

Dear Parents,

Webber Academy uses LunchTime Software so that parents can view their child's cafeteria account online (please note you cannot pay your account online – see below for payment instructions).

### **Instructions**

- The first time you access the website, you are required to create an account. Please go to the website: <https://www.schoolpaymentportal.com/Default.aspx>

Adding Students:

- Login and click on the icon "Add Student"
- The program now asks you to enter your zip code. Enter T3H 4A8. Click on "Continue"
- Select "Elementary" (Gr. 1-6) or "Junior/Senior High" (Gr. 7-12)
- Fill in your child's name and Student ID.
- Click on "Continue". Click on "Add Student" beside your child's name.
- If you have other children click on "Add Student" at the top of the page and repeat the process.

### **Payment Methods**

Various methods of payment are accepted including: cash, cheque, debit, online bank payments, Interac e-Transfer Autodeposit (to [payments@webberacademy.ca](mailto:payments@webberacademy.ca)) and credit card payments through PlastiQ (<https://webberacademyfoundation.plastiq.com>). All credit card transactions are subject to an additional fee of 2.5%.

For questions regarding payments please contact Janette Dias at 403-277-4700 or by e-mail at [jdias@webberacademy.ca](mailto:jdias@webberacademy.ca).

### **Account Inquiries**

All questions regarding account charges should be directed to Chef Thuy Le Luong via email at [tluong@webberacademy.ca](mailto:tluong@webberacademy.ca) within two weeks of the purchase date. Any account inquiries received more than two weeks after the date of purchase will not be adjusted.

We recommend that you check your child's account regularly.