

# Clearview Regional High School District

ADMINISTRATION BUILDING  
420 CEDAR ROAD • MULICA HILL, NJ 08062  
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**SHERRY McATEER**  
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August 2023

To Parents/Guardians:

Clearview Regional District has recently added a new Cafeteria Management System. As part of the LunchTime suite of software, School Payment Portal is being offered as a safe, secure and convenient way for parents or guardians of students manage school payments. You will have the opportunity to track purchases, create reminders and set up automatic payments. The automatic payment portion is ready for you to set up your account and view their daily transactions. If you do not want to pay on-line and would like to continue sending in money with your student, you are still able to create a user name and password to track your students' purchases and see how much money is on the account.

Below is a quick guide to setting up your User ID. If you would like detailed information, use the "Parent Guide to School Payment Portal". This document will assist new users with the most basic functionality of the School Payment Portal. Any questions or concerns with a student's account should be directed to Maria Bramante, Cafeteria Manager ([mbramante@clearviewregional.edu](mailto:mbramante@clearviewregional.edu) or 856-223-2725).

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. **Once you have established an account, you will need to use the Parent Login from the main site to access your account.**
- Enter your First Name, Last Name, email address and a password. Then click the Create Account button located in the lower right corner. If you had an existing account from a sending district, your account might show inactive. Please email LunchTime support at: <https://schoolpaymentportal.com/contact.aspx> to reactivate your account.
- You will see confirmation that your account has been created successfully. Next, click the Login Page button in the lower right corner, then enter your login credentials and click Sign In
- Once you are logged in, click the Add Student button.
- Enter the School's Zip Code, **08062**, 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

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- 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.

ON-LINE PAYMENTS NOW AVAILABLE!

## FEE STRUCTURE

- Credit Card Payments (Visa, MasterCard, Discover) 2.3% + \$1.00 per transaction

## 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.

You may also apply for the Free and Reduced lunch program. Even if you think you do not qualify, fill out an application as the parameters to receive free and reduced meals have changed. Please use this link <https://mealapp.lunchtimesoftware.net/> to access the online application system.

At the end of the 2023/2024 school year please contact the Cafeteria Manager (Maria Bramante) with instructions if you child has remaining funds in their account. If no instructions are received, balances under \$6 will be cancelled and balances over \$6 will be refunded to the parent/guardian.

Sincerely,  
Esther R. Pennell  
School Business Administrator