

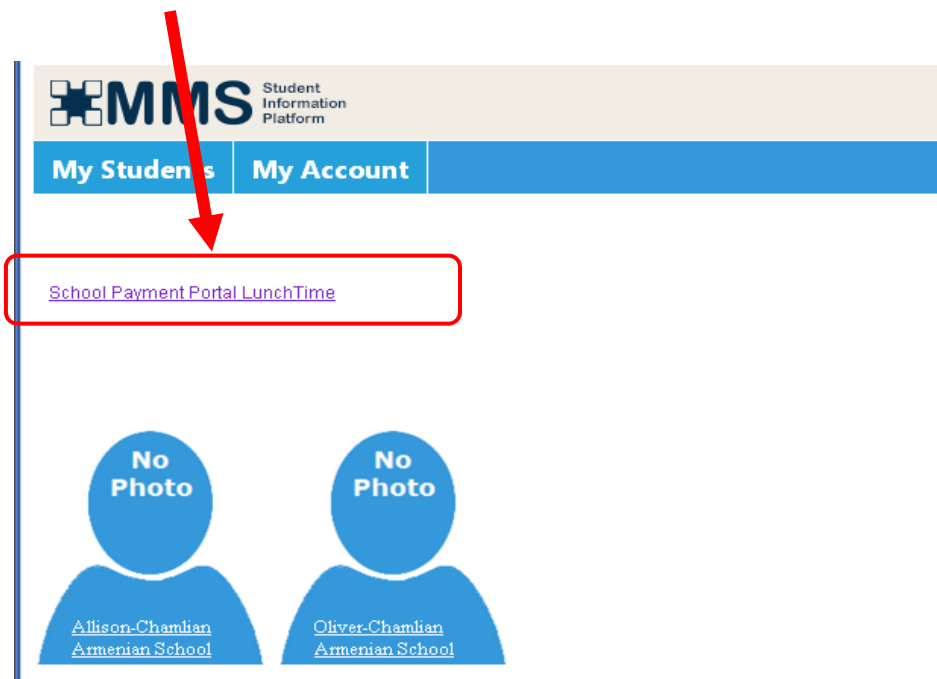
## Steps How to *Make a Tuition Payment*

---

### **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. To make a tuition payment click on the “Items/Fees” link from the menu bar

The screenshot shows the 'School Payment Portal' home page. The navigation menu includes 'View Cart', 'Home', 'My Account', 'Items/Fees', and 'Log Out'. A red arrow points to the 'Items/Fees' link. The page is titled 'Student Access' and features an 'Add Student' button. Below this is a table with columns: 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. The 'Cafeteria Account' section includes a 'View/Set Reminders' button and a 'Make Cafeteria Deposit' button. A table below shows transactions for both students, with a balance of \$0.00 and no pending amounts.

Name	School	Grade	ID #	PIN	Remove
Wells, Allison	Vahan and Anoush Chamlian Armenian School	1			Remove
Wells, Oliver	Vahan and Anoush Chamlian Armenian School	1			Remove

