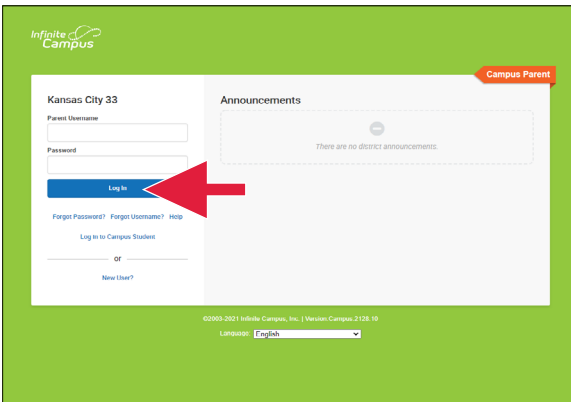


Paying Fees in Parent Portal For Infinite Campus

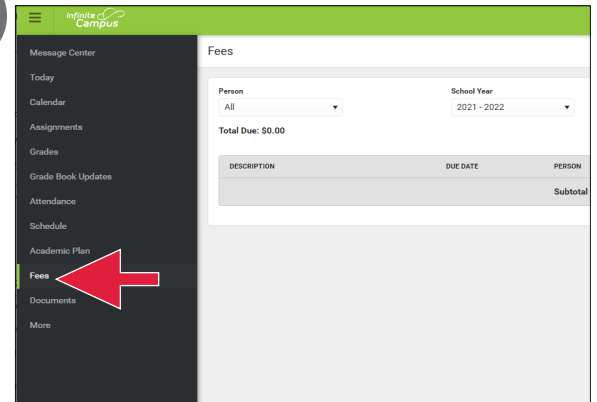
Paying Fees

1



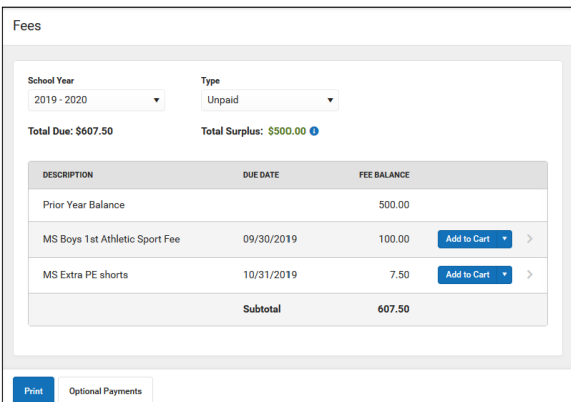
To begin, log into your Infinite Campus parent portal.

2



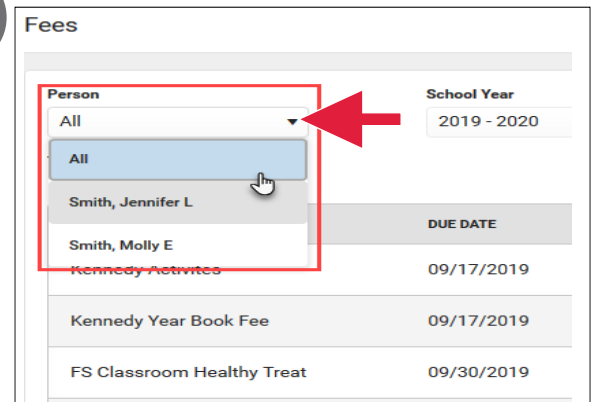
Click the **Fees** tab from the main menu to view any owed fees.

3



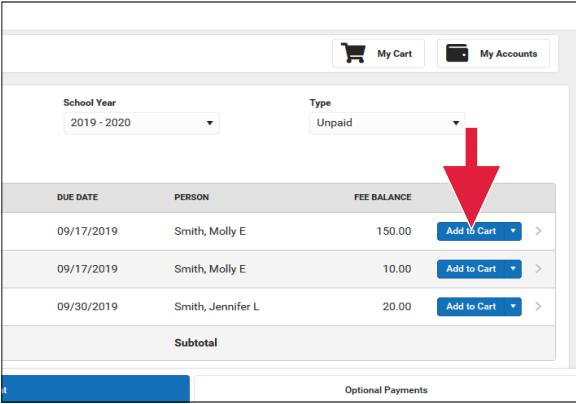
The **Fees** screen displays any unpaid fees for the current school year.

4



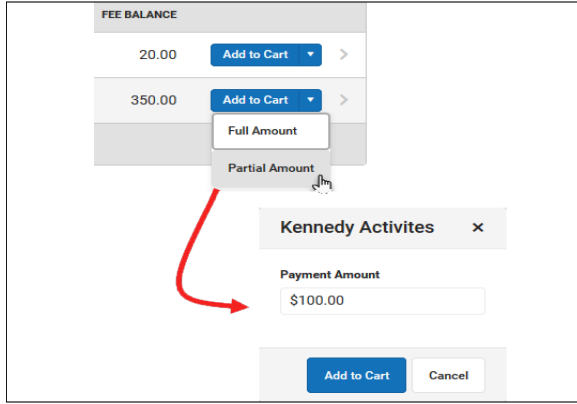
If you have **multiple students** be sure to select the correct student in the **Person** dropdown list. Selecting **All** allows you to see Fees assigned to everyone in your household.

