

HOW TO MAKE ONLINE FOOD SERVICE PAYMENTS

Parents now have the option to deposit money into their student's lunch accounts with their Visa, Discover or MasterCard. To use this feature you will need to log into your Infinite Campus Parent Portal Account on any supported browser (Note: you currently cannot make payments via the mobile app). After logging in select "Payments" in the left hand menu:

In the next step you will enter the payment amount(s). Please note that while most transactions post to your student's account immediately, it can take up to 48 hours for the payment to process. There is also a \$2.00 convenience fee that is used to offset the costs associated with providing this service.

This is just an recommended estimate based on what your student has spent. You can enter whatever payment amount you want in the payment box.

Payments

Accepted Payment Methods

Minimum payment amount is \$5.00

Please note that it can take up to 48 hours for payments to post to your student's account.

[Payment History](#)

Food Service Account	Balance	*Estimate	Payment
Student 1	\$90.20	\$48.00	\$ 10.00
Student 2	\$0.00	N/A	\$

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

Convenience Fee: \$ 2.00

Total: \$ 12.00

[Continue](#)

Registering Payment Information

Before a user is able to make an online payment, a payment method needs to be established. Users have the option of paying by various major credit cards. To begin registering a payment method, select the fees to pay and click the **Continue** button. On the next page, click the **Add** button next to **Select the Payment Method**.

On the next screen you will need to add a payment method:

Payments

Accepted Payment Methods   

[Payment History](#)

Total: \$12.00

Select the payment method

[Add](#)

[Edit](#)

There are no saved Payment Methods. Click Add to create a Payment Method.

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[Continue](#)

Registering Credit Card Information

Enter all required Billing Information as well as the Card Number, Expiration Date and Name of Cardholder. If the Card Number is incorrect, the field will highlight in red and a red exclamation point will appear. Selecting the red exclamation point will generate a separate window describing the error that has occurred.

Once correct information has been entered, select the Save icon. The credit card is now established within Infinite Campus and may be used for transactions.

Add Payment Method ✕

Billing Information

Name: **(required)**

Address: **(required)**

City: **(required)**

State / Zip: **(required)** /

Account Type

Credit/Debit Card

Card Number :

Expiration Date: **(mm yy)** /


Name Of Cardholder :

[Back to Payments](#) [Save](#)

Submitting Payments

After saving your payment method(s), select the method you would like to use for this transaction and click continue.

Payments

Accepted Payment Methods  

[Payment History](#)

Total: \$102.00

Select the payment method

[Add](#)

[Edit](#)

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[Continue](#)

The confirmation page will display. 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.

Payments

Confirmation

Please confirm your payment choices and payment type.

Student	Calendar	Fee	Payment
Student, Adam M	12-13 Senior High	Athletics	\$100.00

 Convenience Fee: \$2.00

Total: \$102.00

Payment Method:

 *0026

Receipt email address:

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[Make 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**.

Viewing Online Payment History

Users can view detailed payment history information by selecting the **Payment History** button.

Payments

Accepted Payment Methods   

Minimum payment amount is \$5.00

Please note that it can take up to 48 hours for payments to post to your student's account.





The Transaction History screen displays, listing any online payment transactions completed between the entered date range.

Payments

Transaction History

Date Range -

Date	Payment Method	Reference #	Amount
<input type="checkbox"/> 2013-08-07 10:57:17.933	 *0026	16088206	\$52.00
Fee Payment			
Justin (Parking Fee SrH)			\$50.00
Convenience Fee			\$2.00
<input type="checkbox"/> 2013-08-07 09:49:07.91	 *0026	16088204	\$38.00
Fee Payment			
Justin (Book fine)			\$35.00
Convenience Fee			\$3.00