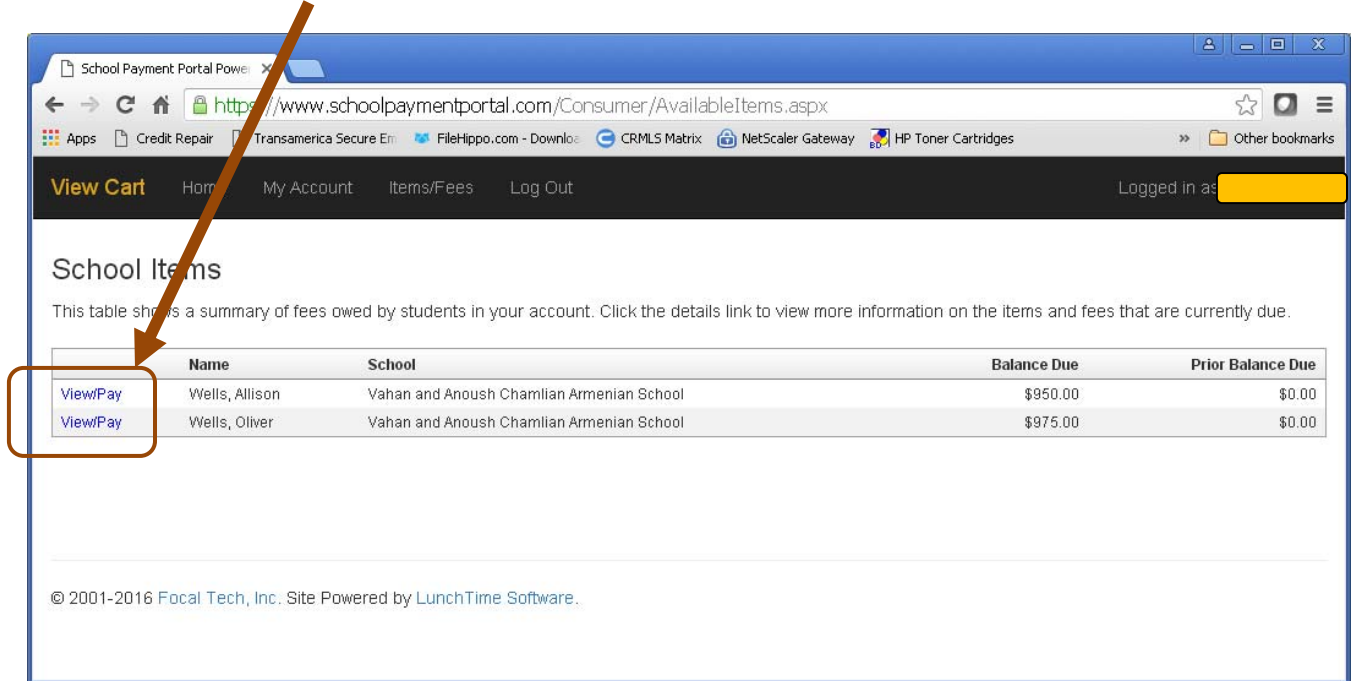
Transactions	Name	School	Grade	PIN	Balance	Pending
Transactions	Wells, Allison	Vahan and Anoush Chamlian Armenian School	1		\$0.00	\$0.00
Transactions	Wells, Oliver	Vahan and Anoush Chamlian Armenian School	1		\$0.00	\$0.00

