

Cedar Grove-Belgium Area School District
Infinite Campus - Parent Portal Instruction
Making an Online Payment

The **Payments** tool in the **Parent Portal of Infinite Campus** allows parents to make online payments for fees and/or deposit money into food service accounts for members of a household. The **Payments** link appears in the Portal Index.

Viewing Fees-- A list of assigned fees to all students in the household is available from the Family Fees section. A list of fees assigned to just one student in the household is visible from the student's Fees section. Payment can only be made from the **Family Payments** section of the Portal. To begin the online payment process for a fee, select **Payments** from the Index. The online payment editor will appear, displaying outstanding fees for all students within the household.

Fee Payments-- Fee payments allows users to pay fees for each student within a household. Parents can also view the details of a fee by selecting the plus sign (+) next to the fee name. A fee shown in red indicates that a payment for the full amount has not been made before the due date assigned by the school. Before a user can successfully make an online payment, **Payment Information** must first be registered. This can be done by selecting the Register your credit cards and banking information. Once a form of payment has been registered, choose the amount of the fee payment by:

- Entering the amount to be paid in the **Payments** field, OR
- Clicking the amount of the fee included in the **Due** column to auto-fill the full amount due.

Making a Payment -- If the entered amount that is being paid is less than the minimum price, a message displays indicating this. Click the OK button and re-enter the total amount to be paid.

A **Convenience Fee of \$2.50 per transaction** will be shown and included in the **Total**. Click **Continue** to proceed to the Payment Method screen.

Payment Selection --Select the appropriate payment method (previously registered). Click **Continue** to proceed to the Fees Confirmation page.

Make Payment -- Review the payment information. If a receipt of this payment is desired, enter the email address where the receipt should be sent in the Receipt Email Address field. Review the payment information again to ensure accuracy. To exit without making the transaction, click **Cancel**.

Otherwise, click **Make Payments** to process the fees payment. When the transaction has been processed, the Payment Receipt screen will display. Click the **Make Payment** button to process the payment.

To print a copy of the receipt, click **Print** in the lower right-hand side of the screen. To return to the main Payments screen, click **Back to Payments**.

Deposit Money into a Food Service Account

You can deposit money into food service accounts for members of your household. Once a form of payment has been registered, choose the amount you want to deposit by:

- Entering the amount to be paid in the **Payment** field, OR
- Clicking the amount in the Estimate column to auto-fill the deposit amount. This method is an estimate of one month of food service purchases.