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Payment Methods [\(/help/pdfexport/id/5eb5fdd9ec161c5a7f450bf4\)](https://help/pdfexport/id/5eb5fdd9ec161c5a7f450bf4)

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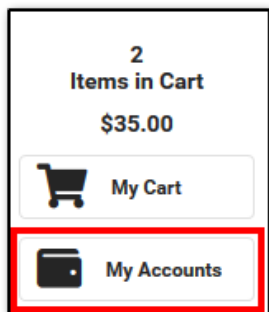
This functionality is only available to districts who have purchased Online Payments.

New Payment Processor (Stripe)

The Payment Methods tool is where you add and delete methods for making payments in Campus. Depending on the payment methods your district accepts, you can pay by credit card, checking account, or savings account.

Where do I go to add a Payment Method?

The Payment Methods tool is part of My Accounts.



[\(/dyzz9obi78pm5.cloudfront.net/app/image/id/5eb5fdd1ad121cf0171ee052/n/MyAccountsBtn.png\)](https://dyzz9obi78pm5.cloudfront.net/app/image/id/5eb5fdd1ad121cf0171ee052/n/MyAccountsBtn.png)

How do I add a Credit Card/Debit Card?

1. Click **Payment Methods**.
2. Click **New** at the bottom of the screen.
3. Select the **Card** option.

4. Enter all required information.
5. Click **Save**.

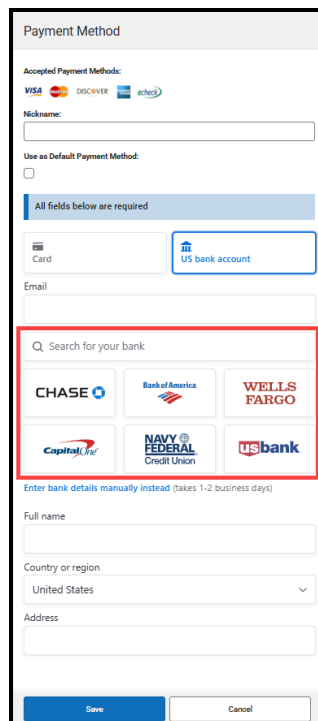
For more details, see the following [Add a Payment Method](#) section.

How do I add a Bank account?

1. Click **Payment Methods**.
2. Click **New** at the bottom of the screen.
3. Select the **US bank account** option and select one of two options:

a. Automatic bank validation

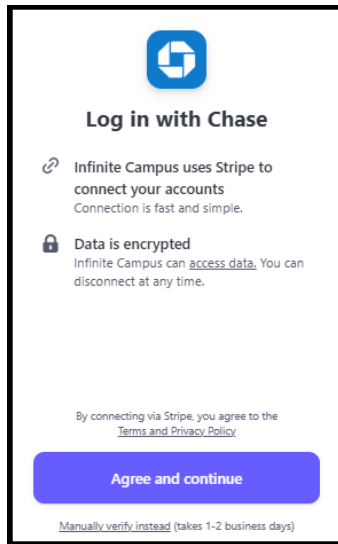
1. Search for or select your bank. A secure payment vendor screen will open.



The screenshot shows a 'Payment Method' form. At the top, it lists 'Accepted Payment Methods' with logos for VISA, DISCOVER, and eCheck. Below that is a 'Nickname' field and a checkbox for 'Use as Default Payment Method'. A blue bar indicates 'All fields below are required'. There are two radio button options: 'Card' and 'US bank account', with the latter selected. Below this is an 'Email' field. A red box highlights a search section with the text 'Q Search for your bank' and a grid of bank logos including CHASE, Bank of America, WELLS FARGO, Capital One, NAVY FEDERAL Credit Union, and usbank. Below the grid is a link that says 'Enter bank details manually instead (takes 1-2 business days)'. At the bottom are fields for 'Full name', 'Country or region' (set to 'United States'), and 'Address'. 'Save' and 'Cancel' buttons are at the very bottom.

