



FREMONT UNION HIGH SCHOOL DISTRICT PAYMENT INFORMATION IN INFINITE CAMPUS



Creating an on-line payment account, editing payment information
and viewing payment history in Infinite Campus.

Food
Service

CREATING A PAYMENT ACCOUNT

Parents/Guardians may now make payments to students' food service accounts through the Infinite Campus Parent Portal. To do so, please follow the following steps:

1. Do you have an Infinite Campus Account?

If NO, please contact your school office.

If YES, please log into your Infinite Campus account. We recommend that you use Firefox (web browser) to log into your Infinite Campus account.

2. Go to *Payments Tab* on left side of screen.

Student	Fee	Due Date	Due	Payment
Justin	Athletics	01/31/2013	\$100.00	\$ <input type="text"/>
Justin	Parking Fee SrH	01/31/2013	\$80.00	\$ <input type="text"/>

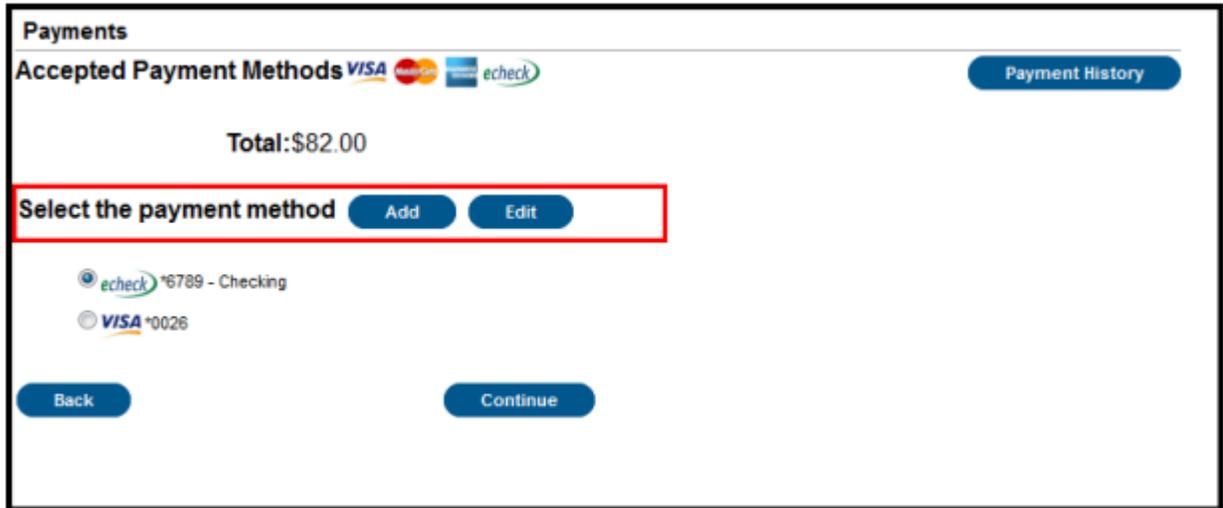
Convenience Fee: \$2.00

Total: \$

3. Enter an amount in the student's Food Service Account and click the *Continue* button.

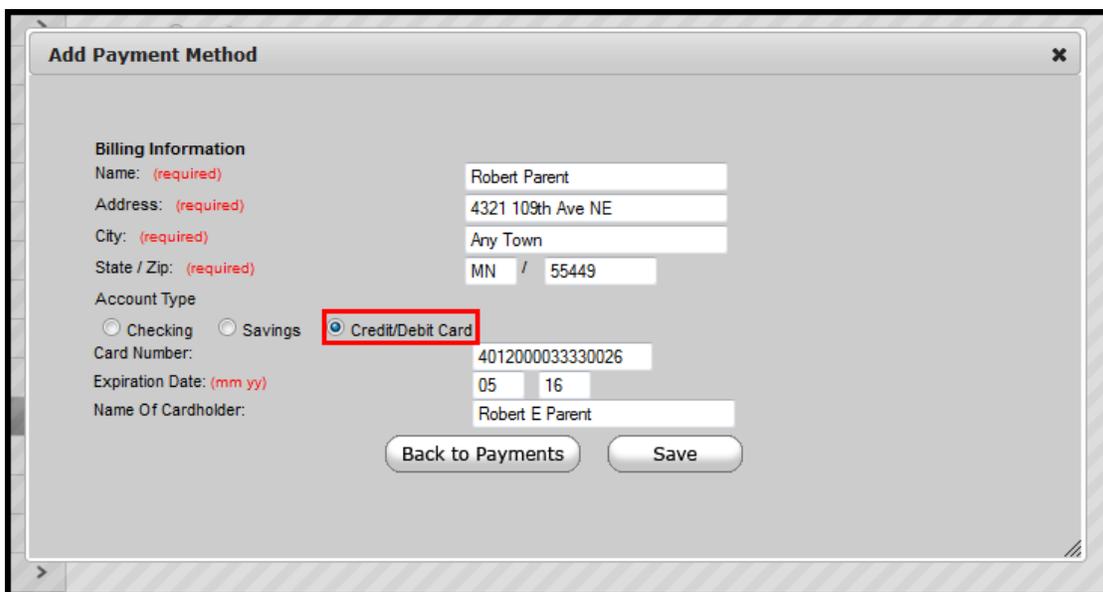
4. Before a user is able to make an online payment, a payment method needs to be established. The district is currently only accepting on-line payment by credit card.

