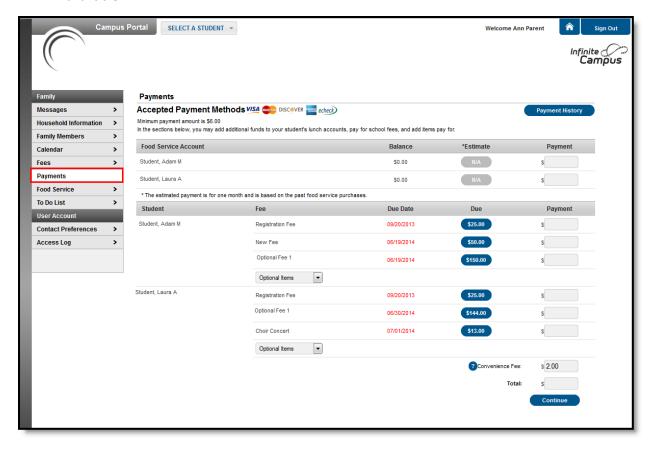
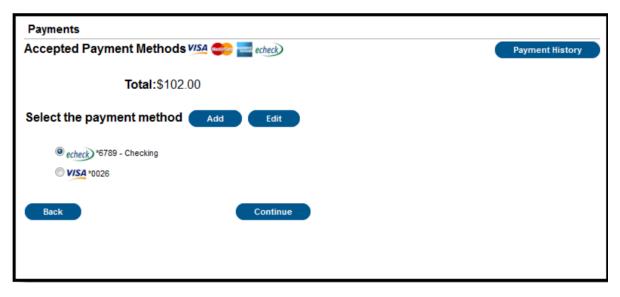
Parents/Guardians with Portal Accounts, must first log into their Infinite Campus Portal Account.

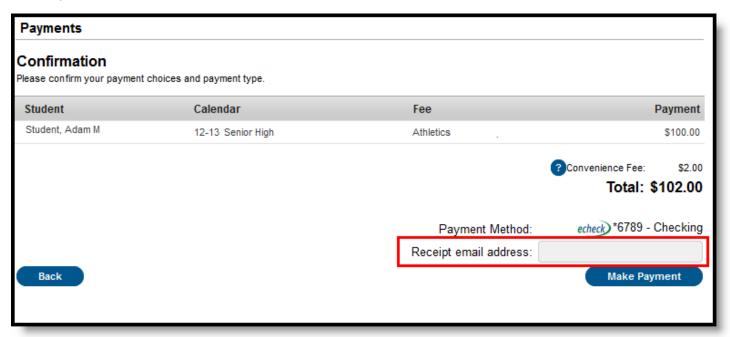
1. Go to Payments – Depending on your district, you can have Food Service Payments and/or Student Fees available.



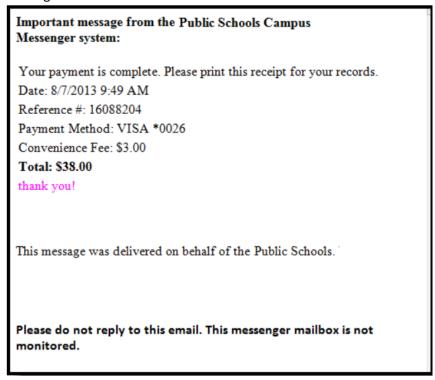
- 2. Enter the amount of money you wish to deposit for your Food Service Account(s) and/or Student Fees you would like to pay. You will notice a Convenience Fee, this is charged to your Total. Click Continue
- 3. You will now select the type of Payment method you would like. If you do not have one already saved in the system, you will need to "Add" a Payment Method. The information you enter is not going to be viewed by anyone at the School, it will go to our Banking System Vanco to process the payment. You can have this information stored (encrypted) in our site so you do not have to enter this information every time you make a payment. Press Continue once payment method is complete.



4. Review your Payments and the Payment Method. If you would like a receipt emailed to you, you will need to enter your email address. **YOU MUST CLICK MAKE PAYMENT**, in order for the final step of the payment to be processed.

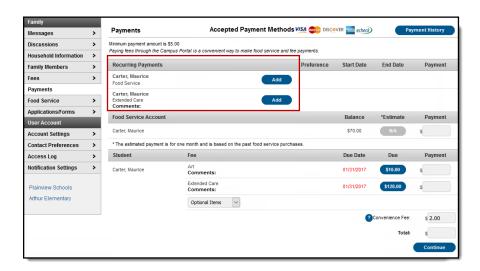


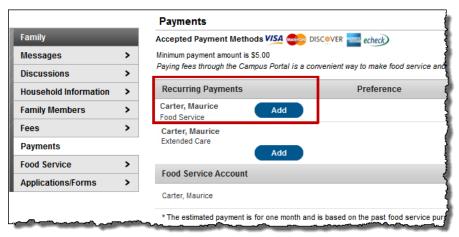
5. Once the MAKE PAYMENT has been selected and the Payment is processed you will receive a confirmation message.



You will always have the option at the top of the Payments Screen to view your Payment History.

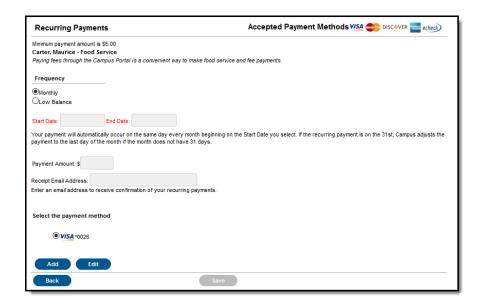
To set up Recurring payments:



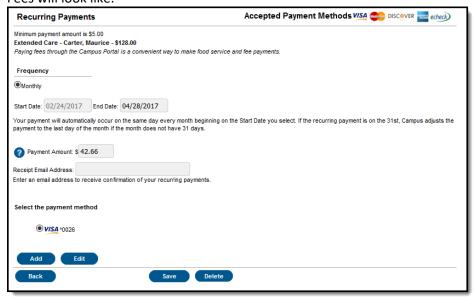


Click the Add button next to the account.

Food Service will look like:



Fees will look like:



Select one of the following **Frequency** options.

Monthly:



Low Balance for Food Service:



Select or **Add** the Payment Method.

Click Save.