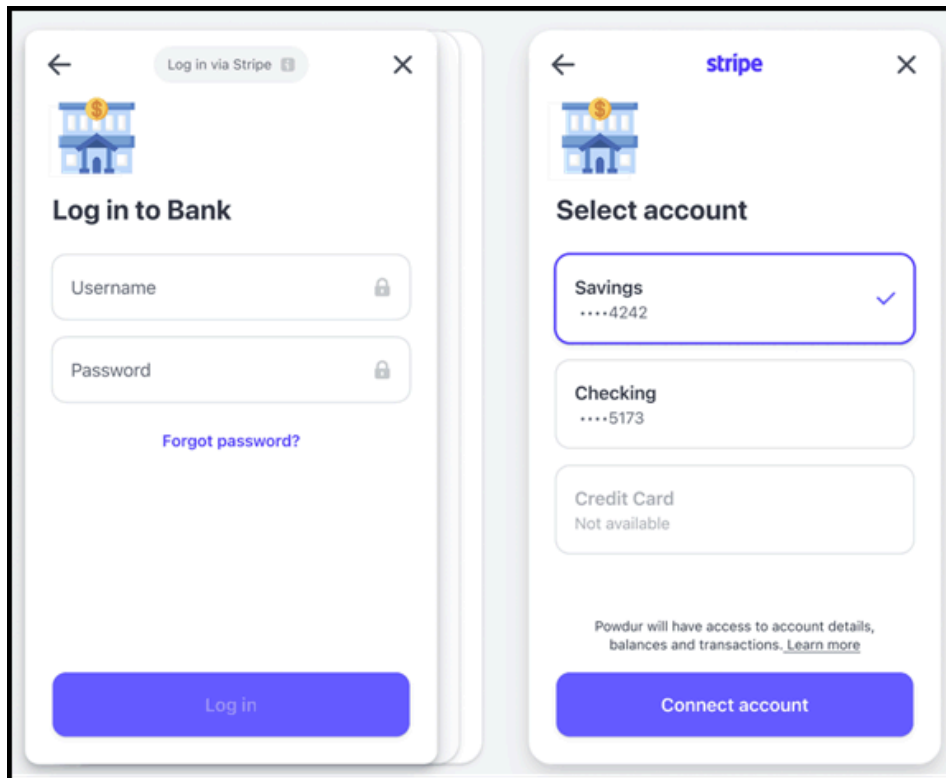
([//dyzz9obi78pm5.cloudfront.net/app/image/id/67e592d3d6821023f20a1ff5/n/select-bank-523a6b.png](https://dyzz9obi78pm5.cloudfront.net/app/image/id/67e592d3d6821023f20a1ff5/n/select-bank-523a6b.png)).

2. Carefully follow the on-screen prompts to log into your bank account and select the account for your payment method.



(//dyzz9obi78pm5.cloudfront.net/app/image/id/67e5923b4fe5e2c6070264a8/n/bank-log-in.png)

3. During this process, users must add their bank login credentials.



(//dyzz9obi78pm5.cloudfront.net/app/image/id/689b54a67d5efc3e3e0f889f/n/1755010213980.png)

b. Enter bank details manually.

1. Click **Enter bank details manually** instead.

Payment Method

Accepted Payment Methods:

VISA DISCOVER amex

Nickname:

Use as Default Payment Method:

All fields below are required

Card US bank account

Email

Q Search for your bank

CHASE Bank of America WELLS FARGO

Capital One NAVY FEDERAL Credit Union usbank

Enter bank details manually instead (takes 1-2 business days)

Full name

Country or region

United States

Address

Save Cancel

[\(/dyzz9obi78pm5.cloudfront.net/app/image/id/67e593018b8a1f878d0d63cf/n/select-bank-c84e8e.png\)](https://dyzz9obi78pm5.cloudfront.net/app/image/id/67e593018b8a1f878d0d63cf/n/select-bank-c84e8e.png)

2. Enter your routing and account number.

Enter bank details

Your bank information will be verified via micro-deposits to your checking account.

