



You can Now Create an Account for your students at Cape May Technical High School. Follow the steps below to create your Account. Once you create your account you can Add Students, Make a Credit/Debit Card Deposit, View/Set Reminders and see all the transactions that your student is purchasing. You do not need to make a deposit to be able to see the transactions.

Log onto Cape May County Technical High School by typing in the address in your search bar, [www.capemaytech.com](http://www.capemaytech.com)

1. Click on LUNCH MENU, located in the QUICK LINKS BOX
2. Click on [www.schoolpaymentportal.com](http://www.schoolpaymentportal.com) located in the upper left side of menu.
3. Click CREATE ACCOUNT (If you already have an account, click PARENT LOGIN)
  - a. Fill in your Information
  - b. Click CREATE ACCOUNT
4. Click LOGIN PAGE
5. Enter the E-Mail address and Password you created in Step 3
6. Click ADD STUDENT
7. Enter zip code 08210
8. Click CONTINUE
9. Select the School your student attends
10. Enter Students Last Name and Student ID
  - a. Click CONTINUE
11. Click ADD STUDENT next to your students name

#### **FEE STRUCTURE**

Credit Card Payments (Visa, MasterCard, Discover)

2.3% + \$1.00 per transaction

Check payment

\$1.00 per transaction

#### **EXAMPLE:**

Parent/Guardian Deposits \$50.

- Credit Card Payment: The parent/guardian would be charged \$50 that is deposited to the district bank account as well as a \$2.15 convenience fee paid to us to cover the fee processing expenses.

