

## PORTAL PAYMENTS

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.

Campus Portal SELECT A STUDENT Welcome Ann Parent Sign Out

Family Messages > Household Information > Family Members > Calendar > Fees > **Payments** Food Service > To Do List > User Account Contact Preferences > Access Log >

**Payments**

**Accepted Payment Methods** VISA MasterCard DISCOVER echeck [Payment History](#)

Minimum payment amount is \$6.00  
In the sections below, you may add additional funds to your student's lunch accounts, pay for school fees, and add items pay for.

Food Service Account	Balance	*Estimate	Payment
Student, Adam M	\$0.00	N/A	\$
Student, Laura A	\$0.00	N/A	\$

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

Student	Fee	Due Date	Due	Payment
Student, Adam M	Registration Fee	09/20/2013	\$25.00	\$
	New Fee	06/19/2014	\$50.00	\$
	Optional Fee 1	06/19/2014	\$150.00	\$
Student, Laura A	Optional Items			
	Registration Fee	09/20/2013	\$25.00	\$
	Optional Fee 1	06/30/2014	\$144.00	\$
	Choir Concert	07/01/2014	\$13.00	\$
	Optional Items			

Convenience Fee: \$2.00  
Total: \$  
[Continue](#)

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.

**Payments**

**Accepted Payment Methods** VISA MasterCard DISCOVER echeck [Payment History](#)

**Total:** \$102.00

**Select the payment method** [Add](#) [Edit](#)

☒ echeck \*6789 - Checking  
☐ VISA \*0026

[Back](#) [Continue](#)

## PORTAL PAYMENTS

- 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.


**Payments**

**Confirmation**  
Please confirm your payment choices and payment type.

Student	Calendar	Fee	Payment
Student, Adam M	12-13 Senior High	Athletics	\$100.00

Convenience Fee: \$2.00

**Total: \$102.00**

Payment Method:  \*6789 - Checking

Receipt email address:

Back

Make Payment

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

**Important message from the Public Schools Campus Messenger system:**

Your payment is complete. Please print this receipt for your records.

Date: 8/7/2013 9:49 AM  
Reference #: 16088204  
Payment Method: VISA \*0026  
Convenience Fee: \$3.00  
**Total: \$38.00**  
thank you!

This message was delivered on behalf of the Public Schools.

Please do not reply to this email. This messenger mailbox is not monitored.

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

## PORTAL PAYMENTS

### To set up Recurring payments:

The screenshot shows the 'Family' section of a portal with a sidebar menu on the left. The 'Payments' section is active, displaying 'Accepted Payment Methods' (VISA, MasterCard, DISCOVER, echeck) and a 'Payment History' button. A red box highlights the 'Recurring Payments' section, which lists 'Carter, Maurice' for 'Food Service' with an 'Add' button. Below this, a 'Food Service Account' table shows a balance of \$70.00 and an estimated payment of \$110.00. A table of due dates for 'Art' and 'Extended Care' is also visible, with due dates of 01/31/2017 and amounts of \$10.00 and \$128.00 respectively. A 'Continue' button is at the bottom right.

Student	Fee	Due Date	Due	Payment
Carter, Maurice	Art	01/31/2017	\$10.00	\$
Carter, Maurice	Extended Care	01/31/2017	\$128.00	\$

This screenshot is a zoomed-in view of the 'Recurring Payments' section. It shows the 'Add' button next to 'Carter, Maurice' for 'Food Service'. Below this, there is an 'Add' button for 'Carter, Maurice' for 'Extended Care'. The 'Food Service Account' section is also visible, showing the account name 'Carter, Maurice'.

Click the **Add** button next to the account.  
Food Service will look like:





The 'Recurring Payments' form is shown with the following fields and options:

- Frequency:** Radio buttons for 'Monthly' (selected) and 'Low Balance'.
- Start Date:** A date picker field.
- End Date:** A date picker field.
- Payment Amount:** A text input field with a dollar sign.
- Receipt Email Address:** A text input field.
- Select the payment method:** A radio button for 'VISA \*0026'.
- Buttons:** 'Add', 'Edit', 'Back', and 'Save' buttons are at the bottom.

## PORTAL PAYMENTS

Fees will look like:

**Recurring Payments**

Accepted Payment Methods

Minimum payment amount is \$5.00  
**Extended Care - Carter, Maurice - \$128.00**  
*Paying fees through the Campus Portal is a convenient way to make food service and fee payments.*

**Frequency**

☒ Monthly


Start Date:  End Date:

Your payment will automatically occur on the same day every month beginning on the Start Date you select. If the recurring payment is on the 31st, Campus adjusts the payment to the last day of the month if the month does not have 31 days.

Receipt Email Address:

Enter an email address to receive confirmation of your recurring payments.

Select the payment method

☒  VISA \*0026

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

Monthly:

**Frequency**

☒ Monthly  
☐ Low Balance

Start Date:  End Date:

Your payment will automatically occur on the same day every month  
adjusts the payment to the last day of the month if the month does not

Payment Amount:

Receipt Email Address:

Low Balance for Food Service:

**Frequency**

☐ Monthly  
☒ Low Balance

Start Date:  End Date:

Minimum Balance:

Payment Amount:






Receipt Email Address:

Select or **Add** the Payment Method.

## PORTAL PAYMENTS

Click **Save**.

**Payments**

Accepted Payment Methods     

[Payment History](#)

Minimum payment amount is \$5.00  
*Paying fees through the Campus Portal is a convenient way to make food service and fee payments.*

Recurring Payments	Preference	Start Date	End Date	Payment
Carter, Maurice Food Service	<a href="#">Edit</a> Monthly	02/24/2017	06/15/2017	\$20.00 ✕