

How to Set Up a Parent Account

Must Have Student(s) ID

Visit <https://www.schoolpaymentportal.com/Default.aspx>

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School Online Payment Processing

The School Payment Portal website allows schools and school districts of all sizes to safely and securely accept online payments from parents for school fees, cafeteria, and more.

[Create Account](#)

Parents

Already have an account? Login to the Parent Portal to view information related to your kids and their district.

[Parent Login](#)

Administrators

The Administrative Portal provides district and school administrators with the ability to view reports and configure items specific to their district.

[Admin Login](#)

1. Click green "Create Account" button

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Create a New Account

Fill in the information below to create a new account to use with the School Payment Portal website.

First Name:

Last Name:

Email Address:

Password:

Confirm Password:

[Cancel](#) [Create Account](#)

2. Fill in requested information and choose a password for your account then press blue "Create Account" button


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Create a New Account

Fill in the information below to create a new account to use with the School Payment Portal website.

 Account successfully created.

[Login Page](#)

3. Once your account has been successfully created click on blue “Login Page” button which will direct you to the log in portal where you will type in your email address and password that you assigned to access your account

View Cart HOME MY ACCOUNT LOG OUT Logged in as Robert D'Amico

Student Access

[Add Student](#)

Name	School	Grade	ID #	PIN
No records to display.				

4. Once you have created and logged into your account the next step is going to be to add student(s). Begin by clicking the blue “Add Student” button.

Add A Student -- Step 1

Enter the zip code of the school the student you wish to add to your account attends.
For schools located in the United States, please enter the 5 digit zip code (ie: 16803).
For schools located in Canada, please enter the 6 digit zip code (ie: T3H 4A8).

Zip Code:

[Cancel](#)

[Continue](#)

5. Step 1. asks you to type in the zip code of the school that your child attends which is **01566** for Old Sturbridge Academy. Go ahead and type that zip code in and proceed by clicking the blue ‘Continue Button’

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Add A Student -- Step 2

Select the school of the student you wish to add from the list below. If the school you are looking for is not listed, click the Start Over button to restart the process.

	School	City	State	ZipCode
Select	Old Sturbridge Academy	Sturbridge	MA	01566

Start Over

6. Step 2 asks you to choose the school of the student you wish to add which is Old Sturbridge Academy. Go ahead and click on the blue "Select" button.

Add A Student -- Step 3

Enter the requested information for the student you wish to add to your account.

Last Name:

First Name:

Student ID:

Start Over

Continue

7. Step 3 asks you to fill in your child's first name, last name and student ID. You must have your child's student ID handy in order to complete this step. Once you have filled in all the boxes with the correct formation go ahead and click on the blue "Continue" button. Your account and student(s) are now set up and you can begin using the pre-order system. If you have multiple children that attend Old Sturbridge Academy, repeat these three steps accordingly.