5. Click the *Add* button next to Select the Payment Method. Choose “Credit/Debit Card” button.



6. Click the *Continue* button to move to the next step (Add Payment Method).
7. Enter all required Billing Information as well as the Card Number, Expiration Date and Name of Cardholder.

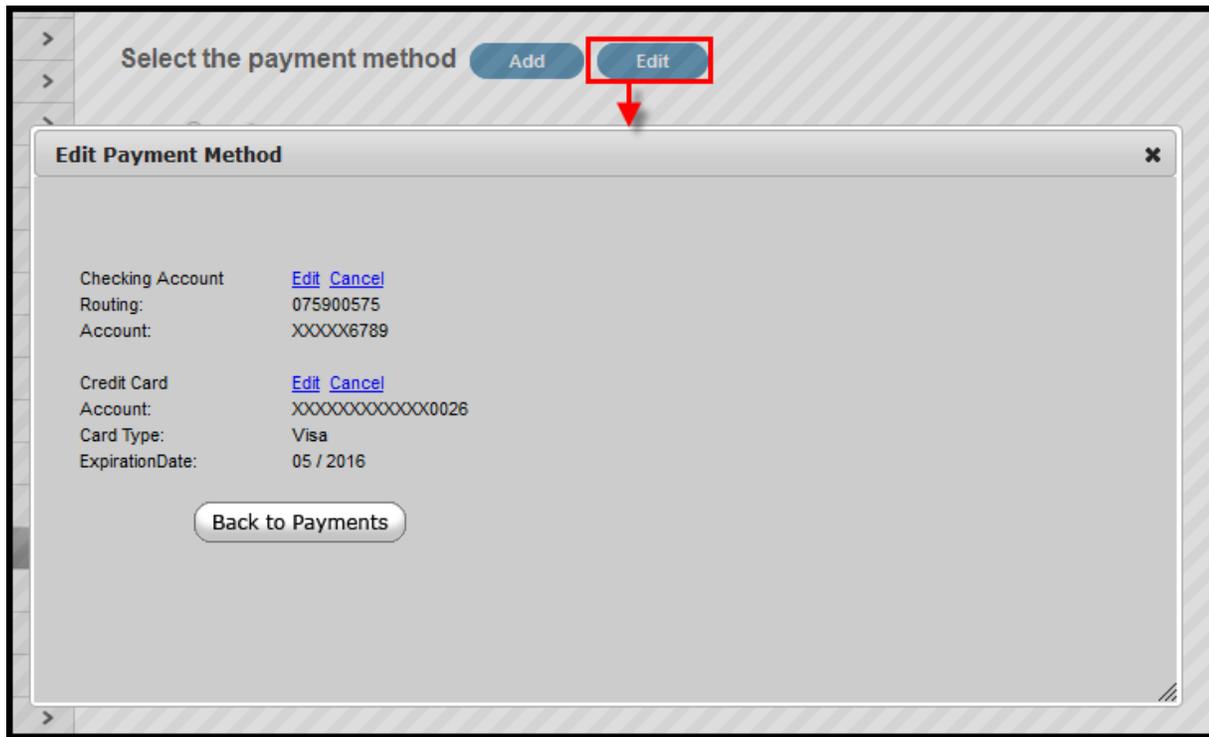
If the Card Number is incorrect, the field will highlight in red and a red exclamation point will appear. Selecting the red exclamation point will generate a separate window describing the error that has occurred.



8. Once correct information has been entered, select the *Save* icon. The credit card is now established within Infinite Campus and may be used for transactions.

MODIFYING PAYMENT INFORMATION

Users have the ability to modify registered payment methods by selecting the Edit button.



Once selected, users are directed to a new screen displaying all registered payment methods.

To edit a payment method, select the corresponding *Edit* button. Make the required adjustments and click the *Save* button.

From this same location, entered payment information can be deleted.

