

Automatically Add Money to a Food Service Account

Using recurring payments, you can automatically add money to a Food Service account when it reaches a low balance.

PATH: *Portal > Family > Payments*

Complete the following steps to automatically add money to a Food Service account on a monthly basis or when it reaches a low balance.

- Click the **Add** button next to the account. The Recurring Payments screen displays.

Payments

Accepted Payment Methods

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

Recurring Payments	Preference
Carter, Maurice Food Service	<input type="button" value="Add"/>
Carter, Maurice Extended Care	<input type="button" value="Add"/>

Food Service Account

Carter, Maurice

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

- Select one of the following **Frequency** options (descriptions next page)

Recurring Payments Accepted Payment Methods

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

Frequency

Monthly
 Low Balance

Start Date: End Date:


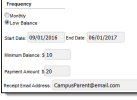
Your payment will automatically occur on the same day every month beginning on the Start Date you select. If the recurring payment is on the 31st, Campus adjusts the payment to the last day of the month if the month does not have 31 days.

Payment Amount: \$




Receipt Email Address:
 Enter an email address to receive confirmation of your recurring payments.

Select the payment method

*0026

Option	Description	Example
<p>Monthly</p>	<p>This option adds money to the account on a monthly basis. 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.</p> <p>When you select this option, you must also complete the following fields:</p> <ul style="list-style-type: none"> Start Date End Date Payment Amount Receipt Email Address 	
<p>Low Balance</p>	<p>This option automatically adds money to the account when the account reaches the Minimum Balance.</p> <p>When you select this option, you must also complete the following fields:</p> <ul style="list-style-type: none"> • Start Date • End Date • Minimum Balance • Payment Amount • Receipt Email Address 	

3. Select or **Add** the Payment Method.
4. Click **Save**.
5. The Recurring Payment displays on the Payments screen. You can Edit the payment by clicking the Edit button or Delete the payment by clicking the **X**.
6. Select or **Add** the Payment Method.
7. Click **Save**.
8. The Recurring Payment displays on the Payments screen. You can Edit the payment by clicking the Edit button or Delete the payment by clicking the **X**.

Payments Accepted Payment Methods   DISCOVER  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	Edit Monthly	02/24/2017	06/15/2017	\$20.00 X