Once in Infinite Campus choose #1 Food Service, #2 My accounts, #3 Recurring payments (as in picture below)

Automatically Add Money to a Food Service Account

Today Calendar	Payment Methods	>	0 Items in Cart
Assignments Grades	Recurring Payments 3	>	\$0.00
Grade Book Updates Attendance	Payment History	>	My Accounts
Schedule Responsive Schedule	Optional Payments	>	
Academic Plan			
Food Service			
Fees			

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

Step	Action		
1	Select Recurring Payments.		
	Result The Recurring Payments screen displays. If you are using Campus Parent and have access to multiple students, be sure to select the correct student in the student dropdown list displayed in the top right corner.		
	Christian A. Abram		
	Christian A. Abram		
	QUENCY Phillip A. Abram		

	K Back F	Recurring Paym	nents			
	0 Items in (Cart \$0.00		My Cart	My Accounts	
	ТҮРЕ			FREQUENCY	AMOUNT	
	Food Ser	vice		-	- >	
	France St	ummer Exchange Tr	ip		- >	
2	Select Food S Result	Service.				_
	The Food Set Set Recur	ring Payments	ays.		Recurring Payment	
	TYPE Food Service	-	FREQUENCY	AMOUNT - >	Frequency Monthly Low Balance	End Date *
	France Summer	Exchange Trip -		- >	Payment Amount *	
					Payment Method	Service Fee
					echeck My Checking	Total
					Add Payment Method Email Address for Receipt	
					Save	
3	Select one of	the following F	requency of	ptions.		
	Option	Description				
	Monthly	This option add payment will a	ds money to utomaticall	the account on a y occur on the san	monthly basis. Your ne day every month	

	the 31st, Campus adjusts the payment to the last day of the 1 the month does not have 31 days.			
	When you select this option, you must also complete the following fields:			
	Start Date End Date			
	Payment Amount			
Low Balance	This option automatically adds money to the account when the account reaches the Low Balance Amount .			
	When you select this option, you must also complete the followin fields:			
	Start Date			
	End Date Low Balance Amount			
	Payment Amount			
Frequency				
O Monthl	y			
O Low Ba	lance			
Start Date *	End Date *			
D				
Payment Am	iount "			

Frequency			
Monthly			
O Low Balance			
Start Date *	End Date *		
		H	
Low Balance Amount *			
Payment Amount *			
			_
Low Balance Options			
Select the Payment Method you we send the receipt. Select the Add Payment Method set up. This option allows you to express	vant to use and the I button if the card or nter a new Payment	Email Address f r account you wa r Method then ret	for Campus to ant to use is no turns you to th
Select the Payment Method you we send the receipt. Select the Add Payment Method set up. This option allows you to experiment. Payment Method	vant to use and the I button if the card or nter a new Payment	Email Address f r account you wa : Method then ret	for Campus to ant to use is no turns you to th
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Select the Payment Method you version of the receipt. Select the Add Payment Method set up. This option allows you to east on the sereen.	vant to use and the I button if the card or nter a new Payment	Email Address f r account you wa Method then ret	for Campus to ant to use is no turns you to th

You can remove the recurring You can only delete the recurring the payment.	ng payment by selecting the payme urring payment if you are logged in	ent and selecting Delet n as the user who set u
A Back Recurring P	ayments	
ТҮРЕ	FREQUENCY	AMOUNT
Food Service	Monthly	\$25.00