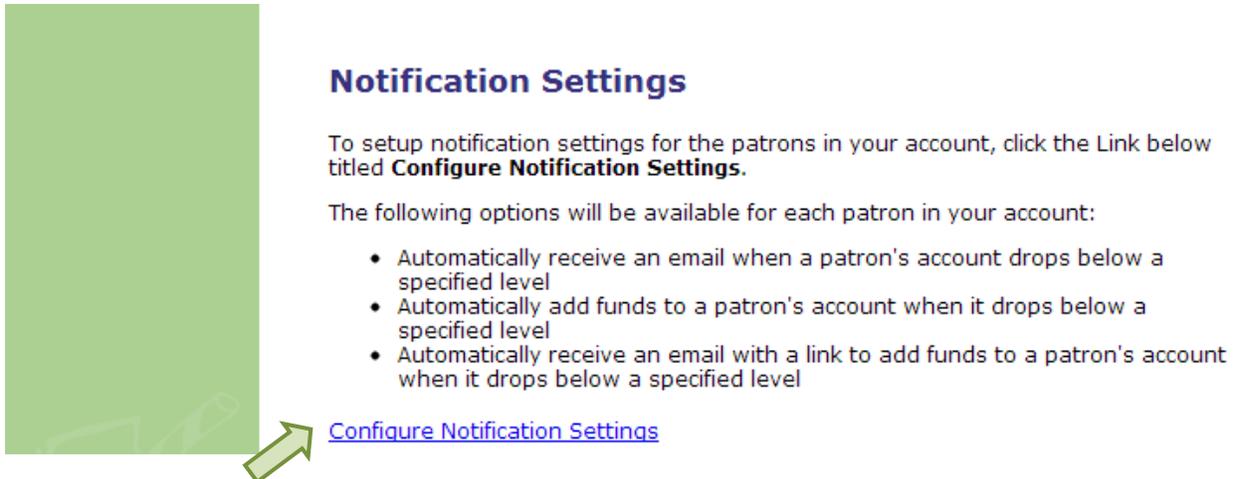
[Back To Account List](#)

[Privacy Policy](#) | [Security Policy](#) | [Return Policy](#) | [Delivery Policy](#) | [Customer Service](#)

## Notification Settings

Your school may elect to offer Notifications Settings. Three options are available to parents.

- Automatically receive an email when a patron's account drops below a specified level
- Automatically add funds to a patron's account when it drops below a specified level
- Automatically receive an email with a link to add funds to a patron's account when it drops below a specified level



**Notification Settings**

To setup notification settings for the patrons in your account, click the Link below titled **Configure Notification Settings**.

The following options will be available for each patron in your account:

- Automatically receive an email when a patron's account drops below a specified level
- Automatically add funds to a patron's account when it drops below a specified level
- Automatically receive an email with a link to add funds to a patron's account when it drops below a specified level

[Configure Notification Settings](#)

Click on the “Configure Notification Settings” link on the **Account Access Listing** Page to setup



## Patron Notification Settings

Email Notifications or Auto-payments have been setup as shown below. Click the Modify link next to the name of each patron to modify their settings.

[Back To Account List](#)

	Last Name	First Name	Grade	Option	Balance Less Than	Deposit Amt
<a href="#">Modify</a>	Smith	John	005	None		



[Back To Account List](#)

[Privacy Policy](#) | [Security Policy](#) | [Return Policy](#) | [Delivery Policy](#) | [Customer Service](#)

Click the "Modify" link next to the student you would like to setup.



## Notification Information

Complete the form below to setup Notification/Auto-Pay Options for the selected patron.

### Patron Name

John Smith

### Notification Option

- Email Notification once balance falls below a specified amount.
- Email Notification with a link to pay online with a saved transaction once balance falls below a specified amount.
- Automatic funds transfer with a saved transaction once balance falls below a specified amount.

**Balance** (When balance falls below this amount, the selected Notification Option will be processed)

### Payment Source to Use

### Deposit Amount

Click on the button for the type of Notification you wish to receive.

In the box under **Balance**, type in a dollar amount that will trigger the notification.

Select a Payment Source to use to fund the deposit. You must have made a payment and saved that payment source to select.

Enter the dollar amount that you would like to add to this students account when his/her balance falls below the indicated **Balance**.

Click the **Submit** button.



## Notification Confirmation

Please review the information below and click **CONFIRM** to accept the settings as shown or click **CANCEL** to abandon these changes.

**Patron Name**

John Smith

**Notification Option**

Receive an email notification when this child's account balance goes below \$5.00.

[Privacy Policy](#) | [Security Policy](#) | [Return Policy](#) | [Delivery Policy](#) | [Customer Service](#)

Review the information and click the **Confirm** button to accept. Click the **Cancel** button to abandon the changes and return to the **Account Listing** Page.