



To the Parents/ Guardians,

You are able to place money on your child/children's account On-line and view your child/children's purchases. To set up your account you will need to go to www.schoolpaymentportal.com.

- Enter 08030 in the box for zip code then hit search.
- Gloucester City School District will show.
- Click on your students school and enter your information (you will create your password here) then click on create account.
- Click on [HERE](#) to take you to the Home Page
- Enter your E-mail Address and Password you just created
- Click [HERE](#) to add students
- Enter your students last name, first name & student id number then click search
- Click on **MANAGE CAFETERIA ACCOUNT**
- From here you can view your students account or make a payment
 - **FEE STRUCTURE**
 - Credit Card Payments (Visa, MasterCard, Discover)
 - 2.3% + \$1.00 per transaction
 - ACH Payments
 - \$1.00 per transaction
 - **EXAMPLE**
 - Parent / Guardian Deposits \$50.00
 - Credit Card Payment: The parent/guardian would be charged \$50.00 that is deposited to the students account as well as a \$2.15 convenience fee.
 - ACH payment: The parent /guardian would be charged \$50.00 that is deposited to the students account as well as a \$1.00 convenience fee.
- There are 3 options to Set Up Notifications
 1. Email Notification once balance falls below a specified amount
 2. Email Notification with a link to pay online once balance falls below a specified amount
 3. Automatic funds transfer with a saved transaction one balance falls below a specified amount.

Please Contact Marlene Hines, Food Service Director with any questions at 856-456-7000 ext 1526 or glc@nsfm.com.