

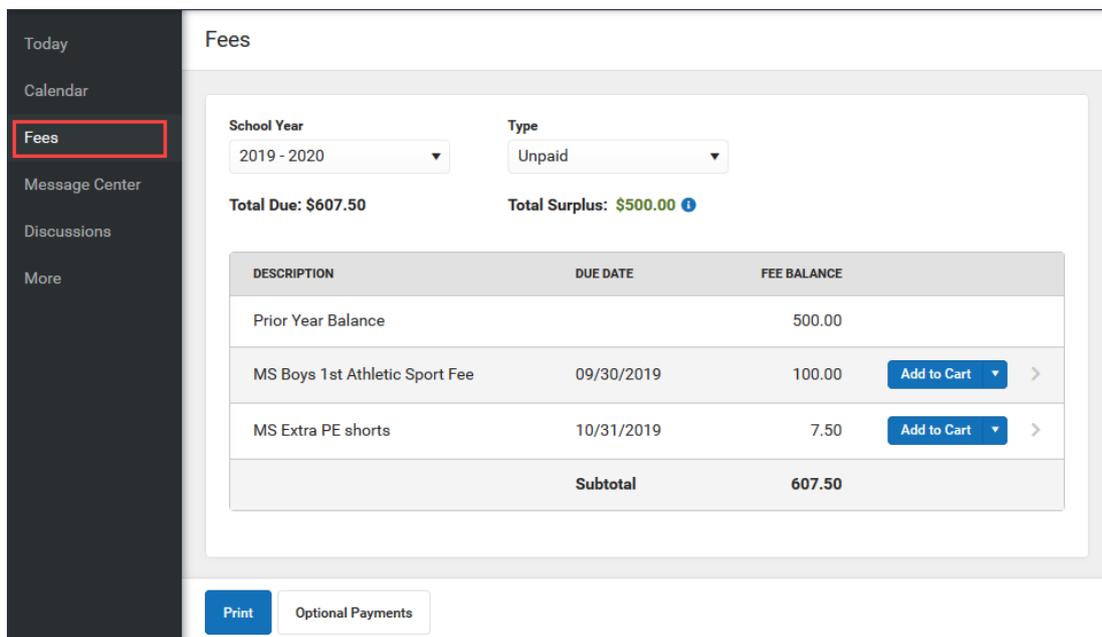
Online Payments - Student Fines & Fees

Student fines and fees can be paid online via the Infinite Campus Parent Portal.

The **Fees** tool provides a list of all fees assigned to you. Fees may include things like a lab fee for a science course, a fee for a field trip or the cost of an athletic activity. Fees that are still owed and fees that were paid appear in this list, followed by the ongoing balance for all fees.

Where do I go to view and pay fees?

The Fees tool is available in the outline on the left.



The screenshot shows the 'Fees' tool interface. On the left is a navigation menu with options: Today, Calendar, **Fees** (highlighted with a red box), Message Center, Discussions, and More. The main content area is titled 'Fees' and contains the following elements:

- School Year:** 2019 - 2020 (dropdown menu)
- Type:** Unpaid (dropdown menu)
- Total Due:** \$607.50
- Total Surplus:** \$500.00 (with an information icon)

DESCRIPTION	DUE DATE	FEE BALANCE	
Prior Year Balance		500.00	
MS Boys 1st Athletic Sport Fee	09/30/2019	100.00	Add to Cart >
MS Extra PE shorts	10/31/2019	7.50	Add to Cart >
Subtotal		607.50	

At the bottom of the interface, there are two buttons: [Print](#) and [Optional Payments](#).

How do I Pay a Fee?

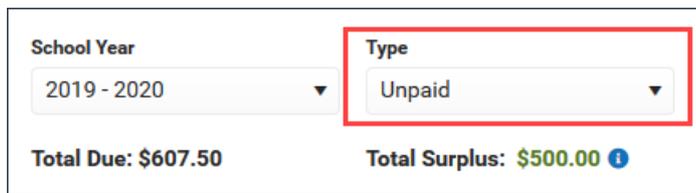
The option to pay fees (Add to Cart) does not display for everyone. This option is only available if your school uses this feature.

1. Select **Fees**.
2. Select **Add to Cart** next to the Fee you want to pay.
3. Select **My Cart**.
4. Select the **Payment Method** you want to use and enter an **Email Address for Receipt** (*optional*).
5. Select **Submit Payment**.

How do I find unpaid fees?

Select *Unpaid* in the **Type** dropdown list.