3. You will view your balance due under the “Balance Due” section.

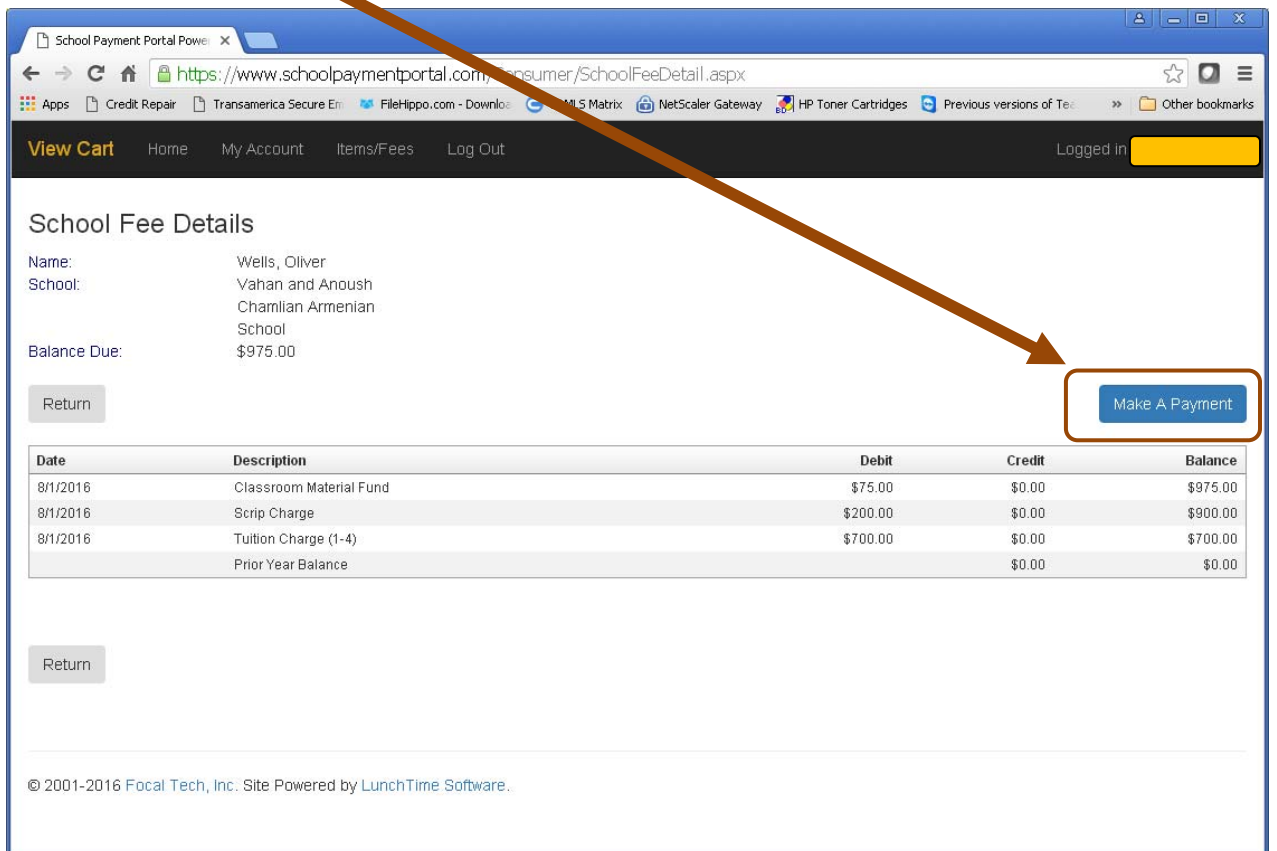
The screenshot shows the 'Available Items' page. The navigation menu includes 'View Cart', 'Home', 'My Account', 'Items/Fees', and 'Log Out'. The page is titled 'School Items' and includes a description: 'This table shows a summary of fees owed by students in your account. Click the details link to view more information about the items and fees that are currently due.' Below this is a table with columns: Name, School, Balance Due, and Prior Balance Due. Two 'ViewPay' items are listed for Wells, Allison and Wells, Oliver, both from Vahan and Anoush Chamlian Armenian School. The 'Balance Due' column is circled in brown, and a brown arrow points to it from the text above.

Name	School	Balance Due	Prior Balance Due
ViewPay	Wells, Allison	\$950.00	\$0.00
ViewPay	Wells, Oliver	\$975.00	\$0.00

