VOORHEES TOWNSHIP PUBLIC SCHOOLS

To set up your account you will need to go to www.schoolpaymentportal.com.

1. Click on Parent Login
2. Enter your information that you will use to access your account.
3. Sign in with the information you entered in Step 2
4. Verify your email by entering the code that was sent to your email account
5. Enter 08043 for Zip Code
6. All Districts in that Zip Code will show
7. Click on Voorhees Township
8. Enter your students last name, first name and student ID
9. Click Add Student
10. From here you can view your students account or make a payment
    a. FEE STRUCTURE
       i. Credit Card Payments (Visa, MasterCard, Discover)
          1. 2.3% + $1.00 per transaction
       ii. ACH (Electronic Check-uses Checking account # and routing #)
          1. $1.50 per transaction
    b. EXAMPLE
       i. Parent / Guardian Deposits $50.00
          1. 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.
          2. ACH payment: The parent /guardian would be charged $50.00 that is deposited to the students account as well as a $1.50 convenience fee.
    c. Click Manage Cafeteria Account
       i. Enter Amount and Click Continue
       ii. Click Add to Cart
       iii. Click Check Out
    d. Click Select to add your billing information
       i. Enter Your Information
       ii. Check Agreement Box which has the amount and fees
       iii. Click Process Payment