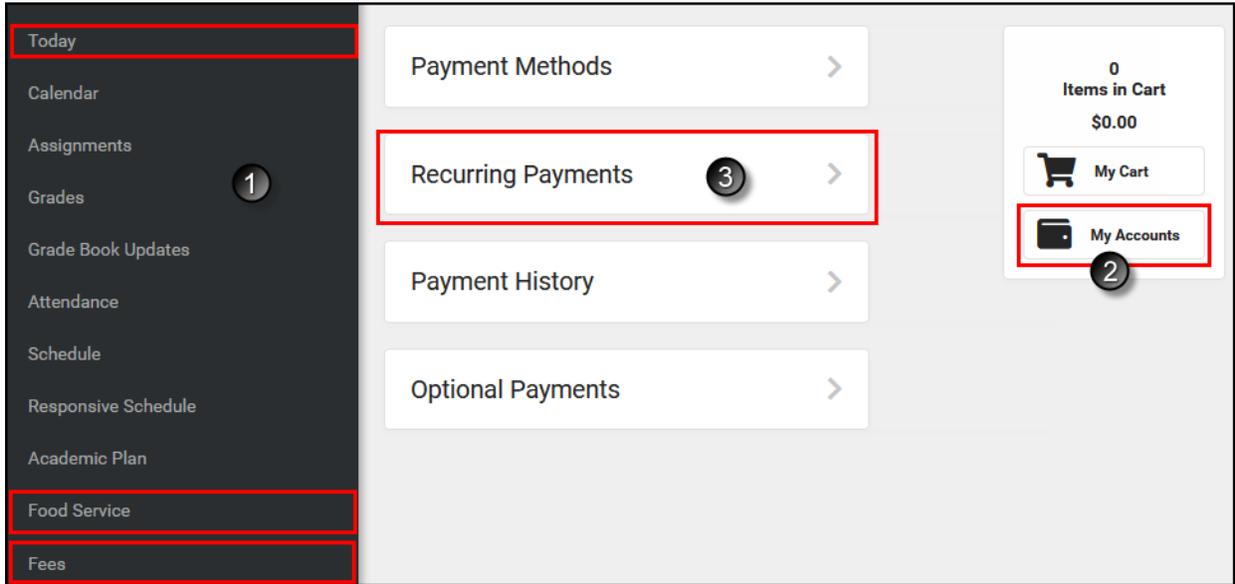
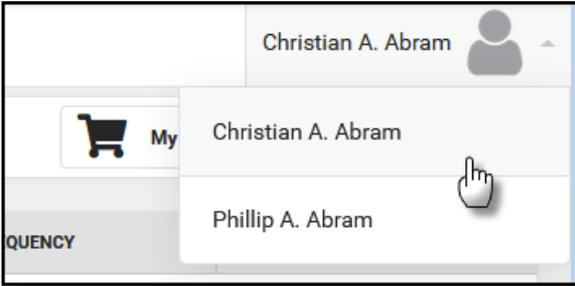


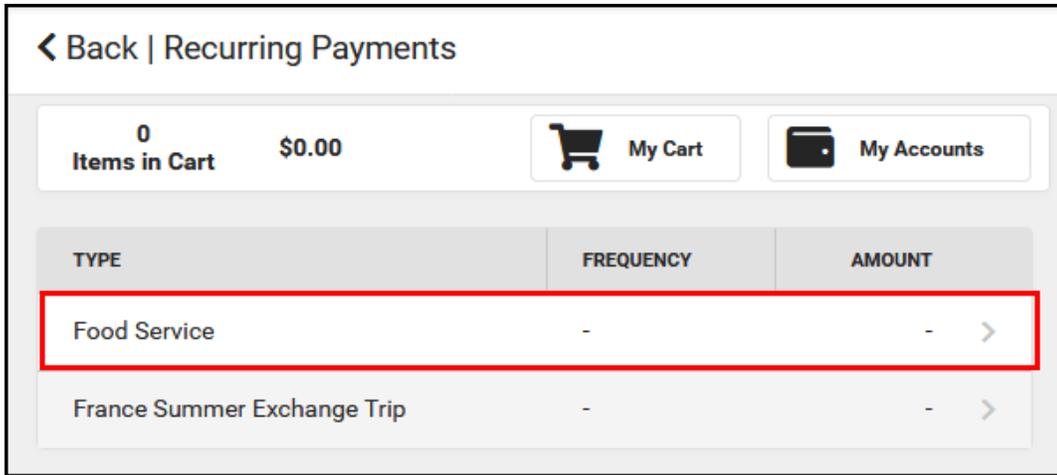
Once in Infinite Campus choose #1 Food Service, #2 My accounts, #3 Recurring payments (as in picture below)