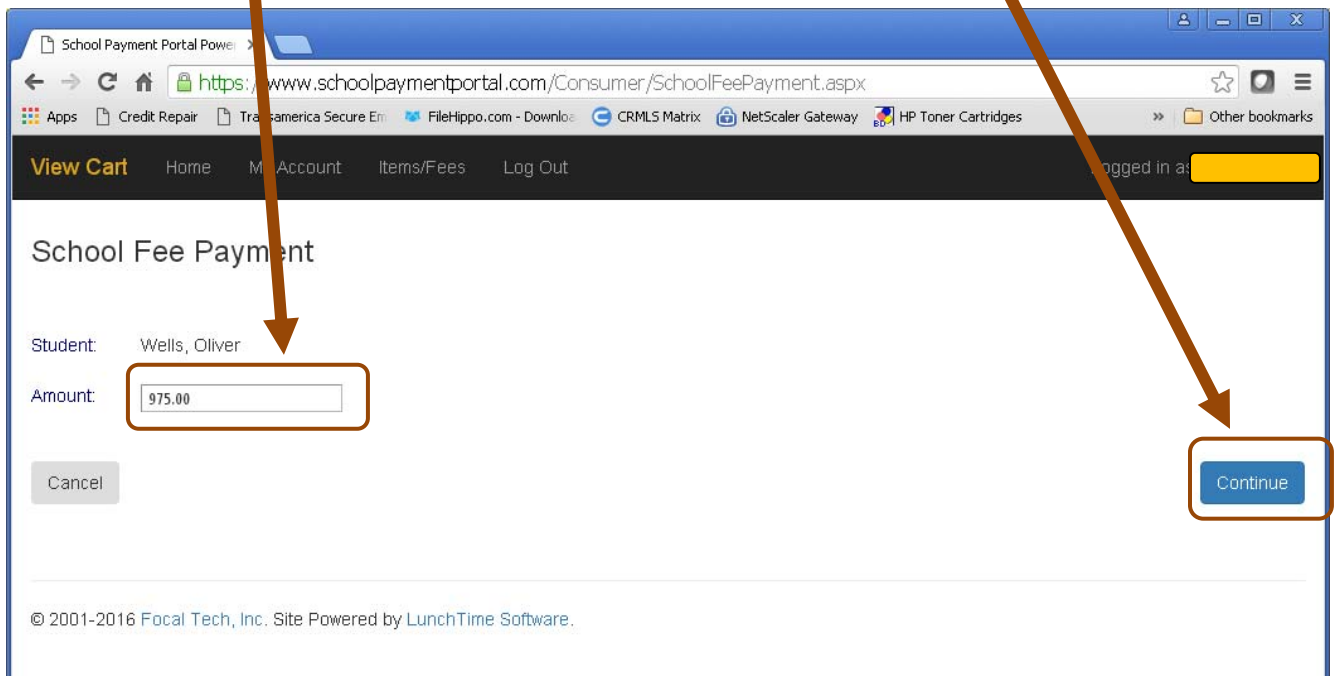
4. Click on the **“View/Pay”** hyperlink in front of the child’s name to make that child’s payment



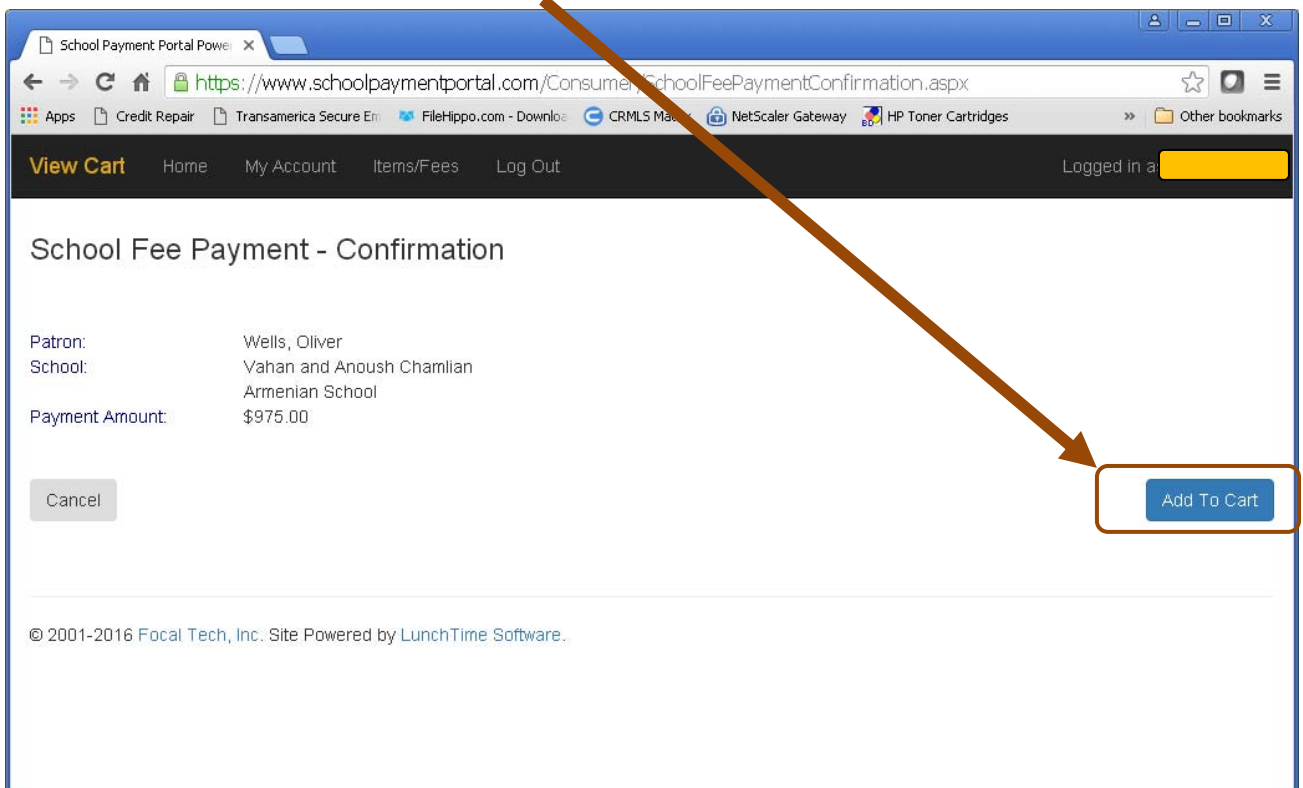
5. Click on the **“Make A Payment”** button to proceed to the next screen