Routing number

Account number

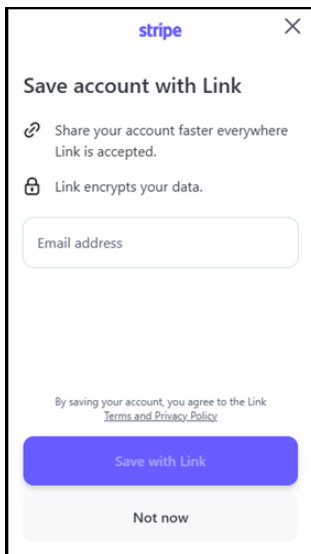
Confirm account number

Submit

[\(/dyzz9obi78pm5.cloudfront.net/app/image/id/67e5876bbad3dd786c0110b6/n/1743095659547.png\)](https://dyzz9obi78pm5.cloudfront.net/app/image/id/67e5876bbad3dd786c0110b6/n/1743095659547.png)

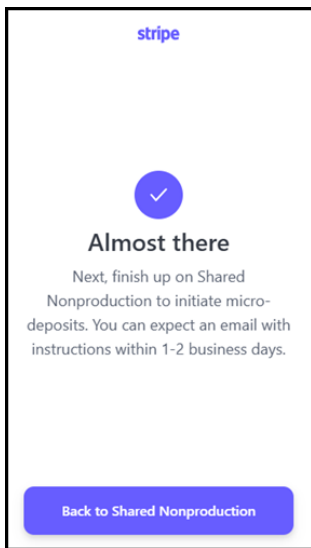
3. Click **Submit**.

4. If you would like to save the bank account with Link, enter your email address and click **Save with Link**. If not, click Not now.



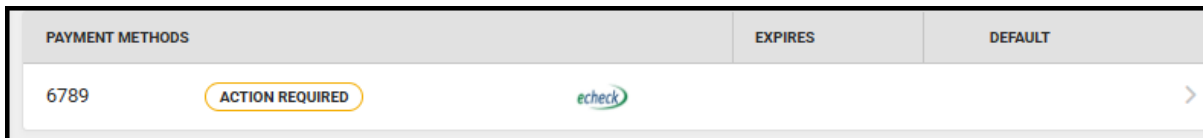
(//dyzz9obi78pm5.cloudfront.net/app/image/id/6839ee8a98a79522b70d3fd5/n/save-account-link-73a554.png)

- 5. It will take 1-2 business days for micro-deposits to be sent to your bank account. A verification code will be within the descriptor that will need to be entered within the payment method to verify the bank account. Click the back button to return to the Payment Method side panel.



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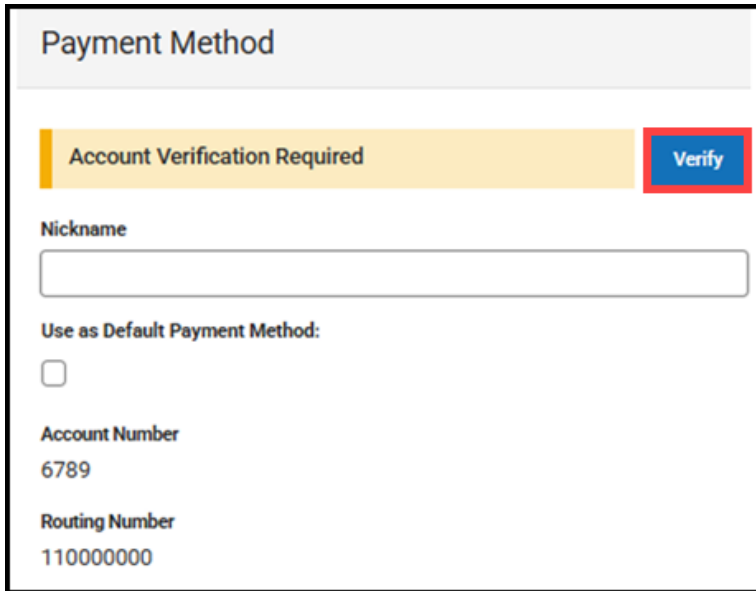
- 4. Enter all required information.
- 5. Click **Save**. This bank account will then be listed as ACTION REQUIRED and cannot be used until the account has been verified.