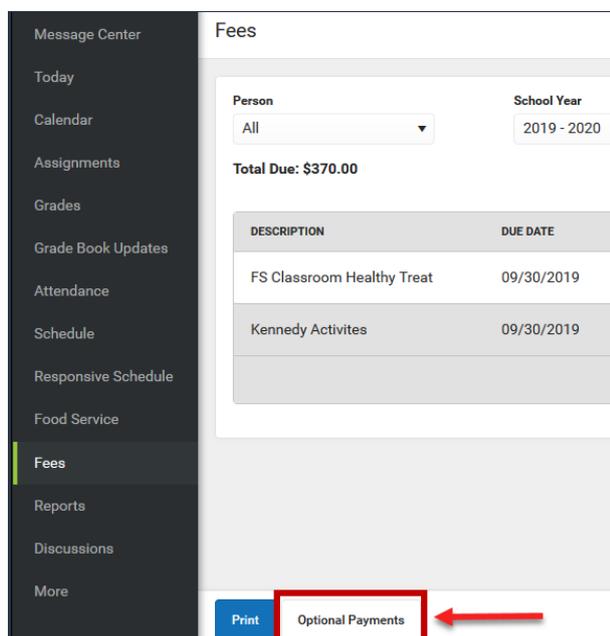
Be sure to select the **School Year** where you have unpaid fees. Campus selects the current year by default; however, if you need to find a fee from a prior year you must select the year in the School Year dropdown list.



Screenshot of the filter interface showing 'School Year' set to '2019 - 2020' and 'Type' set to 'Unpaid'. Below the filters, it shows 'Total Due: \$607.50' and 'Total Surplus: \$500.00'.

How do I pay Optional Fees?

Optional fees are fees that are not assigned to you directly. This could be things like parking stickers, donations to the school, school supplies, etc. Optional Fees are paid using the Optional Payments tool. While adding Fees to My Cart, you can click the **Optional Payments** button to get to the Optional Payments tool.



Screenshot of the 'Fees' page in the Infinite Campus interface. The page shows a sidebar with navigation options like 'Message Center', 'Today', 'Calendar', etc. The main content area shows 'Fees' for 'Person: All' and 'School Year: 2019 - 2020'. It lists two fees: 'FS Classroom Healthy Treat' and 'Kennedy Activites', both with a due date of 09/30/2019. At the bottom, there are 'Print' and 'Optional Payments' buttons, with a red arrow pointing to the 'Optional Payments' button.

How do I find fees I already paid?

Select *Paid* in the **Type** dropdown list. Fees that are partially paid do not display when **Paid** is selected. Instead, select **Unpaid** and click the arrow next to the partially paid Fee to see the paid amount.

School Year 2019 - 2020 ▼	Type Paid ▼
Total Due: \$607.50	Total Surplus: \$500.00 ⓘ

▶ [Click here to expand...](#)

The [Payment History](#) tool is a good place to review all payments you have made including payments for Fees.

Pay a Fee

The option to pay fees (Add to Cart) does not display for everyone. This option is only available if your school uses this feature.

Step	Action
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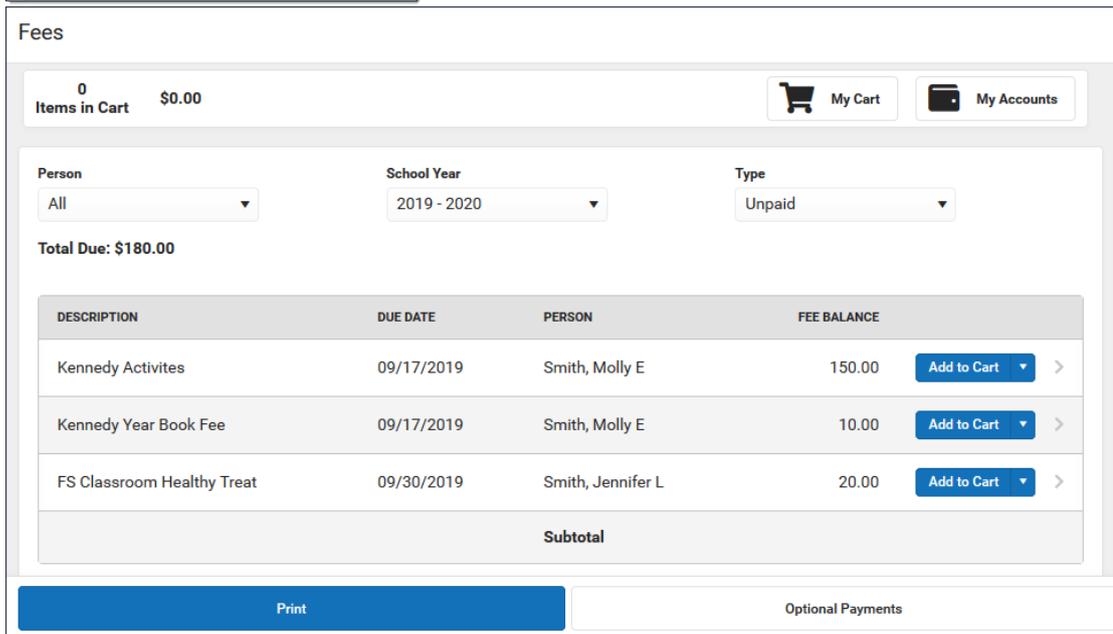
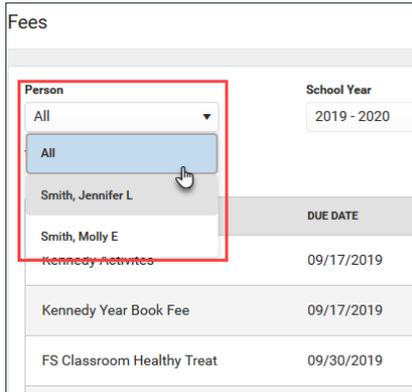
Step Action

1 Select **Fees**.

Result

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

If you are using Campus Parent and have access to multiple students, be sure to select the correct student/person in the Person dropdown list. Selecting **All** allows you to see Fees assigned to everyone in your household.