6. Enter the amount of the payment you would like to make and press the “Continue” button



7. Verify the amount and press the “Add To Cart” button



8. If you would like to cancel the transaction click on the **“Remove”** hyperlink from the left side, otherwise click the **“Check Out”** button

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

### Shopping Cart

Note: All items must be associated with the same gateway account in order to be processed as a single transaction.

Item	School	Quantity	Item Price	Total
<a href="#">Remove</a> School Fees-Wells, Oliver	Vahan and Anoush Chamlian Armenian School	1	\$975.00	\$975.00
<b>Total</b>				<b>\$975.00</b>

[Continue Shopping](#) [Check Out](#)

© 2001-2016 Focal Tech, Inc. Site Powered by LunchTime Software.

9. Click on the **“Select”** hyperlink to proceed to the next step

View Cart Home My Account Items/Fees Log Out Logged in as Allen Wells

### Shopping Cart Checkout - Select Payment Method

Nickname	Type	Account Number	Service Fee
<a href="#">Select</a> One-Time Credit Card	Credit Card		\$23.43

[View Cart](#)

© 2001-2016 Focal Tech, Inc. Site Powered by LunchTime Software.

10. 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 a [redacted]

### Make Payment with a new Credit Card

Shopping Cart Details

Item	School	Quantity	Item Price	Total
School Fees-Wells, Oliver	Vahan and Anoush Chamlian Armenian School	1	\$975.00	\$975.00
<b>Totals</b>				<b>\$975.00</b>