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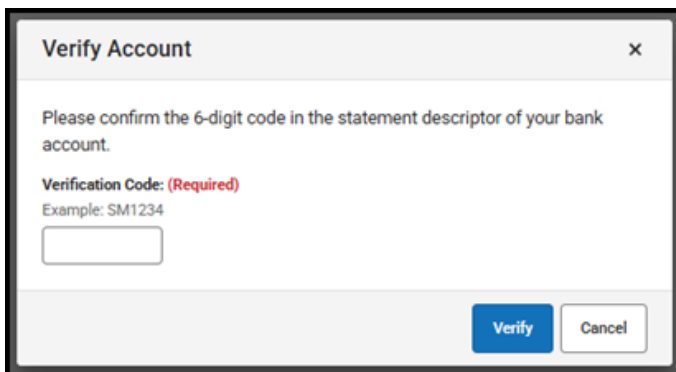
- 6. To verify the account, you can find instructions in the email you received, or you can log into your bank account, locate the micro-deposit, and find the 6-digit code in the statement descriptor for that deposit. The

account can be verified through the email, or you can return to Campus to verify the account by entering the 6-digit code:



The screenshot shows a form titled "Payment Method". At the top, there is a yellow banner that says "Account Verification Required" and a blue "Verify" button. Below this, there is a "Nickname" field with an empty input box. Underneath is a checkbox labeled "Use as Default Payment Method:". Below the checkbox, the "Account Number" is listed as "6789" and the "Routing Number" is listed as "110000000".

(//dyzz9obi78pm5.cloudfront.net/app/image/id/683a118023c022018e0abf2d/n/verify-button.png)

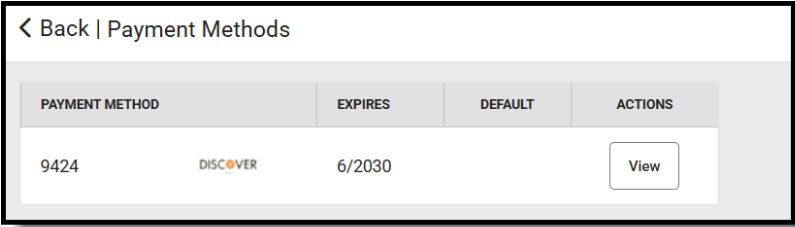
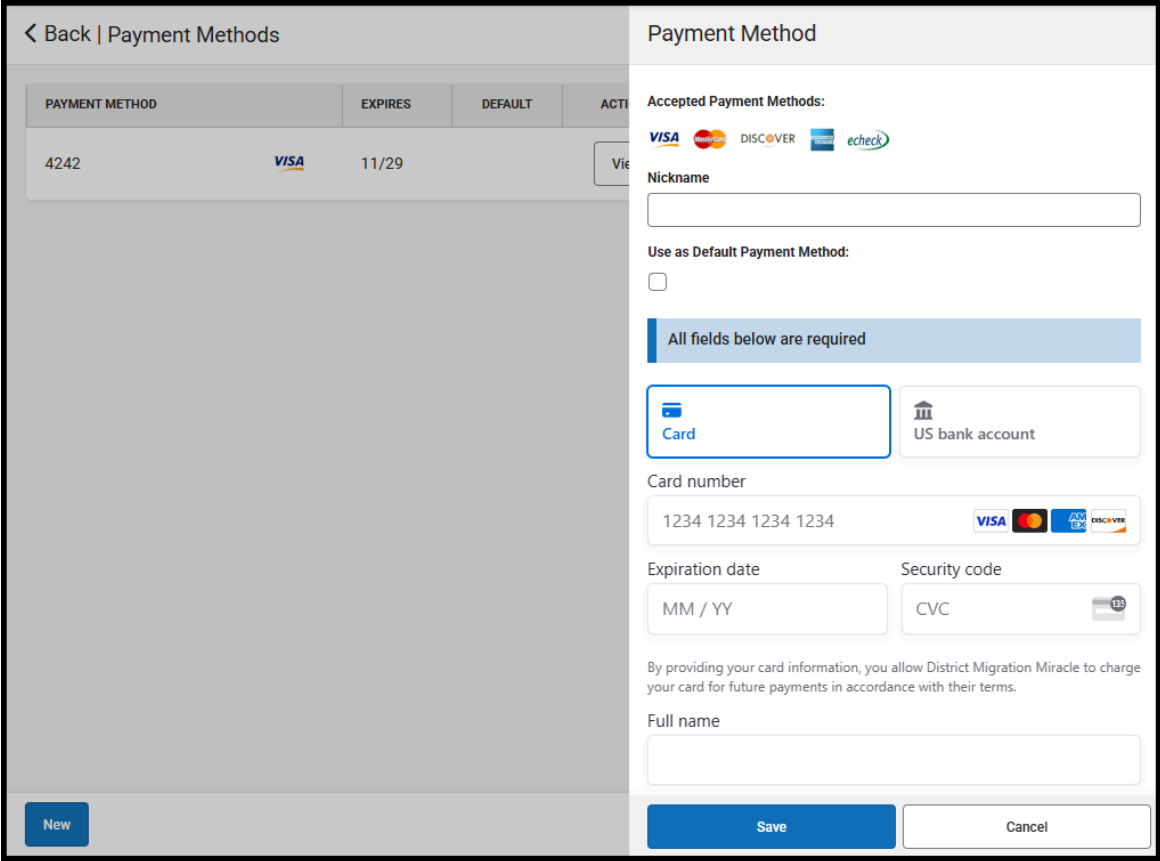


