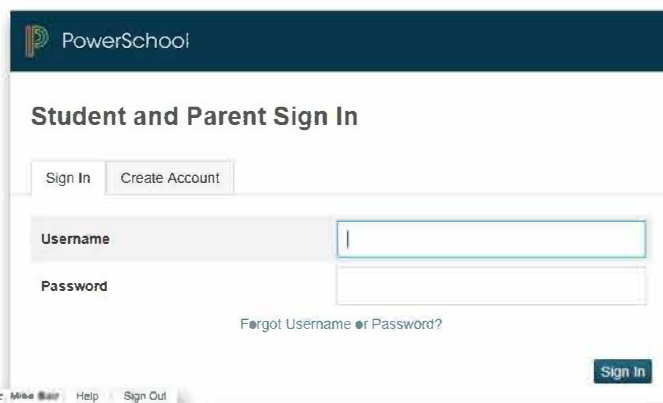


### SIGNING ON

**1** With Franklin Academy's **PowerSchool Single Sign On** feature, families are able to conveniently sign in to their student's LunchTime payment account right from their PowerSchool Parent Portal! ▶

**2** Once you have logged in to the Parent Portal you will be able to click on the [Applications Icon](#) at the top right of the screen pictured here. ▼



PowerSchool

### Student and Parent Sign In

Sign In Create Account

Username

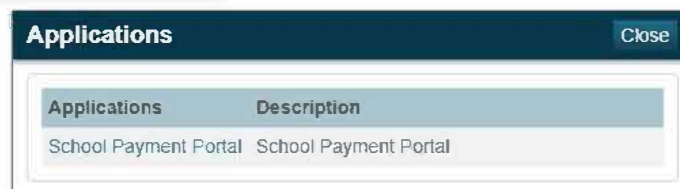
Password

[Forgot Username or Password?](#)

Sign In



**3** After the Applications Icon is clicked, this box will appear. ▶ From here you will click on [School Payment Portal](#) which will automatically redirect you to the [LunchTime](#) website where you can add your students.



The first time you do this, the LunchTime website will ask you to create a password in case you ever need to, or want to, access SLALunch.com without logging in through the PowerSchool Parent Portal.

### MAKING A DEPOSIT

**It is important to take note that deposits take 24 hours to appear in the lunch system at the school.**

**1** Connect to the [School Payment Portal](#). Once there, click the [Make Cafeteria Deposit](#) link on the homepage.

**2** Select your student, and enter the deposit amount in the box displayed and click [Continue](#). The *minimum deposit* amount will be \$1.00. This amount refers to the total deposit for all family members on your account. You do not need to deposit this amount into each student's account.

**3** Confirm the deposit amount and click [Add to Cart](#). On the next screen, click [Check Out](#) to continue on to making a payment.

**4** Select the method of payment. You can make a deposit in the form of a Bank Draft Transaction or a Credit Card Payment (we accept VISA and MasterCard). Please note that there is a \$3.50 convenience fee for each transaction.

**5** Enter your billing information. Make sure to fill out all required fields. Check the box at the bottom of the page if you wish to save this information for future use. If you are planning on setting up automatic deposits, we recommend that you check this box.

**6** Enter the payment information. The total deposit amount, including the convenience fee, will be shown at the bottom of the screen. You must check the box to authorize the payment. Click [Process Payment](#) to finish the transaction. Your [Transaction Receipt](#) will appear once the payment has completed.