#### 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  
CVV Code: [redacted]

3 Digit Card Verification Number: [redacted]

Payment Information

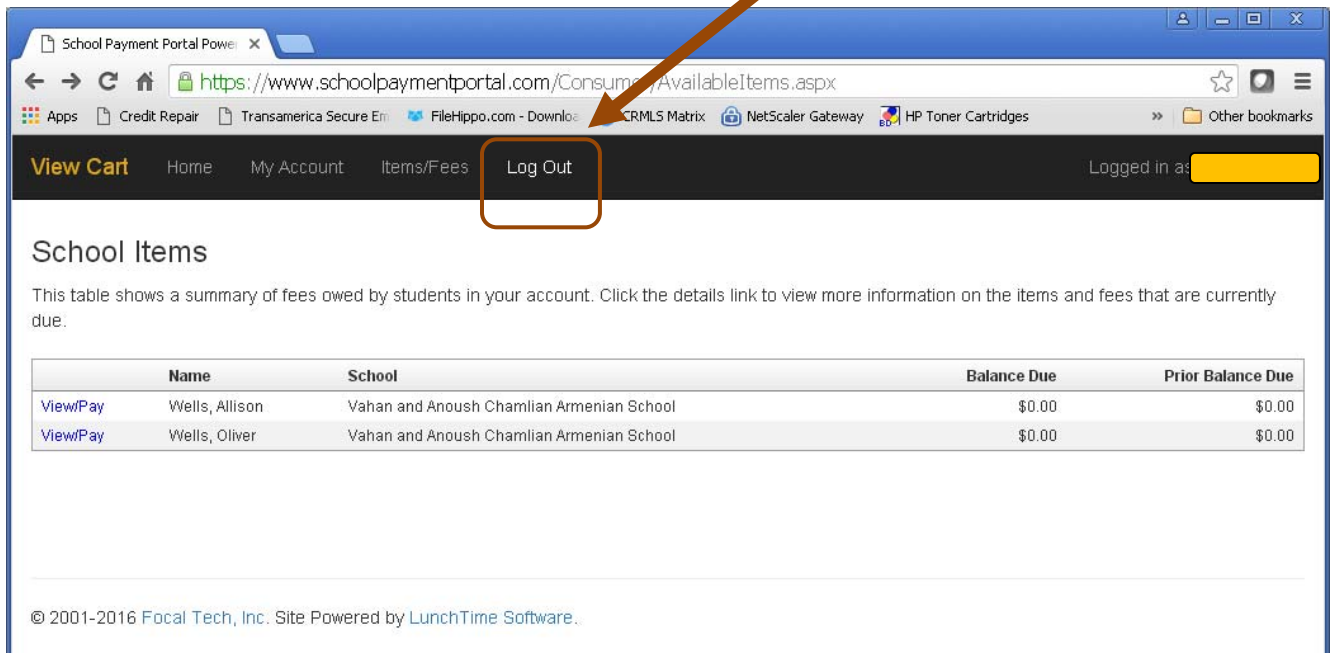
Service Fee: \$23.43  
Total Due: \$998.43

By checking this box I confirm that I wish to have a total of \$998.43 charged to my credit card to pay for the items listed above. \$975.00 will be applied to the items purchased and \$23.43 will be applied to the service fee for this transaction.

Cancel [Process Payment]

© 2001-2016 Focal Tech, Inc. Site Powered by LunchTime Software.