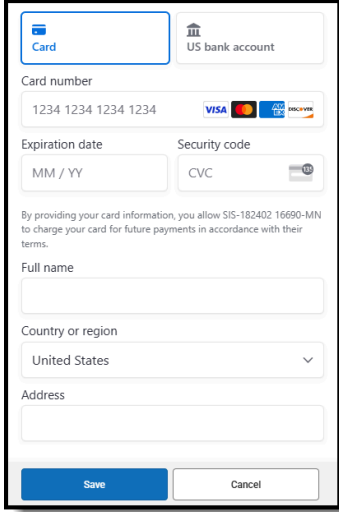
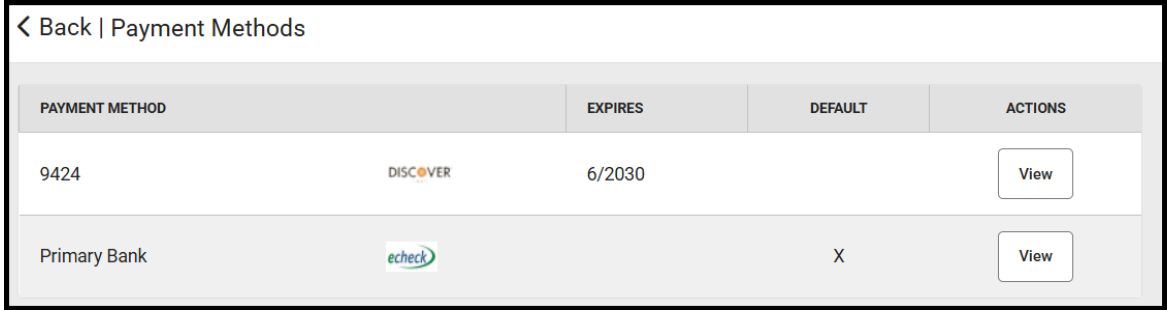
The screenshot shows a dialog box titled "Verify Account" with a close button (X) in the top right corner. The text inside reads: "Please confirm the 6-digit code in the statement descriptor of your bank account." Below this, it says "Verification Code: (Required)" and "Example: SM1234". There is an empty input box for the verification code. At the bottom right, there are two buttons: "Verify" and "Cancel".

(//dyzz9obi78pm5.cloudfront.net/app/image/id/683a11bdadd1d3bc0100e918/n/verify-account.png)

For more details, see the following [Add a Payment Method](#) section.

Add a Payment Method

Step	Action
1	<p>Click Payment Methods. The Payment Method screen displays. If you previously added a payment method, it displays on this screen.</p>  <p>(//dyzz9obi78pm5.cloudfront.net/app/image/id/67e47d2b77586973390fab01/n/snag-7707a.png)</p>
2	<p>Click New. The Payment Method panel displays.</p>  <p>(//dyzz9obi78pm5.cloudfront.net/app/image/id/67e455b0770a1fd6c40c55b3/n/snag-147fa95.png)</p>
3	<p>You may enter the optional information fields:</p> <ul style="list-style-type: none"> • Nickname - This is an optional name that appears on the Payment Methods screen to help you identify the Payment Method. If you choose not to enter a Nickname, part of the account number displays instead. • Default Payment Method - If you mark the Use as default checkbox, Campus makes this card your default Payment Method.

