

Making an Online Payments on parent portal

On the left hand index, The **Fees** tool provides a list of all fees assigned to you (paid and unpaid), My Account, and My Cart. Navigating to Fees and Food Service you will be able to make online payments for each student enrolled.

***** With this change Parents need to re-set up Payment Methods and Re-occurring payments for meal accounts.**

- **Food Service:** Left hand index > Food Service > Pay
- **Assigned Fees:** Left hand index > Fees > Add to Cart
- **Athletics/Activities fees:** Left hand index > Fees > My Accounts > Optional Fees > select Fee > Add to Cart

Then you can navigate to My Account and/or My Cart on the right hand side when you are in Food Service or Fees.

My Accounts includes:

- **Payment methods (add credit/debit cards)**

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**.

- **Recurring Payments**

How do I automatically add money to a Food Service account?

1. Select **Recurring Payments**.
2. Select **Food Service**.
3. Select a **Frequency Option:** *Monthly* or *Low Balance*.
4. Select the **Payment Method** you want to use and the **Email Address** for Campus to send the receipt.
5. Select **Save**.

How do I set up Recurring Payments to make installment payments for Fees?

1. Select **Recurring Payments**.
2. Select the fee that you want to pay in installments.
3. Complete the required fields.
4. Select **Save**.

- **Payment History:** The Payment History tool allows you to see a detailed history of all the payments you have made.
 - Select **Payment History**. Payments made in the last 7 days automatically display.
 - Select the transaction line. The Payment Transaction Panel displays. Each Fee, Food Service Deposit, and Service Fee that are part of the payment displays.
- **Optional Payments (activities and athletic sports fees):** Optional fees are fees that are not assigned for payment by the school such as athletic sports fees and activities fees. These optional fees display in a list, allowing you to select the fee and make the payment yourself by adding it to your cart. See below on how to make a payment for optional fees.

My Cart includes: (lists all fees selected for payment): Add all needed fees from all three areas (Fees, Food Service and Optional fees) before checking out and submitting payment.

- **Fees:** (fees assigned to student such as Ipad Tech Fee): Located in the **left hand index > Fees**

How do I Pay an assigned Fee?

1. Select **Fees**.
2. Select **Add to Cart** next to the Fee you want to pay.

- **Food Service:** Located in the **left hand index > Food Service**

How do I add money to my Food Service account?

1. Select **Pay**.
2. Enter the amount you want to add in the **Amount** field. If a box is not available for you to enter an amount, your account may not be active and you may need to contact your school.
3. Select **Add to Cart**.

- **Optional Payments** (*athletic sports fees & activities fees*) Located in the **left hand index > Fees > Optional Fees**

How do I Pay an Optional Fee?

1. Click **Optional Payments**.
2. Click **Add to Cart** next to the fee you want to pay.

- **Check out and Submit Payment:** When all fees you desire to pay at this time are selected and added to your cart:

How do I check out and Submit Payment?

1. Click **My Cart**.
2. Select the **Payment Method** you want to use and enter an **Email Address for Receipt** (*optional*).
3. Click **Submit Payment**.

- **Payments Detail:** Located in the **left hand index > Fees > Payment History**

How do I view what I have purchased?

1. Select **Payment History**. Payments made in the last 7 days automatically display.
2. Select the transaction line. The Payment Transaction Panel displays. Each Fee, Food Service Deposit, and Service Fee that are part of the payment displays.