Paying Fees in the Parent Portal and Adding Money to Food Services Account

Table of Contents - click to follow the links

Fees (My Cart)
- Where do I go to view and pay fees? 1
- How do I Pay a Fee? 2
- How do I find unpaid fees? 5
- How do I pay Optional Fees? 6
- How do I find fees I already paid? 8

Food Service (My Cart)
- Where do I go to view and add money to my Food Service Account? 9
- How do I add money to my Food Service account? 9
- How do I automatically add money to my Food Service account? 10
- Where do I go to view and add money to my Food Service Account? 10
- How do I add money to my Food Service account? 11
- How do I automatically add money to my Food Service account? 11
- Where do I go to set up Recurring Payments? 11
- How do I view what I have purchased? 12

Fees (My Cart)

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.
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**.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Select <strong>Fees</strong>.</td>
</tr>
</tbody>
</table>

**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.
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.
Select.

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.
4 Select the **Payment Method** you want to use and enter an **Email Address for Receipt** (optional).

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.

5 **Select**.

**Result**

A confirmation message displays. Click **OK**. The Receipt screen displays.

Click the **Print** button to print a copy of the receipt.

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**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.

![School Year dropdown list]

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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1    | **Click Optional Payments.**  
**Result**  
The Optional Payments screen displays  
![Optional Payments screen]  
| 2    | Click **Add to cart** next to the fee you want to pay.  
**Result**  
Campus puts the Fee in your cart and updates the total items and cost.  
![Cart with items] |
Click 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.

Select the Payment Method you want to use and enter an Email Address for Receipt (optional).

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.
Click Submit Payment

Result

A confirmation message displays. Click OK. The Receipt screen displays.

Click the Print button to print a copy of the receipt.

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.
The Payment History tool is a good place to review all payments you have made including payments for Fees.

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**Food Service (My Cart)**

The Food Service tool allows you to see what meals and food items were purchased as well as add money to your Food Service account.

From here you can view also view

- current account balances,
- money in and money out, and
- adjustments made to your account by the school office.

The number of accounts that appear on this screen depend on whether you are a student, a parent, or a parent with access to multiple students.

**Where do I go to view and add money to my Food Service Account?**

The Food Service tool is available in the outline on the left.

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.

4. Select My Cart. The Checkout Screen displays.

5. Select the Payment Method you want to use and enter an Email Address for Receipt (optional).

6. Select Submit Payment.

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

To automatically add money to your Food Service account on a monthly basis or when it reaches a low balance, use the Recurring Payments tool–this is NOT part of the Food Service tool.

Where do I go to view and add money to my Food Service Account?

The Food Service tool is available in the outline on the left.
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.

   ![Image of a shopping cart with Add to Cart highlighted]

4. Select My Cart. The Checkout Screen displays.
5. Select the Payment Method you want to use and enter an Email Address for Receipt (optional).
6. Select Submit Payment.

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

To automatically add money to your Food Service account on a monthly basis or when it reaches a low balance, use the Recurring Payments tool—this is NOT part of the Food Service tool. Using recurring payments, you can pay installments for a fee, pay for recurring services from the district, or automatically add money to a Food Service account when it reaches a low balance. Districts have the option to enable or disable Recurring Payments. Check with your district if this option is not available.

Where do I go to set up Recurring Payments?

The Recurring Payments tool is part of My Accounts. My Accounts appears on the screen when you are looking at the Today, Food Service, or Fees tools.
How do I view what I have purchased?

To see a list of items that you have purchased, select your account name. A screen displays with all of your account's details, including any deposits or adjustments.

<table>
<thead>
<tr>
<th>ACCOUNT NAME</th>
<th>ACCOUNT #</th>
<th>BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christian Abram</td>
<td>9</td>
<td>$15.50</td>
</tr>
</tbody>
</table>

**Food Service**

**Time Frame**

- Last 7 Days

**Totals for selected time frame**

- Current Balance: $15.50
- Starting Balance: $0.00
- Money In: $21.00
- Money Out: $5.50

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/13/2019</td>
<td>Deposit</td>
<td>+$20.00</td>
</tr>
<tr>
<td>05/15/2019</td>
<td>Student Lunch</td>
<td>$3.50</td>
</tr>
<tr>
<td></td>
<td>Chips</td>
<td>$1.00</td>
</tr>
<tr>
<td></td>
<td>Juice</td>
<td>$1.00</td>
</tr>
<tr>
<td>05/15/2019</td>
<td>Deposit</td>
<td>+$1.00</td>
</tr>
</tbody>
</table>

**Balance Adjustment**

- Print