Step	Action
3	<p>Select one of the following options:</p> <ul style="list-style-type: none"> • Card • US bank account. For more detailed information, review How do I add a Bank account? (https://kb.infinitecampus.com/help/payment-methods-new#how-do-i-add-a-bank-account?)
4	<p>Enter all required information.</p>  <p>(https://dyzz9obi78pm5.cloudfront.net/app/image/id/67e4588481bfd0fb340c1153/n/snag-153054e.png)</p>
5	<p>Click Save. The Payment Method appears in the table of Payment Methods.</p>  <p>(https://dyzz9obi78pm5.cloudfront.net/app/image/id/67e47df49a39e5f6ca02b2b9/n/snag-a7c53.png)</p> <p>If you entered something in error, changes cannot be made. Instead, delete the card and re-enter everything as a new Payment Method.</p>

Delete a Payment Method

1. Click **My Accounts**.
2. Select Payment Methods.
3. Select the Payment Method that will be deleted.
4. Click **Delete**. A Confirm Delete message will appear.

Payment Method

Accepted Payment Methods:

VISA DISCOVER echeck

Nickname:

Primary Card

Use as Default Payment Method:

Card Number:

9424

Expiration Date:

5/2030

Name on Account:

John Ericson

Address:

4321 109th Avenue Northeast

City:

Blaine

State:

MN

Zip Code:

55449

Save Delete Cancel

([//dyzz9obi78pm5.cloudfront.net/app/image/id/67e459dc97f17e1b930c0dda/n/snag-1584368.png](https://dyzz9obi78pm5.cloudfront.net/app/image/id/67e459dc97f17e1b930c0dda/n/snag-1584368.png))

5. Click **Delete**. A Deletion Successful message will appear.

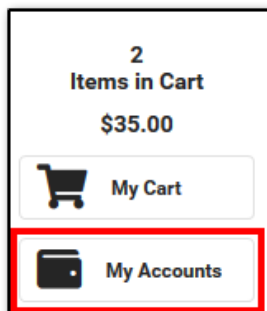
Previous Payment Processor

▼ Click here to expand...

The Payment Methods tool is where you add and delete methods for making payments in Campus. Depending on the payment methods your district accepts, you can pay by credit card, checking account, or savings account.

Where can I go to add a Payment Method?

The Payment Methods tool is part of My Accounts.



([//dyzz9obi78pm5.cloudfront.net/app/image/id/5eb5fdd1ad121cf0171ee052/n/MyAccountsBtn.png](https://dyzz9obi78pm5.cloudfront.net/app/image/id/5eb5fdd1ad121cf0171ee052/n/MyAccountsBtn.png))

How can I add a Credit Card/Debit Card?

1. Click **Payment Methods**.
2. Click **New** at the bottom of the screen.

3. Select the **Credit Card/Debit Card** option. (This option only displays if your district also accepts payments from Checking and Savings accounts.)
4. Enter all required information.
5. Click **Save**.

For more details, see the following [Add a Payment Method](#) section.


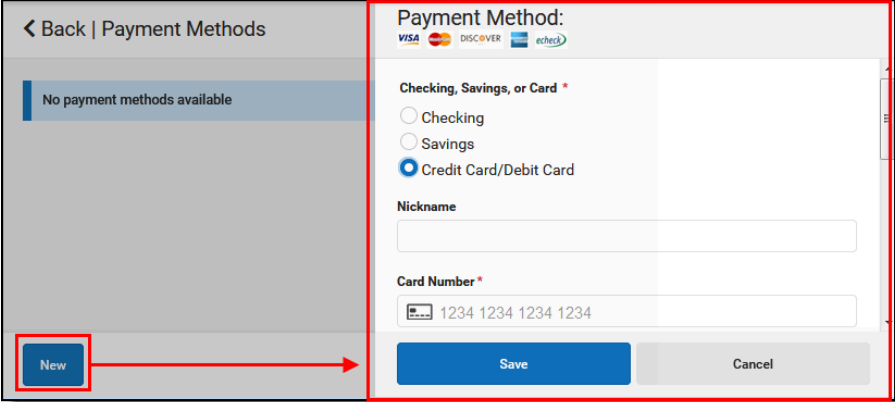
How can I add a Checking/Savings account?