Automatically Add Money to a Food Service Account



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

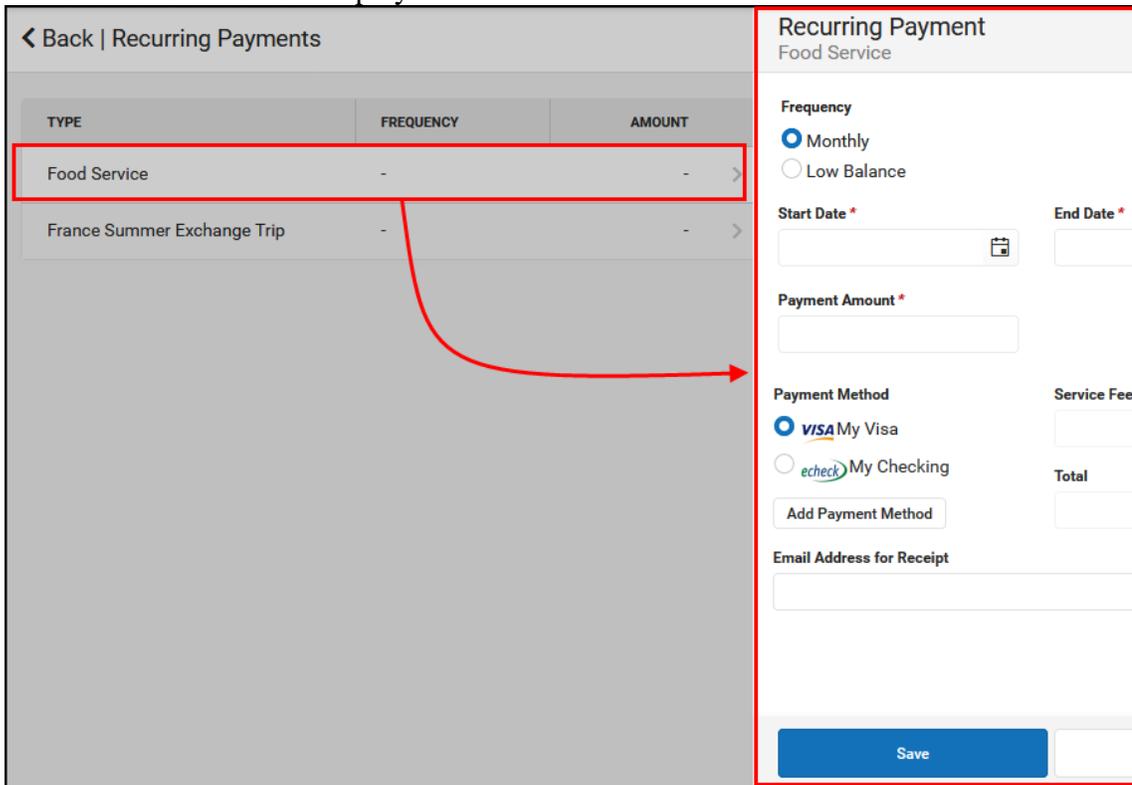
Step	Action
1	<p>Select Recurring Payments.</p> <p>Result The Recurring Payments screen displays. If you are using Campus Parent and have access to multiple students, be sure to select the correct student in the student dropdown list displayed in the top right corner.</p> 



2. Select **Food Service**.

Result

The Food Service Panel displays.



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

Option	Description
Monthly	This option adds money to the account on a monthly basis. Your payment will automatically occur on the same day every month

	<p>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> <p>Start Date End Date Payment Amount</p>
<p>Low Balance</p>	<p>This option automatically adds money to the account when the account reaches the Low Balance Amount.</p> <p>When you select this option, you must also complete the following fields:</p> <p>Start Date End Date Low Balance Amount Payment Amount</p>

Frequency

Monthly

Low Balance

Start Date * 

End Date * 

Payment Amount *

Monthly Fields

Frequency

Monthly

Low Balance

Start Date * 

End Date * 

Low Balance Amount *

Payment Amount *

Low Balance Options

- 4 Select the **Payment Method** you want to use and the **Email Address** for Campus to send the receipt.
 Select the **Add Payment Method** button if the card or account you want to use is not set up. This option allows you to enter a new Payment Method then returns you to this screen.

Payment Method

DISCOVER DISC

echeck CHECK

Add Payment Method 

Email Address for Receipt

- 5  Select .

Result

The Recurring Payment displays on the Payments screen.

You can remove the recurring payment by selecting the payment and selecting **Delete**. You can only delete the recurring payment if you are logged in as the user who set up the payment.

[← Back](#) | Recurring Payments

TYPE	FREQUENCY	AMOUNT
Food Service	Monthly	\$25.00