

REGIONAL SCHOOL DISTRICT 13
OFFICE OF THE SUPERINTENDENT

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NEW School Payment Portal System

Regional School District 13 has implemented a new online payment system called School Payment Portal. This new payment system is connected with our cafeteria point of sales software, "LunchTime". Parents now have the ability to fund their child's lunch account as well as pay a number of other school based fees. This program will allow parents to pay school fees such as high school parking, tuition, field trips, etc. using either a credit card or their bank account with an ACH transaction. Each credit card transaction will cost \$1.00 plus 2.3% of the amount charged. - Ex: \$50.00 credit card transaction would cost \$1.00 plus 2.3% of \$50 = \$1.15 for a total of \$2.15. ACH Bank Account transactions up to \$500 are only charged \$1.00 per transaction. Please find detailed instructions on how to use the portal attached.

Please follow this link to the School Payment Portal: <https://schoolpaymentportal.com/Default.aspx>

Please Note: If you have already created an account for "LunchTime" you are already set up to use the Payment Portal. You can skip to step 4.

1. Click Create Account
 - a. Enter your information (not your students information)
 - b. Click **Create Account**
2. Log into the School Payment Portal
 - a. Click **Login Page**
 - b. Enter the login information you just created
 - c. Click **Add Student**
 - d. Enter the zip code of the school your child attends (Durham 06422, Middlefield 06455) click **Continue**
 - e. Choose the school your child attends
 - f. Fill in your child's name and student ID (if you do not know your child's student ID number please contact the secretary at your child's school)
 - g. Click **Continue**
 - h. Your child's name and grade will appear, click **Add Student**
3. If you have multiple children you can add each one by clicking **Add Student** and following the steps above.

4. To pay a fee click on **Items/Fees** at the top of the page

Name	School	Grade	ID #	PIN	
[REDACTED]	Frederick Brewster School	-4	[REDACTED]	[REDACTED]	Remove

Transactions	Restrict Items	Name	School	Grade	PIN	Balance	Pending
		[REDACTED]	Frederick Brewster School	-4	[REDACTED]	\$0.00	\$0.00

- a. A list of all fees available for your child will populate. Click **Select** to choose which fee you are paying.
 - b. Verify that this is the fee you are paying and click **Continue**
 - c. You will be asked to Add Item To Cart. **Click Add to Cart**
 - d. Click **Check Out**
5. You may now choose how you would like to pay
- a. To pay by credit card click **Select** next to **One-Time Credit Card** and follow the directions.
6. To set up an ACH payment or put a credit card on file click **My Account** at the top of the page
- a. Click **New Saved Payment Source**
 - b. Choose **RSD13 FEES** from the Gateway Drop down menu
 - c. Click **Continue**
 - d. Choose **Credit Card** or **ACH**
 - e. Fill in required information and click **Continue**
 - f. If ACH was chosen, continue to the account information section, adding information from the printed check.
 - g. **Confirm** the service fee and the total due. (ACH Bank Account transaction up to \$500.00 is only \$1.00 per transaction).

The Link to School Payment Portal can be found on the District Home Page at www.rsd13.org, on the Athletics Form Page <http://crhs.rsd13ct.org/Sports/How-to-join-a-CRHS-Sport-and-Forms/index.html> and on the Family ID page <https://www.familyid.com/organizations/regional-school-district-13>