1. Click **Payment Methods**.
2. Click **New** at the bottom of the screen.
3. Select the **Checking** option or the **Savings** option. (This option only displays if your district also accepts payments from Credit Cards/Debit Cards.)
4. Enter all required information.
5. Click **Save**.


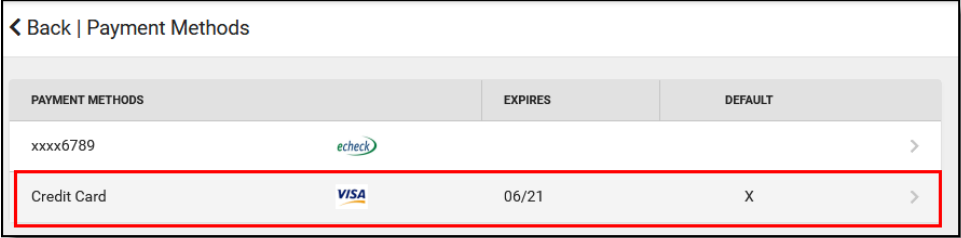
For more details, see the following [Add a Payment Method](#) section.

Adding Payment Method

Step	Action						
1	<p>Click Payment Methods.</p> <p>Result The Payment Method screen displays. If you previously added a payment method, it displays on this screen.</p> <div data-bbox="269 1293 1446 1528" style="border: 1px solid #ccc; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">PAYMENT METHODS</th> <th style="width: 20%;">EXPIRES</th> <th style="width: 30%;">DEFAULT</th> </tr> </thead> <tbody> <tr> <td>Checking </td> <td></td> <td style="text-align: center;">X</td> </tr> </tbody> </table> </div> <p>https://dyzz9obi78pm5.cloudfront.net/app/image/id/5eb5fdd28e121c9910ea162a/n/PaymentMethodsSummary.png</p>	PAYMENT METHODS	EXPIRES	DEFAULT	Checking		X
PAYMENT METHODS	EXPIRES	DEFAULT					
Checking		X					

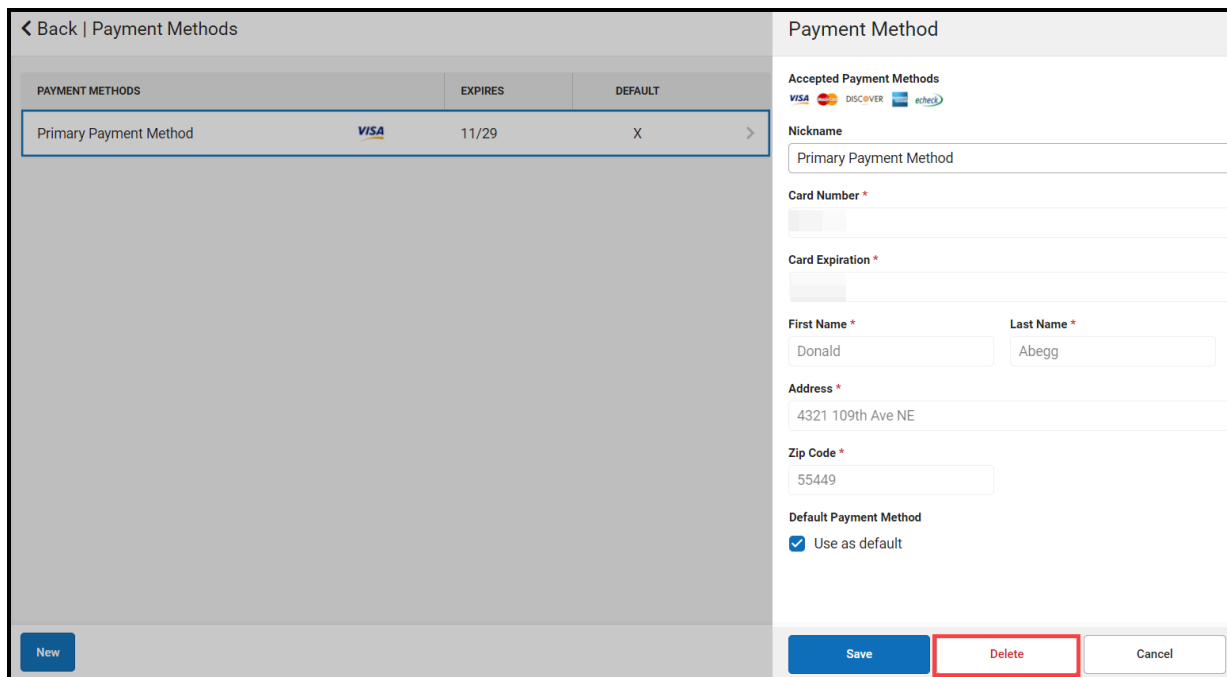
Step	Action
2	<p>Click  (https://dyzz9obi78pm5.cloudfront.net/app/image/id/5eb5fdd38e121c3510ea160e/n/NewBtn_Blue.png) at the bottom of screen.</p> <p>Result The Payment Method Panel displays.</p>  <p>https://dyzz9obi78pm5.cloudfront.net/app/image/id/5eb5fdd48e121c0310ea167a/n/PaymentMethodPanel_New.png</p>
3	<p>Select one of the following options:</p> <ul style="list-style-type: none">• Checking• Savings• Credit Card/Debit Card <p>These options only display if your district also accepts payments for all payment types.</p>

