

## LunchTime School Lunch Accounts

**NEW CCS FAMILIES** will need to create a new LunchTime account.

1. Visit [www.schoolpaymentportal.com](http://www.schoolpaymentportal.com)
2. Click "Create an Account"
3. Following the creation of your account, click "Add Student"
4. Enter the CCS ZIP code, 73134, then "Continue"
5. Select the appropriate division for your student
6. Enter student Last Name, First Name, and Grade (grade is not always required; Student ID should be left blank)
  - a. Enter grade as below:
    - i. PS3
    - ii. PK45
    - iii. K
    - iv. 1
    - v. 2
    - vi. 3
    - vii. etc.
7. Click "Add Student" on the left
8. Repeat for additional students

**RETURNING CCS FAMILIES** will use existing LunchTime website login information.

1. Click "Add Student"
2. Enter the CCS ZIP code, 73134, then "Continue"
3. Select the appropriate division for your student
4. Enter student Last Name, First Name, and Grade (grade is not always required; Student ID should be left blank)
  - a. Enter grade as below:
    - i. PS3
    - ii. PK45
    - iii. K
    - iv. 1
    - v. 2
    - vi. 3
    - vii. etc.
5. Click "Add Student" on the left
6. Repeat for additional students

This LunchTime account can be used to deposit funds into student lunch accounts, restrict items from purchase, and review account transactions. If you have more than one student, please add funds to each student as accounts remain separate in the system.

LunchTime accounts are a service of Taher and funds are separate from CCS accounting. If you have questions regarding LunchTime accounts and remaining balances from the 2019-2020 school year, please contact last year's food service vendor, Keystone, at 405-564-0311.