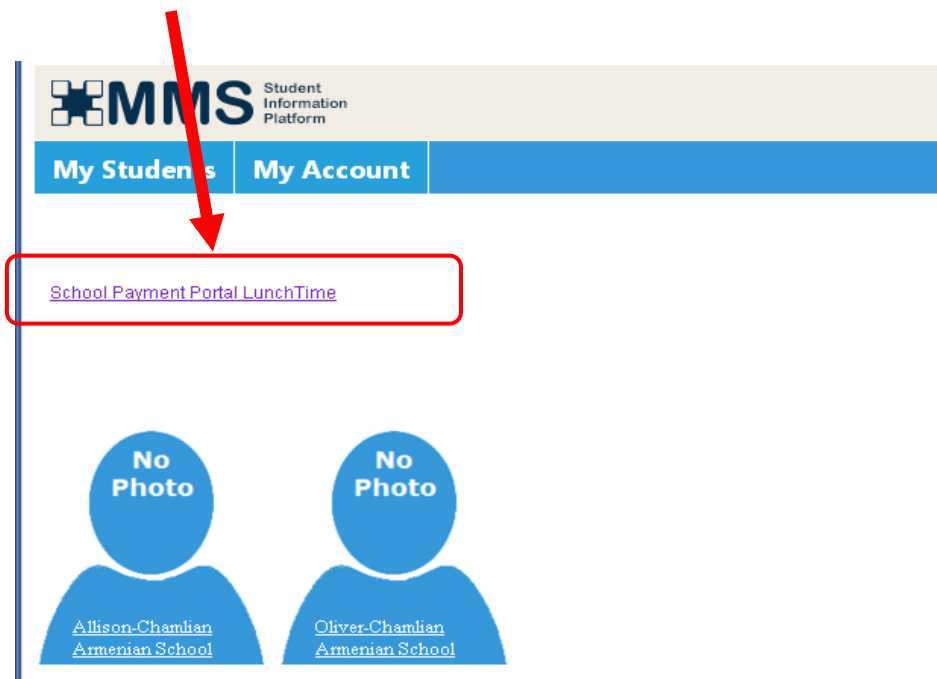


Steps How to *Deposit Lunch Money*

NOTE:

- NO American Express or Gift Cards are accepted
- There is **2.3%** fee charged per deposit amount and a **\$1.00** per transaction
 - i. **Example -1:** For a one time \$100 deposit, there is a \$3.30 charge (\$2.30 for the amount and \$1.00 for the transaction)
 - ii. **Example -2:** A \$50 deposit that is charged twice, totaling \$100, there is a \$4.30 charge (\$1.15 + \$1.15 for the amounts and \$1.00 + \$1.00 for two transactions)
- Chamlian Armenian School has nothing to do with the card acceptance or any of the fees; it is the merchant's policy.

