

# HCA CAFE GUIDE

## WHAT IMPROVEMENTS HAVE BEEN MADE THIS YEAR?

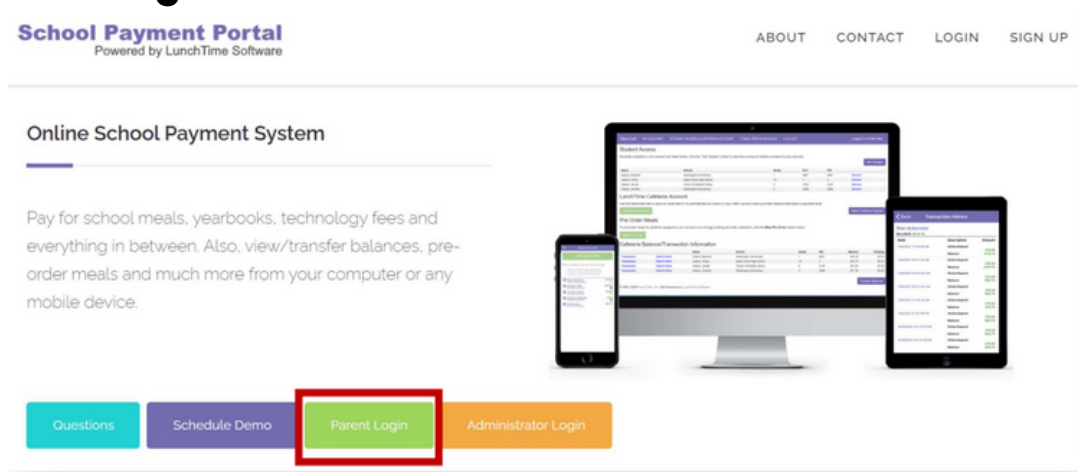
- **School Payment Portal**
  - HCA is now using SchoolPaymentPortal.com to manage all student funds. This system allows you to view/transfer balances, pre-order meals, and more from your computer or smartphone! (Once you're ready to set up your account, check out the instructions on page 2)
    - **You must use the schoolpaymentportal.com website for all pre-ordered food.**
    - You may still deposit cash or checks via the HCA cafe if needed.
  - During the week of August 7th, you will receive an email that contains your student's ID number; you'll need this to set up your account.
- **Drinks**
  - Drinks may be purchased from the vending machines or canteen coolers in each building. Cash will be accepted for these.
- **Forgotten lunches and charges**
  - If a student forgets their lunch, there are lunch combos set in place for \$4.00 that may be charged to a student's account.
  - A student can charge only if they forgot their lunch and they can only purchase a lunch combo (full menu on page 8)
  - Only 3 lunch combos can be charged to an account without funds.
- **Middle/High Options**
  - Middle and High school students may pre-order food this year in addition to ordering from food trucks.

# SCHOOL PAYMENT PORTAL

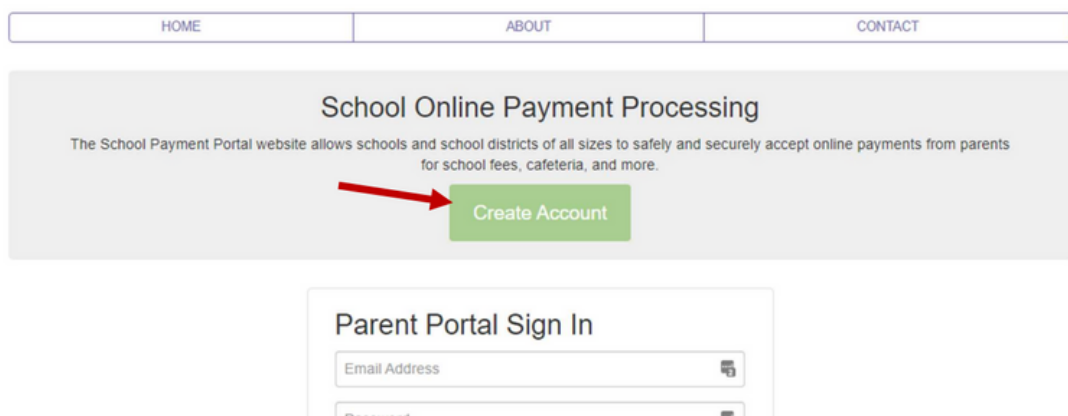
**YOU NEED THIS TO PRE-ORDER FOOD AND ELECTRONICALLY  
DEPOSIT FUNDS TO YOUR CHILD'S ACCOUNT!**

## Creating your account:

1. Locate your email from HCA regarding the LunchTime system
2. To access the School Payment Portal website, enter the URL [www.schoolpaymentportal.com](http://www.schoolpaymentportal.com) into any internet browser.
3. Click "Parent Login"

