

Saint Margaret School Lunch Portal

Parent User Guide

Updated August 25, 2012

Lunch orders are now placed and paid for online through the Saint Margaret School Lunch Portal. To access and use the portal successfully, please follow the instructions below.

Go to the Saint Margaret School website located at www.saintmargaretschool.com. Click on "Lunch Menu."

St. Margaret School
of Pearl River

Welcome to the Payment Portal
You can do

- Order Lunch for your child
- Manage your account
- Refill your balance

Please Login

Family ID: _____

PIN: _____

[Login](#)

34 North Magnolia Street, Pearl River, NY 10965 / Phone: 845-735-2855 / Fax: 845-735-0131

Your Family ID and PIN has been provided by the school. Please login using the credentials provided. Contact the school if you do not have a Family ID or have lost your PIN.

When you log in, you are brought to the "My Account" page. This page shows you your current balance (the amount of money you've deposited into your account), shows messages from the school ("Alerts from SMS") and gives you the ability to deposit money and order lunch for your child(ren).

The first time you login, you will see a message that states your email address is missing from your account. Click on "setup your email account" to add your email address as this is required to use the system.

Your email account is missing...

Please [Setup your email account](#) because it is empty currently. Before you make a payment or order a lunch, you should setup a valid email account first. We will send all notification emails to this email account.

My Children

ACCOUNT MANAGEMENT

🏠 My Account

♥ My Children

👤 Account Profile

📄 Billing Information

PAYMENT MANAGEMENT

👉 Payment

📄 Payment History

ORDER MANAGEMENT

🛒 Order Lunch


📄 Order History

SYSTEM

🔒 Privacy Policy

🚪 Logout

On the left side under Account Management, select "My Children." This page should list your children that are currently enrolled at Saint Margaret School.

- If one or more of your children are not listed, please add them by clicking on 
- If there are children listed that are not your children, please click "delete" to remove them from your account.
- If the name or grade is incorrect or spelled wrong, you can click on "edit" to make the corrections.

Account Profile

ACCOUNT MANAGEMENT

🏠 My Account

♥ My Children

👤 Account Profile

📄 Billing Information

PAYMENT MANAGEMENT

👉 Payment

📄 Payment History

ORDER MANAGEMENT

🛒 Order Lunch

📄 Order History

SYSTEM

🔒 Privacy Policy

🚪 Logout

The Account Profile page allows you to correct the Spelling of your FAMILY last name as well as change an email address or change your PIN/Password.

When changing your email address, you must enter it twice.

Account Profile

Family ID:

99999

Email Address:

Password:

.....

Save Changes

Family Name:

AUTHORIZE

Verified Email Address:

Verified Password:

.....

Billing Information

ACCOUNT MANAGEMENT

[My Account](#)

[My Children](#)

[Account Profile](#)

[Billing Information](#)

PAYMENT MANAGEMENT

[Payment](#)

[Payment History](#)

ORDER MANAGEMENT

[Order Lunch](#)

[Order History](#)

SYSTEM

[Privacy Policy](#)

[Logout](#)

All payments for lunch are made by Credit Card and billing information is required.

Billing Information

First Name:

Last Name:

Address:

City:

State:

Select



Zip Code:

Phone:

[Save Changes](#)

Fill in the billing information and press save changes.

Payment

ACCOUNT MANAGEMENT

[My Account](#)

[My Children](#)

[Account Profile](#)

[Billing Information](#)

PAYMENT MANAGEMENT

[Payment](#)

[Payment History](#)

ORDER MANAGEMENT

[Order Lunch](#)

[Order History](#)

SYSTEM

[Privacy Policy](#)

[Logout](#)

To deposit money into your account, click on the Payment button. Money must be deposited into your account before you can place a lunch order.

Payment/Authorization Information

Card Number:

(Enter number without spaces)

Expired Date(mm/yy):

Select /

Amount to charge (xxx.xx):

Transaction Fee (xxx.xx):

Amount to deposit (xxx.xx):

Fill in the credit card information, the expiration date, and the amount you would like to charge to your card.

The transaction fee will be shown.

The amount to deposit will be deposited into your account.

Click "Continue" at the bottom page.

(charged amount - trans fee = deposit amount)

The Payment History tab (below Payment) will show a history of all deposits into your account.

Order Lunch

ACCOUNT MANAGEMENT

- 🏠 [My Account](#)
- ♥ [My Children](#)
- 👤 [Account Profile](#)
- 📄 [Billing Information](#)

PAYMENT MANAGEMENT

- 💳 [Payment](#)
- 📄 [Payment History](#)

ORDER MANAGEMENT

- 🛒 [Order Lunch](#)
- 📄 [Order History](#)

SYSTEM

- 🔒 [Privacy Policy](#)
- 🚪 [Logout](#)

To place a lunch order for your child, visit the "Order Lunch" tab on the left side. Order lunch for all of your children on one screen. You do not need to place multiple orders.

Once your lunch order is placed, the cost for the lunch will be deducted from your account balance (the amount you have deposited into your account).

To place the order, scroll down and click on .

The Order History tab shows a history of all lunch orders that you have placed through this system.

If there are any questions about the lunch ordering process, please contact the school.