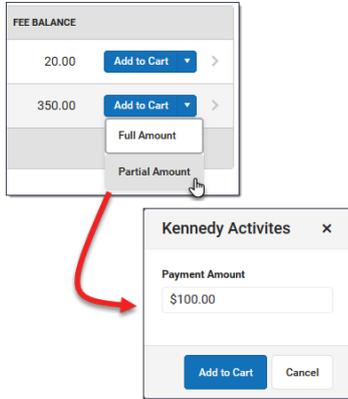


Step 2

Action
Select **Add to cart** next to the Fee you want to pay.

Tips

- If your school allows you to partially pay a fee, click the arrow and select **Partial Amount**. Enter the amount you want to pay then click **Add to Cart**.



- You can add additional Fees before checking out. You can also add [Food Service](#) payments and [Optional Payments](#) before checking out.

Result

Campus puts the Fee in your cart and updates the total items and cost.

Fees

1 Items in Cart **\$150.00** My Cart My Accounts

Person: All | School Year: 2019 - 2020 | Type: Unpaid

Total Due: \$180.00

DESCRIPTION	DUE DATE	PERSON	FEE BALANCE	
Kennedy Activites	09/17/2019	Smith, Molly E	150.00	IN CART >
Kennedy Year Book Fee	09/17/2019	Smith, Molly E	10.00	Add to Cart >
FS Classroom Healthy Treat	09/30/2019	Smith, Jennifer L	20.00	Add to Cart >
Subtotal				

Print Optional Payments

Step Action

3

Select My Cart

Result

The **Checkout** screen displays. All items added to your cart display. You can click the **Remove** button if you do not want to pay for an item at this time.

Tip: Partial Payments

If your district allows you to partially pay a fee, you can change how much you want to pay in the **Amount** field.

FEE	AMOUNT
Kennedy Year Book Fee	\$10.00 Remove
Kennedy Activites	\$150.00 Remove

[← Back](#) | Checkout

2 Items in Cart \$160.00

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

Payment Method

My Visa

My Checking

[Add Payment Method](#)

Subtotal: \$160.00

Service Fee: \$5.00

Total: \$165.00

Email Address for Receipt

Submit Payment

Feedback

Step	Action
4	<p>Select the Payment Method you want to use and enter an Email Address for Receipt (<i>optional</i>).</p> <p>Click 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.</p> <div data-bbox="284 495 655 853" style="border: 1px solid black; padding: 10px;"> <p>Payment Method</p> <p><input type="radio"/> DISCOVER DISC</p> <p><input checked="" type="radio"/> echeck CHECK</p> <p><input type="button" value="Add Payment Method"/></p> <p>Email Address for Receipt</p> <p><input type="text" value="user@infinitecampus.com"/></p> </div>

Step	Action									
5	<p>Select Submit Payment.</p> <p>Result A confirmation message displays. Click OK. The Receipt screen displays.</p> <p>Click the Print button to print a copy of the receipt.</p> <div data-bbox="284 479 1422 1498" style="border: 1px solid black; padding: 10px;"> <p>Receipt</p> <div style="display: flex; justify-content: space-between; align-items: center;"> 0 Items in Cart \$0.00 My Cart My Accounts </div> <p style="text-align: center; margin-top: 10px;">Thank you for your payment</p> <p>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.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">FEE</th> <th style="width: 40%;">NAME</th> <th style="width: 20%;">AMOUNT</th> </tr> </thead> <tbody> <tr> <td>Kennedy Year Book Fee</td> <td>Smith, Molly</td> <td style="text-align: right;">\$10.00</td> </tr> <tr> <td>Kennedy Activites</td> <td>Smith, Molly</td> <td style="text-align: right;">\$150.00</td> </tr> </tbody> </table> <div style="margin-top: 10px;"> <p>Service Fee: \$5.00</p> <p>Total: \$165.00</p> <p>Payment Method: VISA My Credit Card</p> <p>Email Address for Receipt: test@testemail.com</p> </div> <div style="text-align: center; margin-top: 10px;"> Print </div> </div>	FEE	NAME	AMOUNT	Kennedy Year Book Fee	Smith, Molly	\$10.00	Kennedy Activites	Smith, Molly	\$150.00
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