1. Login to MMS parent portal and click on the “**School Payment Portal LunchTime**” hyperlink



2. Click on the “Make Cafeteria Deposit” button

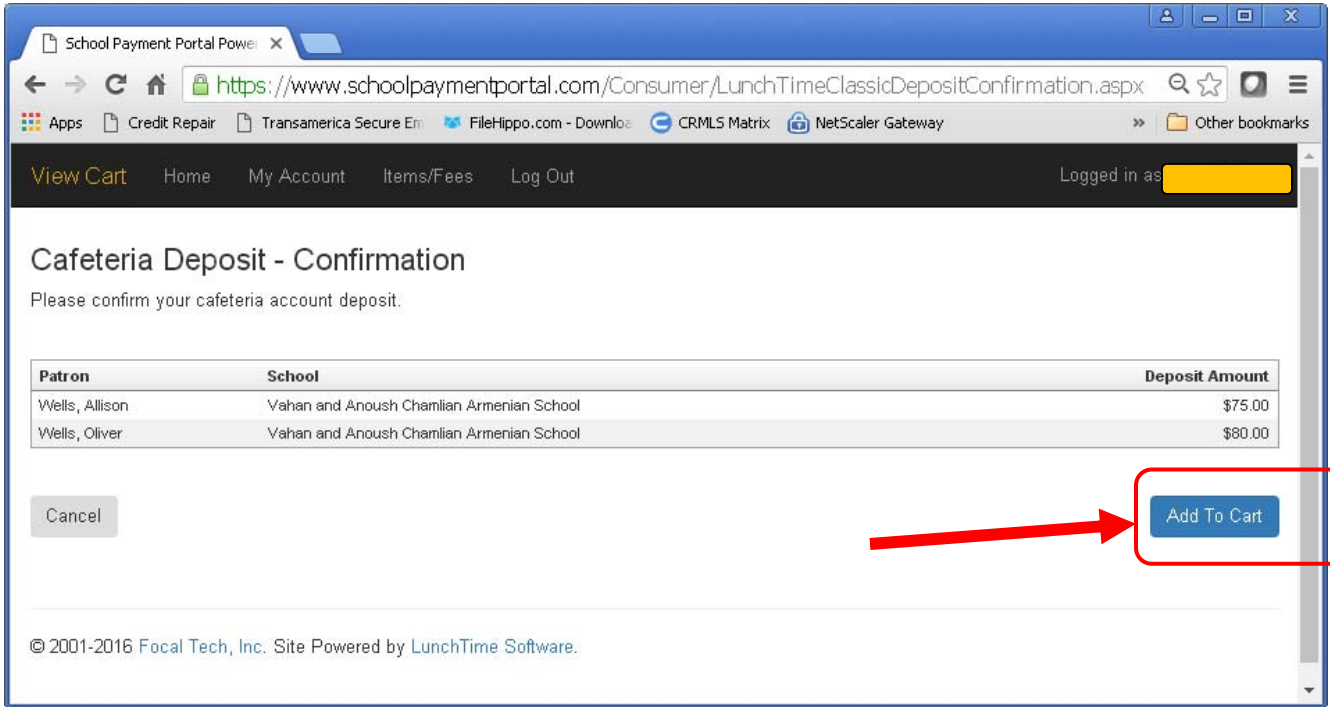
The screenshot shows the 'Student Access' section of a website. At the top, there is a navigation bar with 'View Cart', 'Home', 'My Account', 'Items/Fees', and 'Log Out'. The user is logged in as [redacted]. Below the navigation bar, there is an 'Add Student' button. A table lists students with columns for Name, School, Grade, ID #, and PIN. Two students are listed: Wells, Allison and Wells, Oliver, both from Vahan and Anoush Chamlian Armenian School, in Grade 1. Below this table is the 'Cafeteria Account' section, which includes a 'View/Set Reminders' button and a 'Make Cafeteria Deposit' button. The 'Make Cafeteria Deposit' button is highlighted with a red box, and a red arrow points to it from the top left. Below the 'Cafeteria Account' section, there is another table with columns for Name, School, Grade, PIN, Balance, and Pending. Two transactions are listed for Wells, Allison and Wells, Oliver, both with a balance of \$0.00 and pending amount of \$0.00.

3. Enter the dollar amount for each child’s account and click on the “Continue” button
- For my example, I entered \$75.00 for Allison and \$80.00 for Oliver

