

## On-Line Meal Payment Function in SISK12 Parent Portal

### Overview:

This service provides parents the convenience of depositing money into student meal accounts using a credit card, debit card, or electronic check. PayPal is used as the clearing agent for these transactions. It is a secure on-line payment processing service that uses the latest electronic security to protect your information. Credit and debit card transactions can be completed without a PayPal account. However, payments made directly from your checking or savings accounts require you to have a personal PayPal account where you must register your bank information. Please note that by using PayPal, the school district does not have access to any of your credit card or bank information.

Warren County R-III School District is only offering this service as a convenience to parents for school meals **only**. Please be aware there is a nominal convenience fee for using the on-line meal payment service for **each** transaction you complete. *\*One transaction can cover 1 student or multiple students.* Please see the next page for the convenience fee schedule.

**On-Line Meal Payment Process: You must have a SISK12 Parent Portal account to make on-line payments. *\*Please contact any of our schools to obtain the enrollment form to create a Parent Portal account if you do not currently have one.***

- Log in to the SISK12 Parent Portal and select the “Meals” tab then “Online Payment”.
- Enter how much money to deposit in the box next to each student listed.
- The convenience charge will be displayed and added to the transaction total.
- When ready, click on the “Proceed to Verification Step” button.
- Verify your information and click either “Proceed to PayPal” or “Go Back to Previous Screen” to make changes.
- In the PayPal screen, you will have the option to deposit via credit or debit card without signing into a PayPal account, or you may sign into your personal PayPal account and complete the transaction. *\*The benefit of using a personal PayPal account is that you will not need to reenter your payment information every time you make a payment.*
- An email will be sent to you from PayPal indicating your transaction was successful.
- After completing the process, you can resume your Parent Portal session by closing the PayPal window.