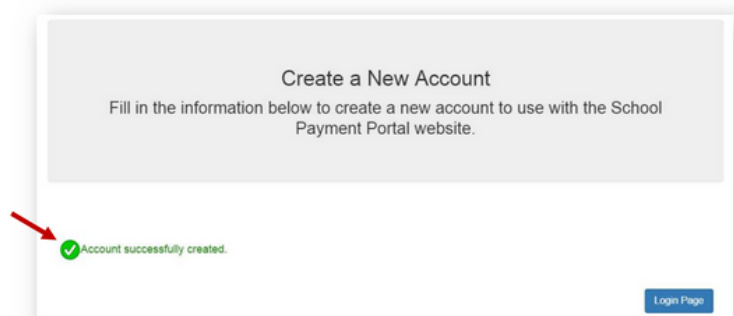


## 4. Next, click "Create Account"



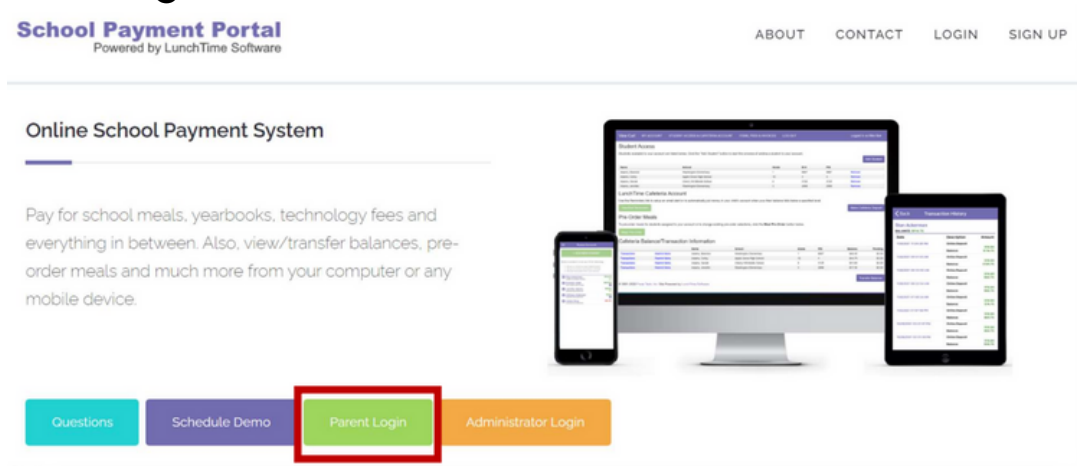
5. Fill in the required information, click the **Create Account** button when finished.

6. You'll receive a confirmation that your account has been successfully created.



## Logging in to your account:

1. To access the School Payment Portal website, enter the URL [www.schoolpaymentportal.com](http://www.schoolpaymentportal.com) into any internet browser.
2. Click "Parent Login"



3. Fill in the Email Address and Password that were used to create the account.
  4. Click "Sign In"
- \*There is also a mobile app if you'd like to manage your account from your phone!

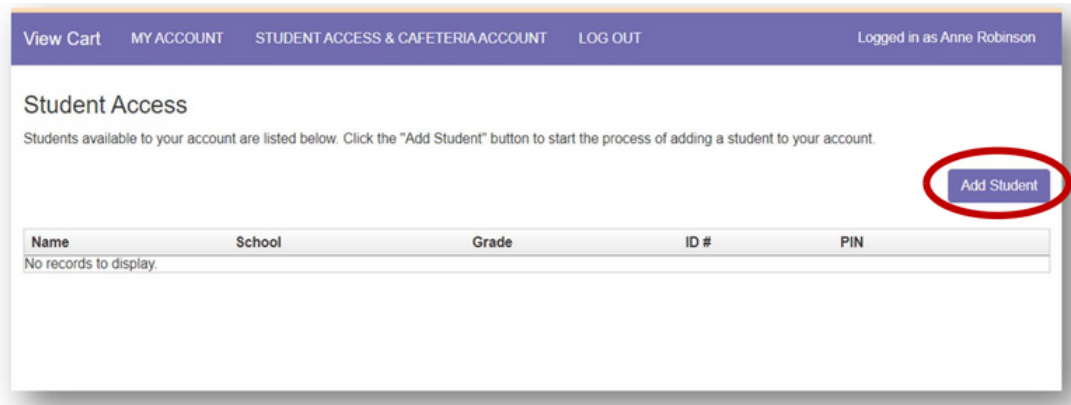
## Mobile Applications

The School Payment Portal mobile application is now available for both Android and IOS.