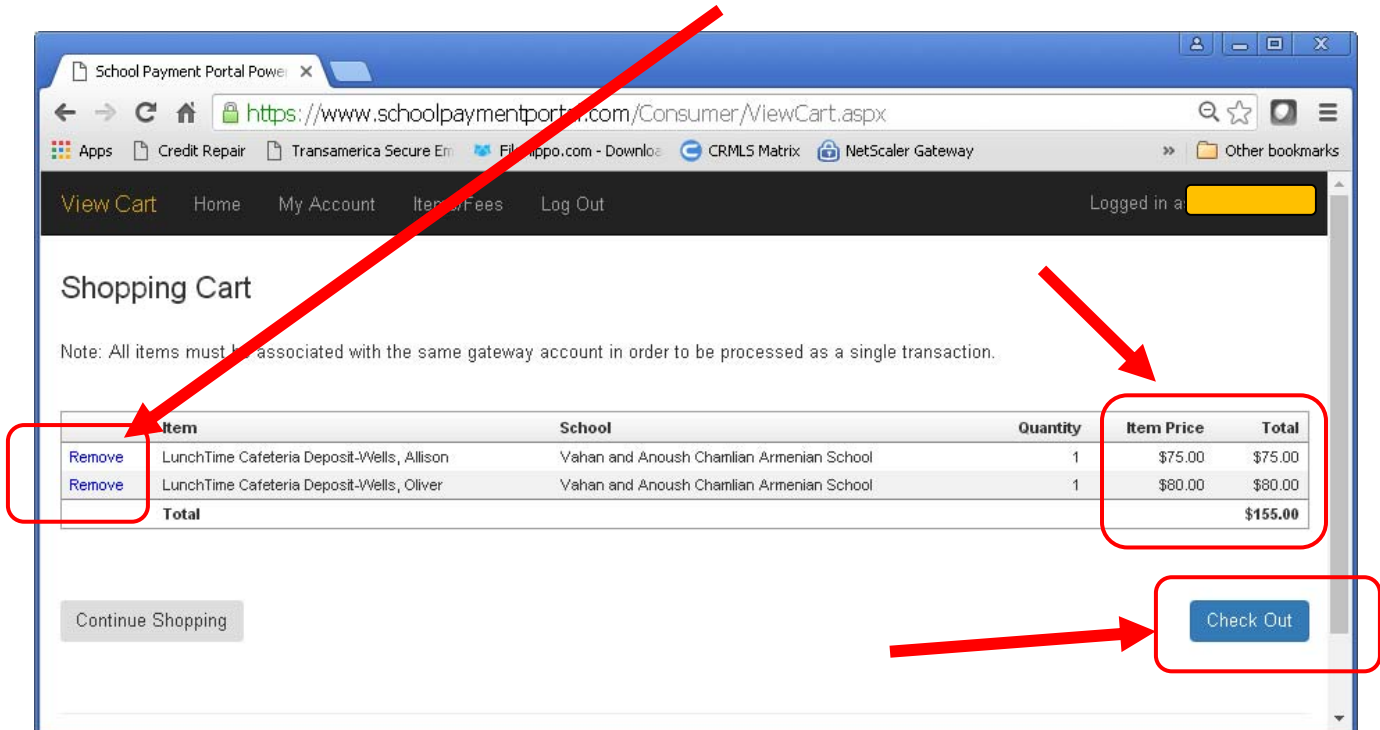
NOTE: You will be charged a **2.3% fee** for the total deposit amount for all children and a **\$1.00 fee** for this transaction.

The screenshot shows the 'Cafeteria Deposit - Enter Amounts' page. At the top, there is a navigation bar with 'View Cart', 'Home', 'My Account', 'Items/Fees', and 'Log Out'. The user is logged in as [redacted]. Below the navigation bar, there is a 'Cancel' button. The main content area has the title 'Cafeteria Deposit - Enter Amounts' and a paragraph: 'Enter the amount to be deposited for each patron shown. Only patrons attending schools that are accepting payments online and who do not have any pending payments from this website will be available.' Below this paragraph is a table with columns for Gateway, Patron, School, Total Balance, and Deposit Amount. Two rows are shown: Vahan - Wells, Allison - Vahan and Anoush Chamlian Armenian School - \$0.00 - 75.00, and Vahan - Wells, Oliver - Vahan and Anoush Chamlian Armenian School - \$0.00 - 80.00. The 'Deposit Amount' column has input fields with the values 75.00 and 80.00. Below the table is a 'Continue' button. The 'Continue' button is highlighted with a red box, and a red arrow points to it from the bottom left. The 'Deposit Amount' input fields are also highlighted with a red box, and a red arrow points to them from the top right. At the bottom of the page, there is a footer: '© 2001-2016 Focal Tech, Inc. Site Powered by LunchTime Software.'

4. Verify the amounts and click on the "Add To Cart" button



5. Check the total amount and click on the "Check Out" button
If you want to change the amount click on the "Remove" hyperlink



6. Verify the 2.3% merchant and \$1.00 transaction fee and click on the "Select" hyperlink

The screenshot shows a web browser window with the URL <https://www.schoolpaymentportal.com/Consumer/CartCheckoutStep1.aspx>. The page title is "Shopping Cart Checkout - Select Payment Method". A table lists payment options:

	Nickname	Type	Account Number	Service Fee
Select	One-Time Credit Card	Credit Card		\$4.56

Below the table is a "View Cart" button. At the bottom of the page, it says "© 2001-2016 Focal Tech, Inc. Site Powered by LunchTime Software."