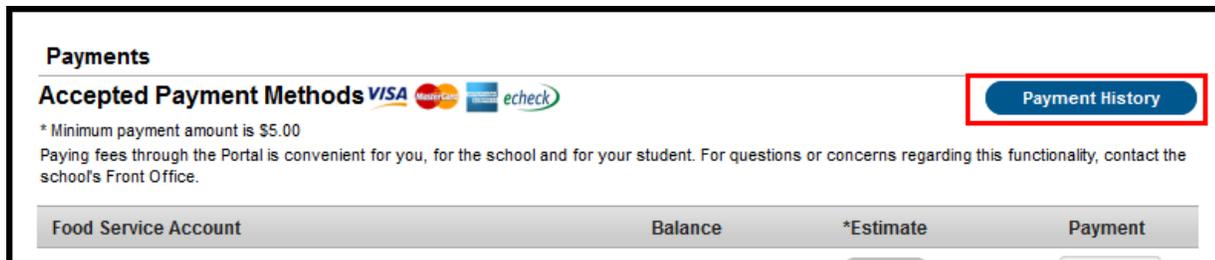
To delete a saved payment method, click the *Cancel* link.

The confirmation screen displays. To continue with removal of this payment method, click the *Cancel* button.

Then, click the *Edit Accounts* button to return to the list of stored payment options or click the *Back to Payments* button.

VIEWING ONLINE PAYMENT HISTORY

Users can view detailed payment history information by selecting the Payment History button.



Payments

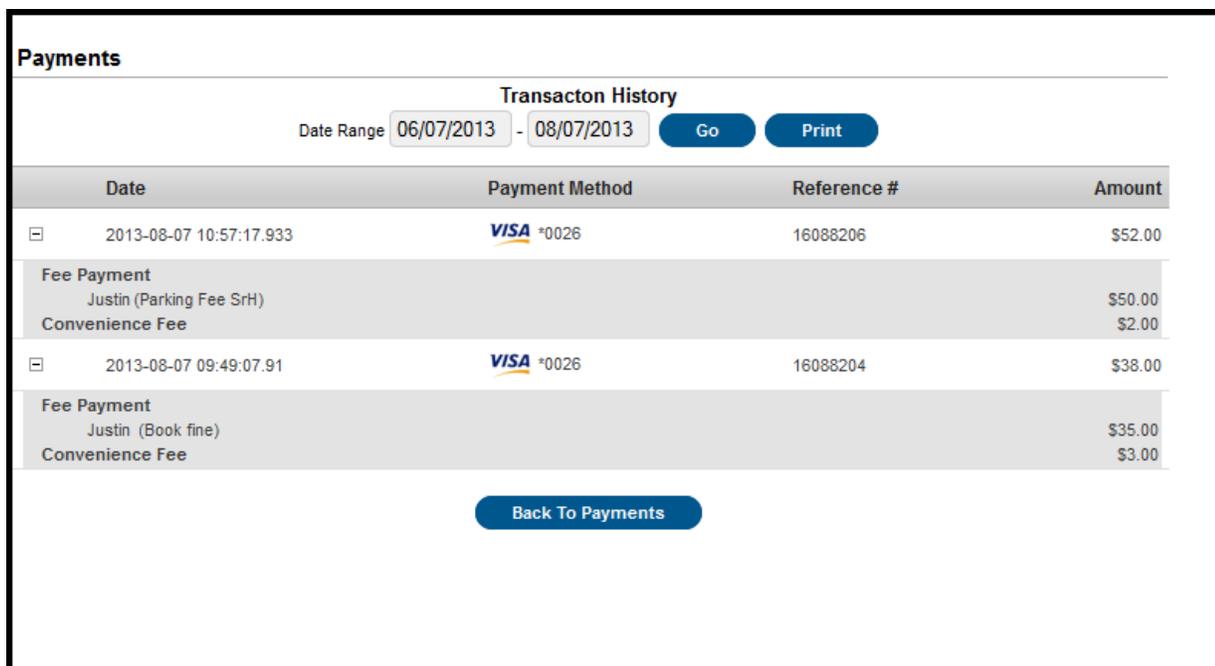
Accepted Payment Methods    

* Minimum payment amount is \$5.00
Paying fees through the Portal is convenient for you, for the school and for your student. For questions or concerns regarding this functionality, contact the school's Front Office.

Payment History

Food Service Account	Balance	*Estimate	Payment
----------------------	---------	-----------	---------

The Transaction History screen displays, listing any online payment transactions completed between the entered date range.



Payments

Transaction History

Date Range: 06/07/2013 - 08/07/2013 **Go** **Print**

Date	Payment Method	Reference #	Amount
<input type="checkbox"/> 2013-08-07 10:57:17.933	 *0026	16088206	\$52.00
Fee Payment			
Justin (Parking Fee SrH)			\$50.00
Convenience Fee			\$2.00
<input type="checkbox"/> 2013-08-07 09:49:07.91	 *0026	16088204	\$38.00
Fee Payment			
Justin (Book fine)			\$35.00
Convenience Fee			\$3.00

Back To Payments

This can also be printed by choosing the Print button. Select the Download PDF for Printing button. The Online Transaction Report will appear in a separate window in PDF format.