



BRIGANTINE
COMMUNITY SCHOOL
Where Everyone is Someone

School Payment Portal Instructions

School Payment Portal offers parents a safe and convenient way to make online payments for their children's lunch and breakfast accounts and to track all purchases that their children make in the cafeteria. Use the link below to create an account and get started!

Create an Account

- Go to www.schoolpaymentportal.com.
- Click the "Create Account" box.
- Input the parent's first name, last name, email address, and password, and then click the "Create Account" box. (Only one account per family is needed)

Log into Account

- Go to www.schoolpaymentportal.com.
- Click the "Parent Login" box.
- Enter your email address and password and click "Sign In".

Add Student(s) to Account

- Once you are logged in, click the "Add Student" box.
- Step 1 – Enter the zip code of the school (08203) and click "Continue" box.
- Step 2 – Select the school of the student that you wish to add.
- Step 3 – Enter the student's last name, first name, and local student ID number (seven digit number starting with "00") and click "Continue" box. Your children's local ID numbers are listed on their school-issued photo IDs as five digit numbers without the leading zeros. If you do not know your children's local student ID number(s), please contact the main office (609-264-9501).
- Step 4 – Click "Add Student" to have the student added to your account.
- Repeat these steps for each of your children to add them all to your account.

Add Money to Students' Accounts

- Once you are logged in, click the "Make Cafeteria Deposit" box.
- Enter the amount that you would like to add to each student's account and click the "Continue" box.
- On the next screen, confirm the amounts that you entered and click the "Add To Cart" box.
- In order to make a payment, click the "Check Out" box.
- Select whether you would like to pay with a credit card or an automatic ACH out of your bank account.
 - **Please note: You must pay a service fee of \$1.00 + 2.3% of the transaction to pay by credit card or \$1.00 to pay by ACH. This amount is the same no matter how much money you deposit.**
 - **Brigantine Public Schools receives no portion of these fees; they are paid directly to the credit card company for processing.**
- On the next screen, enter your payment information and click "Process Payment" to complete.

View Student Transactions

- Click on "Transactions" link on the left side of the student that you would like to view the transactions.

Contact Information

If you have any questions, please contact the cafeteria at 609-264-9498.