

NEW HANOVER TOWNSHIP SCHOOL DISTRICT

New Hanover Township * Wrightstown Boro

122 Fort Dix Street
Wrightstown NJ 08562
P: 609-723-2118
F: 609-723-6694

www.newhanover.k12.nj.us

Patrick R. Collum, Interim Superintendent
Scott Larkin, Principal

May 1, 2013

Dear Parents/Guardians,

We are pleased to announce that you are now able to view your child/children's cafeteria purchases and account balance. At this time, you are not able to deposit money into their account electronically. To set up your account you will need to go to www.schoolpaymentportal.com.

- Click on Create An Account
- Enter 08562 in the box for zip code then hit Search
- Choose New Hanover Township School
- Enter your information (you will create your password here) then click on Create Account
- Click on [HERE](#) to take you to the Home Page
- Enter your email address and password you just created and hit Login
- Click [HERE](#) to add students
- Enter your child's last name, first name and student ID number. The ID number is located on the letter mailed home May 1, 2013. Please call if you have not received this information. Click on Search.
- Click Select next to your child's name
- Click on Manage Cafeteria Account
- Click on View Transactions to see what your child has purchased and their account balance.
- There is an option to set up email notification once the account balance falls below a specified amount. Click on Set Up under Notifications Settings.

Please contact Terri Anderson, Food Service Director with any questions at 723-2139, ext. 112 or at neh@nsfm.com.

Sincerely,

Maria Parry, CPA, PSA
School Business Administrator/Secretary to the Board
New Hanover Township School District