Step	Action
4	<p>Enter all required information. Optional information includes the following:</p> <ul style="list-style-type: none">• Nickname - This is an optional name that appears on the Payment Methods screen to help you identify the Payment Method. If you choose not to enter a Nickname, part of the account number displays instead.• Default Payment Method - If you mark the Use as default checkbox, Campus makes this card your default Payment Method. <div data-bbox="272 478 922 1801"><p>Payment Method</p><p>Accepted Payment Methods VISA MASTERCARD DISCOVER AMERICAN EXPRESS echeck</p><p>Checking, Savings, or Card *</p><p><input type="radio"/> Checking <input type="radio"/> Savings <input checked="" type="radio"/> Credit Card/Debit Card</p><p>Nickname <input type="text"/></p><p>Card Number * <input type="text" value="0000 0000 0000 0000"/></p><p>Card Expiration * CVV *</p><p><input type="text" value="00 00"/> <input type="text" value="123"/></p><p>Name on Card * <input type="text" value="JOHN SMITH"/></p><p>Contact Information *</p><p>Address <input type="text"/></p><p>City <input type="text"/></p><p>State <input type="text"/></p><p>Zip <input type="text"/></p><p>Default Payment Method <input checked="" type="checkbox"/> Use as default</p><p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p></div> <p>(//dyzz9obi78pm5.cloudfront.net/app/image/id/6022d5b18e121c686fb7aae7/n/myacct-paymentmethod.png)</p>

Step	Action
5	<p>Click  Save</p> <p>Result The Payment Method appears in the table of Payment Methods.</p> <p>If you entered something in error, changes cannot be made. Instead, delete the card and re-enter everything as a new Payment Method.</p>  <p>Screenshot of Payment Methods table</p>

Deleting Payment Method

1. Click **My Accounts**.
2. Select Payment Methods.
3. Select the Payment Method that will be deleted.
4. Click **Delete**. A Confirm Delete message will appear.



Payment Method

Accepted Payment Methods
VISA DISCOVER echeck

Nickname
Primary Payment Method

Card Number *

Card Expiration *

First Name * Donald Last Name * Abegg

Address *
4321 109th Ave NE

Zip Code *
55449

Default Payment Method
 Use as default

Buttons: Save, Delete, Cancel

[Screenshot of Payment Method deletion interface](https://dyzz9obi78pm5.cloudfront.net/app/image/id/65a81ad285a60a2f0c21082d/n/1705515730475.png)

5. Click **Delete**. A Deletion Successful message will appear.