How to Make an Online Lunch Deposit

Before you can make on-line lunch deposits, you must apply for a SIS Portal Account. Please contact the office at the school in which one of your students attends in order to receive an on-line SIS Portal Application.

After you have received your SIS Portal account information by email, please follow the steps below.

1. Login to your SIS account as usual
2. Click on Actions, and go to My Lunch Balance
3. Click on My Lunch Balance
Click on Make an Online Payment

(Have your credit or debit card handy)
The name of your site (school) will display. (If you eat at more than one school, you can deposit to either or both. However, most people will deposit to one school account only)

1. Double click in the “Deposit Amount” column
2. Enter the amount that you want to deposit
   - Note—on-line deposits require a service charge ranging from $1.00 to $5.00, depending upon the amount. You will see the amount of the service charge prior to completing your transaction.
3. When you are satisfied with your deposit and the transaction total, click on Proceed to Verification Step
   - If you want to “bail out,” you can click on the house.