WESTBURY PORTAL Parent/Guardian Users

You can now Pay or Deposit Money into your children’s Cafeteria Purchase Account

The Payment System Accepts Visa, MasterCard, Discover, Debit or eChecks. (Please note: There is an account for each of the children in the same family)

How to Use the Portal Payment System

1. Click on Payments button located on the lower left side of the main Portal Page

2. If there is either an Outstanding Balance or Credit for each child, you will see it on this page:

<table>
<thead>
<tr>
<th>Food Service Account</th>
<th>Balance</th>
<th>Estimate</th>
<th>Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$-1.25</td>
<td>$20.00</td>
<td>$20.00</td>
</tr>
</tbody>
</table>

   * The estimated payment is for one month and is based on the past food service purchases.

   Total: $20.00

   Continue

3. To Review past payments, please click on Payment History

4. To Pay a Balance or to Deposit Money into a specific child’s account, go to that account line and then click on either:
   i. Estimate - this will appear in both Payment and Total once clicked
   or
   ii. Enter a Payment amount which will appear in Total.

5. Then click Continue to go to the Payment screen
6. **the Payment Screen:**

```
Payments
Accepted Payment Methods VISA  Maestro  Discover  echeck

Total: $20.00

Select the payment method  Add  Edit

There are no saved Payment Methods. Click Add to create a Payment Method.
```

7. **Choose**
   
a. **Add** - If this is the first time utilizing the system.
b. **Edit** - If you want to change the payment method
   c. **Continue** - If you wish to use the exiting payment method.

Follow the directions on the next screen(s) to add, edit or complete your payment