11. After all your transactions are complete, make sure to “Log Out” from LunchTime

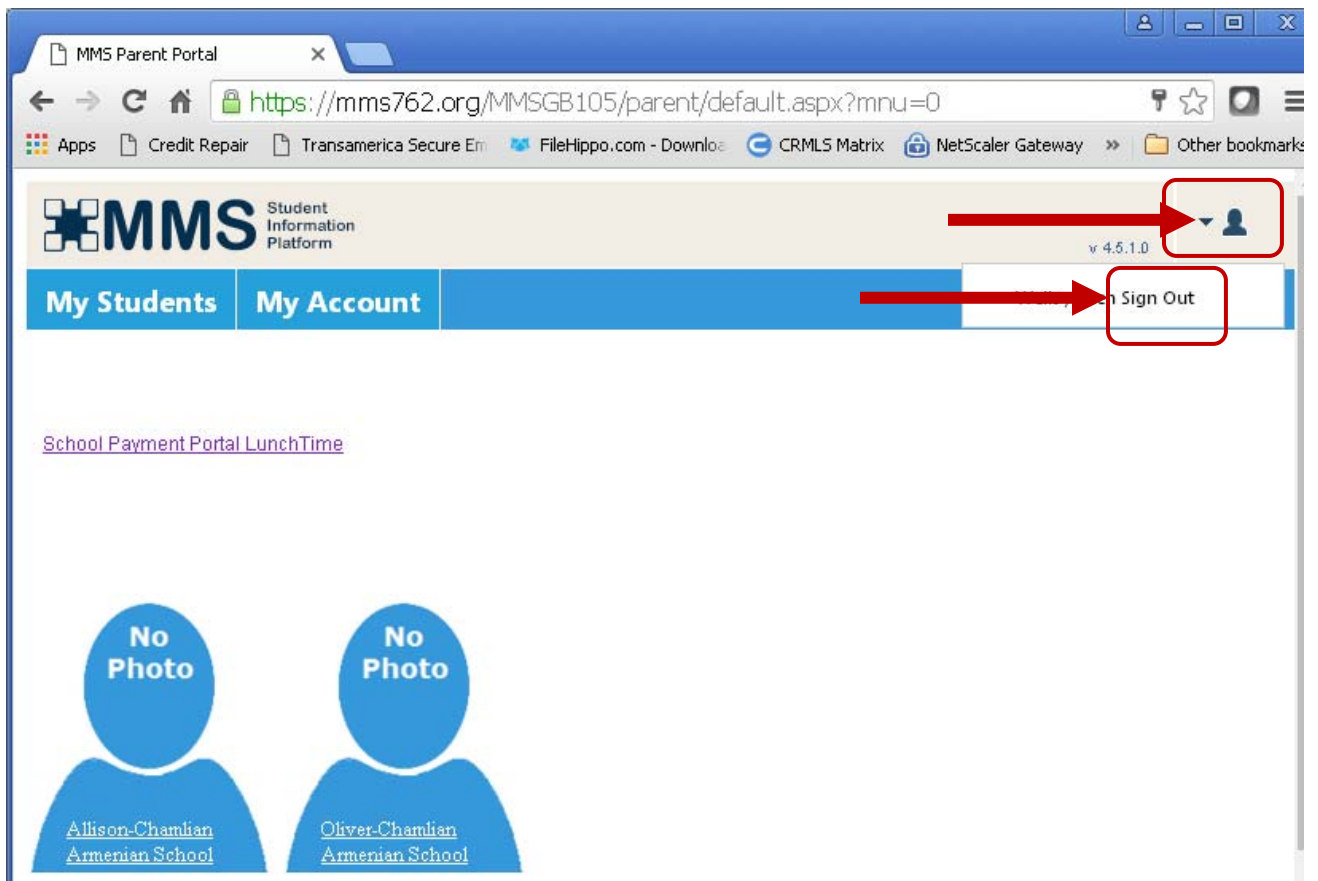


The screenshot shows a web browser window with the URL <https://www.schoolpaymentportal.com/Consumers/AvailableItems.aspx>. The navigation bar includes links for [View Cart](#), [Home](#), [My Account](#), [Items/Fees](#), and [Log Out](#). The [Log Out](#) link is highlighted with a red box, and a red arrow points to it from above. Below the navigation bar, the page title is "School Items" and the text reads: "This table shows a summary of fees owed by students in your account. Click the details link to view more information on the items and fees that are currently due." A table with the following data is displayed:

	Name	School	Balance Due	Prior Balance Due
<a href="#">ViewPay</a>	Wells, Allison	Vahan and Anoush Chamlian Armenian School	\$0.00	\$0.00
<a href="#">ViewPay</a>	Wells, Oliver	Vahan and Anoush Chamlian Armenian School	\$0.00	\$0.00

At the bottom of the page, the copyright notice reads: © 2001-2016 Focal Tech, Inc. Site Powered by LunchTime Software.

12. Log out from MMS parent portal



The screenshot shows a web browser window with the URL <https://mms762.org/MMSG105/parent/default.aspx?mnu=0>. The page features the MMS Student Information Platform logo and navigation tabs for [My Students](#) and [My Account](#). A red arrow points to a user profile icon in the top right corner, and another red arrow points to the [Sign Out](#) button in the navigation bar. Below the navigation bar, there is a link for [School Payment Portal LunchTime](#). At the bottom, two student profiles are shown with "No Photo" placeholders and names: [Allison Chamlian Armenian School](#) and [Oliver Chamlian Armenian School](#).