## Adding students to your account

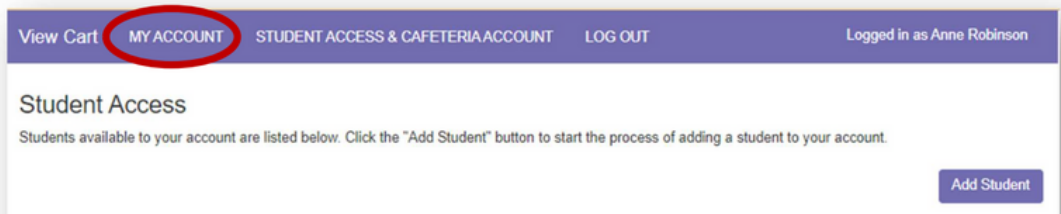
1. After logging in to your account, go to the "Student Access" page.
2. Click "Add Student"



3. Next enter HCA's zip code, 29803 (make sure you enter our zip code and not yours!)
4. Next, select Horse Creek Academy
5. Enter the requested information for the student you wish to add to the account (the student ID number is included in the email you received from HCA about Lunchtime Systems)
6. You'll be returned to the Student Access page. Here you'll see the student currently added to your account, and you can add as many as you need.

## Adding payment methods to your account

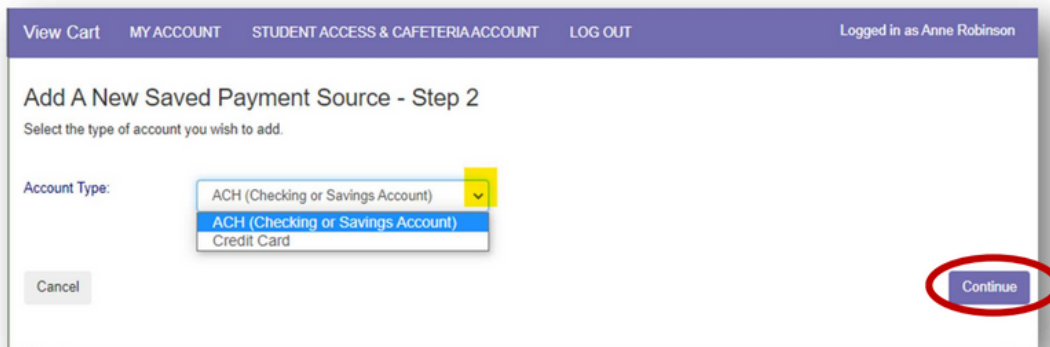
1. From the Student Access page, click "MY ACCOUNT" in the menu bar at the top of the page.



2. On the My Account Info page, click the New Saved Payment Source button.

3. Choose Horse Creek Academy as your Gateway (this just means we are your school).

4. Select either ACH (Checking or Savings Account) or Credit Card from the drop down and click "Continue"

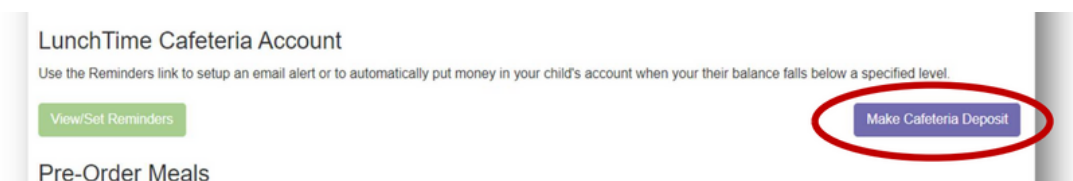


5. Enter your account information. The Nickname will be used to identify this card in your saved payment list.

6. Your payment source will be listed under Saved Payment Sources. You can always modify your payment source or add a new one if needed.

## Make a deposit

1. From the Student Access page, click the Make Cafeteria Deposit button.



- 2. Enter the amount to be deposited for each student as needed and click Continue.**
- 3. Click Add To Cart on the Cafeteria Deposit – Confirmation page to continue. (If any changes need to be made, click Cancel and adjust as necessary.)**
- 4. Once all Cafeteria Deposits have been added to your Shopping Cart, click the Check Out button.**
- 5. Click Select next to a payment method from one of the options:**
  - Saved Payment Source – Uses the payment source on file to pull the funds from.**
  - One-Time Credit Card – Choose this option when using a credit card that has not been set as a saved payment source or is only being used this one time.**
  - One-Time ACH – Choose this option when using an online checking account that has not been set as a saved payment source or is only being used this one time.**
- 6. Review the payment information for accuracy, and check the box confirming that you accept the fees for this transaction.**
- 7. Click "Process Payment"**