5



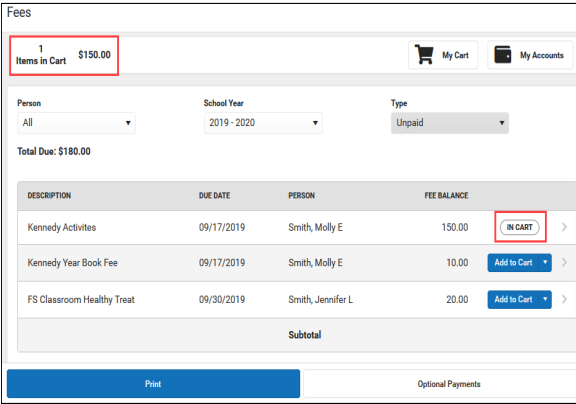
Select Add to Cart next to the Fee you want to pay.

6



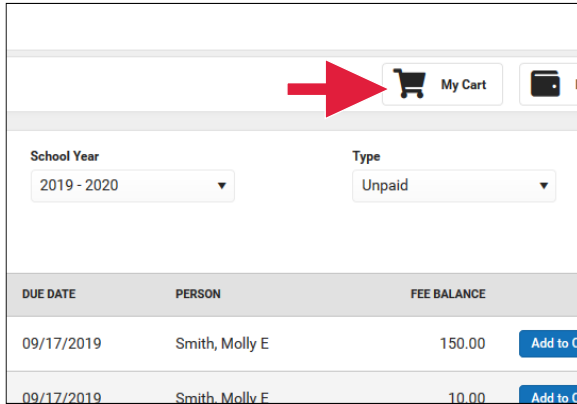
If you would like to partially pay a fee, click the dropdown arrow and select **Partial Amount**. Enter the amount you want to pay then click **Add to Cart**.

7



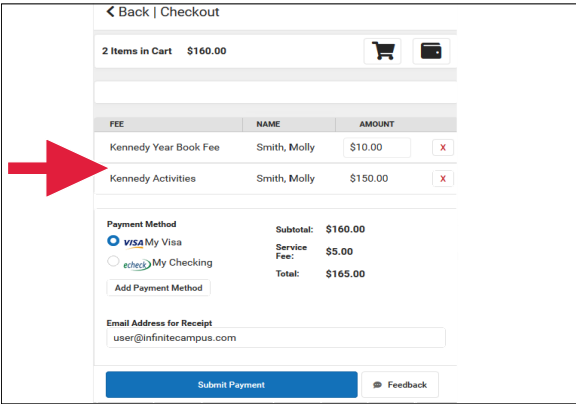
The Fee is then added to your cart which updates the total items and cost.

8



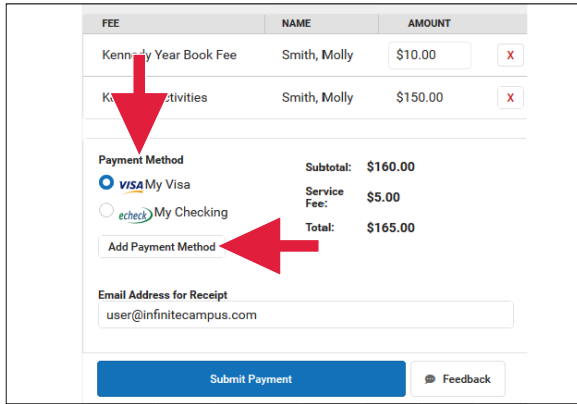
Once you are ready to checkout, click **My Cart**.

9



The Checkout screen will display. All items added to your cart will be shown.

10



Select the **Payment Method** you want to use or add the one you need if it's not listed. Then enter an **Email Address for Receipt**. (email is optional)

11

Kennedy Year Book Fee	Smith, Molly	\$10.00	X
Kennedy Activities	Smith, Molly	\$150.00	X

Payment Method

VISA My Visa
 My Checking

Subtotal: \$160.00
Service Fee: \$5.00
Total: \$165.00

Email Address for Receipt
 user@infinitecampus.com

Next, select [Submit Payment](#). A confirmation message will display, click [OK](#) to finish.

12

Receipt

0 Items in Cart \$0.00

Thank you for your payment

Date: 09/19/2019 Reference #: 181701948
 Thank you for your payment. Credit/Debit card payments are processed simultaneously however, if using e-check processing, the vendor processes it as fast as they can but some are 24-48 hour window to process.

FEES	NAME	AMOUNT
Kennedy Year Book Fee	Smith, Molly	\$10.00
Kennedy Activities	Smith, Molly	\$150.00

Service Fee: \$5.00
 Total: \$165.00

Payment Method:
VISA
 My Credit Card

Email Address for Receipt: test@testemail.com

The [Receipt](#) screen will display. If you wish to print a copy of the receipt click the [Print](#) button.