7. Fill in the required "Billing Information" and "Account Information" fields and click on the "Proceed Payment" button

View Cart Home My Account Items/Fees Log Out Logged in as [redacted]

Make Payment with a new Credit Card

Shopping Cart Details

Item	School	Quantity	Item Price	Total
LunchTime Cafeteria Deposit-Wells, Allison	Vahan and Anoush Chamlian Armenian School	1	\$75.00	\$75.00
LunchTime Cafeteria Deposit-Wells, Oliver	Vahan and Anoush Chamlian Armenian School	1	\$80.00	\$80.00
Totals				\$155.00

Billing Information

First Name: [redacted]
Last Name: [redacted]
Address Line 1: [redacted]
Address Line 2: [redacted]
City: [redacted] ←
State: CA
Zip Code: [redacted]
Country: USA
Phone: [redacted]

Account Information

VISA MasterCard DISCOVER
Card Number: [redacted]
Expiration: August 2016
3 Digit Card Verification Number: [redacted] ←
CVV Code: [redacted]

Payment Information

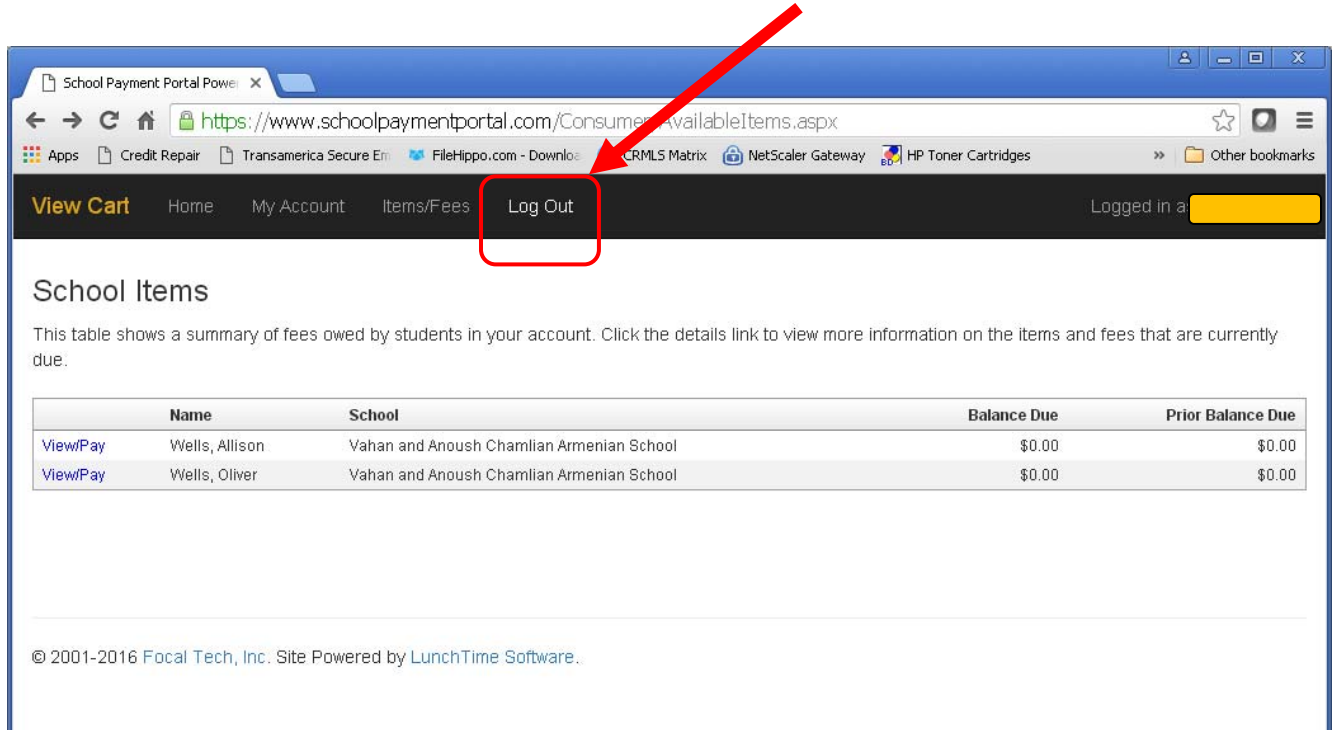
Service Fee: \$4.56
Total Due: \$159.56

By checking this box I confirm that I wish to have a total of \$159.56 charged to my credit card to pay for the items listed above. \$155.00 will be applied to the items purchased and \$4.56 will be applied to the service fee for this transaction.

Cancel Process Payment

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8. After completing all your transactions, remember to “Log Out” from LunchTime



9. Log out from MMS parent portal