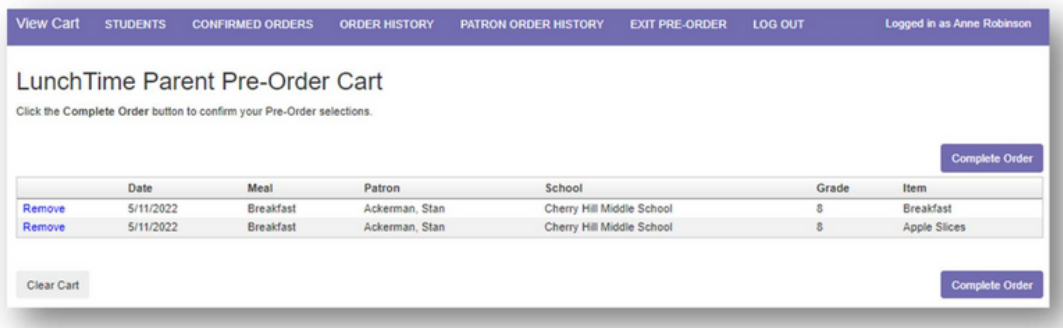
## **The Auto-Replenish Feature**

**Use this feature to trigger an automatic deposit when the patron's balance falls below a specified level.**

- 1. Click Modify next to the student name.**
- 2. Choose Auto Replenish from the Reminder Type dropdown list.**
- 3. Click "Continue"**
- 4. Enter the Balance Level that will trigger the Auto-Replenish.**
- 5. Choose the Saved Payment Source to be used for the payment.**
- 6. Enter the Amount to be deposited and click "Continue"**
- 7. Verify the replenishment information and review the payment information for accuracy, check the box confirming that you accept the fees for this transaction**
- 8. Click Save Reminder. You'll be directed to the Cafeteria Low Balance Reminders page. Here you'll see the student name(s) and which reminder option has been applied to each of them.**

## Pre-Ordering

1. From the Student Access page, click the Meal Pre-Order button.
2. Select an available patron from the list to begin the process of selecting pre-order items.
3. Click Select to choose a serving day.
4. Under Pending Items you'll find the number of items that can be selected for each meal period.
5. Under Items Available to Order, click Add to Order next to the item.
6. This puts the item(s) in the Pending Items section. To remove any item from the Pending Items list, simply click Remove next to that item.
7. Click the View Cart button to proceed to the Pre-Order Cart. You will have one more option to remove any of the items. Once the correct items are in the Pre-Order Cart, click the Complete Order button to confirm the selections.



8. You'll receive a message when the order process has been completed.
9. To pre-order for more students/patrons or for multiple meal periods, click STUDENTS in the Menu Bar at the top of the screen to return to the LunchTime Parent Pre-Order page.

# HCA CAFE

## *A La Carte*

These items do not require a pre-order, students may use their lunchtime card to purchase these items.

### OPTIONS

Slim Jim.....\$0.50

Cow Tail.....\$0.50

Snacks (chips, Pop Tarts,  
Rice Krispie Treats, etc. ).....\$0.75

Kool-aid Jammer.....\$0.50

Ice Cream.....\$1.00

Uncrustable.....\$2.00

Lunchable.....\$2.25

### COMBOS

**Combo #1.....\$4.00**

**UNCRUSTABLE (PEANUT BUTTER AND JELLY SANDWICH) WITH CHOICE OF TWO OPTIONS ABOVE AND EITHER A KOOL-AID JAMMER OR WATER**

**Combo #2.....\$4.00**

**LUNCHABLE (HAM OR TURKEY) WITH CHOICE OF TWO OPTIONS ABOVE AND EITHER A KOOL-AID JAMMER OR WATER**

**CANDY BARS ARE ALSO AVAILABLE FOR \$1.50 TO MIDDLE/HIGH SCHOOL STUDENTS**

**DRINKS ARE AVAILABLE FOR PURCHASE VIA VENDING MACHINES WITH CASH OR CARD.**



# HCA CAFE

## Pre-Orders

Pre-orders must be placed by Wednesday at midnight for the next week. All items must be pre-ordered/purchased through [schoolpaymentportal.com](http://schoolpaymentportal.com) via the Meal Pre-Order Tab. You must create an account to be able to pre-order. There will not be extras available to purchase.

**MONDAYS**



**Chicken Sandwich.....\$5.00**  
**8-count Nuggets.....\$5.00**

**THURSDAY**



**Chicken Sandwich.....\$5.00**  
**8-count Nuggets.....\$5.00**

**TUESDAYS**



**Cheese/Pepperoni**  
**2 Slices...\$5.00**

**FRIDAY**



**Cheese/Pepperoni**  
**2 Slices.....\$5.00**

**WEDNESDAY**



**Single Cheeseburger.....\$5.00**  
**Double Cheeseburger.....\$6.00**  
**4 Count Mozzarella Sticks.....\$4.50**