

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

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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.

The screenshot shows the 'Fees' tool interface. On the left is a navigation sidebar with 'Fees' highlighted. The main content area displays filters for 'School Year' (2019 - 2020) and 'Type' (Unpaid). It shows a 'Total Due' of \$607.50 and a 'Total Surplus' of \$500.00. Below this is a table with columns for 'DESCRIPTION', 'DUE DATE', and 'FEE BALANCE'. The table lists 'Prior Year Balance' (500.00), 'MS Boys 1st Athletic Sport Fee' (100.00, due 09/30/2019), and 'MS Extra PE shorts' (7.50, due 10/31/2019). A 'Subtotal' row shows a balance of 607.50. At the bottom, there are 'Print' and 'Optional Payments' buttons.

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

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.

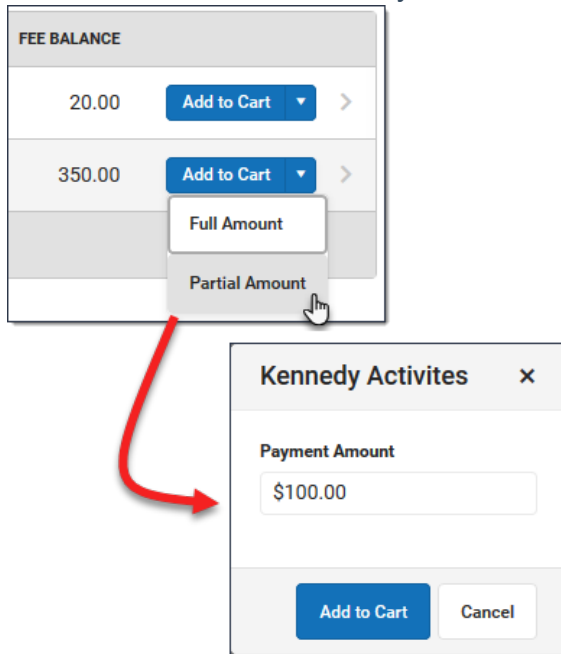
1. Select **Fees**.
2. Select **Add to Cart** next to the Fee you want to pay.
3. Select **My Cart**.
4. Select the **Payment Method** you want to use and enter an **Email Address for Receipt** (*optional*).
5. Select **Submit Payment**.

Step	Action																																							
1	<p>Select Fees.</p> <p>Result</p> <p>The Fees screen displays and automatically displays any unpaid fees for the current school year.</p> <p>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.</p> <div data-bbox="212 873 639 1287"><p>Fees</p><table border="1"><thead><tr><th>Person</th><th>School Year</th></tr></thead><tbody><tr><td>All</td><td>2019 - 2020</td></tr><tr><td>Smith, Jennifer L</td><td></td></tr><tr><td>Smith, Molly E</td><td></td></tr><tr><td>Kennedy Activities</td><td>09/17/2019</td></tr><tr><td>Kennedy Year Book Fee</td><td>09/17/2019</td></tr><tr><td>FS Classroom Healthy Treat</td><td>09/30/2019</td></tr></tbody></table></div> <div data-bbox="212 1325 1192 1885"><p>Fees</p><p>0 Items in Cart \$0.00 My Cart My Accounts</p><p>Person: All School Year: 2019 - 2020 Type: Unpaid</p><p>Total Due: \$180.00</p><table border="1"><thead><tr><th>DESCRIPTION</th><th>DUE DATE</th><th>PERSON</th><th>FEE BALANCE</th><th></th></tr></thead><tbody><tr><td>Kennedy Activities</td><td>09/17/2019</td><td>Smith, Molly E</td><td>150.00</td><td>Add to Cart ></td></tr><tr><td>Kennedy Year Book Fee</td><td>09/17/2019</td><td>Smith, Molly E</td><td>10.00</td><td>Add to Cart ></td></tr><tr><td>FS Classroom Healthy Treat</td><td>09/30/2019</td><td>Smith, Jennifer L</td><td>20.00</td><td>Add to Cart ></td></tr><tr><td colspan="4">Subtotal</td><td></td></tr></tbody></table><p>Print Optional Payments</p></div>	Person	School Year	All	2019 - 2020	Smith, Jennifer L		Smith, Molly E		Kennedy Activities	09/17/2019	Kennedy Year Book Fee	09/17/2019	FS Classroom Healthy Treat	09/30/2019	DESCRIPTION	DUE DATE	PERSON	FEE BALANCE		Kennedy Activities	09/17/2019	Smith, Molly E	150.00	Add to 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				
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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

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.


[< 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

 **VISA** My Visa

 **echeck** My Checking

[Add Payment Method](#)

Subtotal: **\$160.00**

Service Fee: **\$5.00**

Total: **\$165.00**

Email Address for Receipt

user@infinitecampus.com

[Submit Payment](#)

[!\[\]\(ac37c3ddc10c8278deade1a2da5fb4c2_img.jpg\) Feedback](#)

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.

Payment Method

DISCOVER DISC

echeck CHECK

Add Payment Method

Email Address for Receipt

user@infinitecampus.com



5 Select 

Result

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

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

Receipt

0 Items in Cart \$0.00  My Cart  My Accounts

Thank you for your payment

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.

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

Service Fee: \$5.00

Total: \$165.00

Payment Method:
VISA
My Credit Card

Email Address for Receipt: test@testemail.com

Print

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: 2019 - 2020

Type: Paid

Total Due: \$607.50

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.

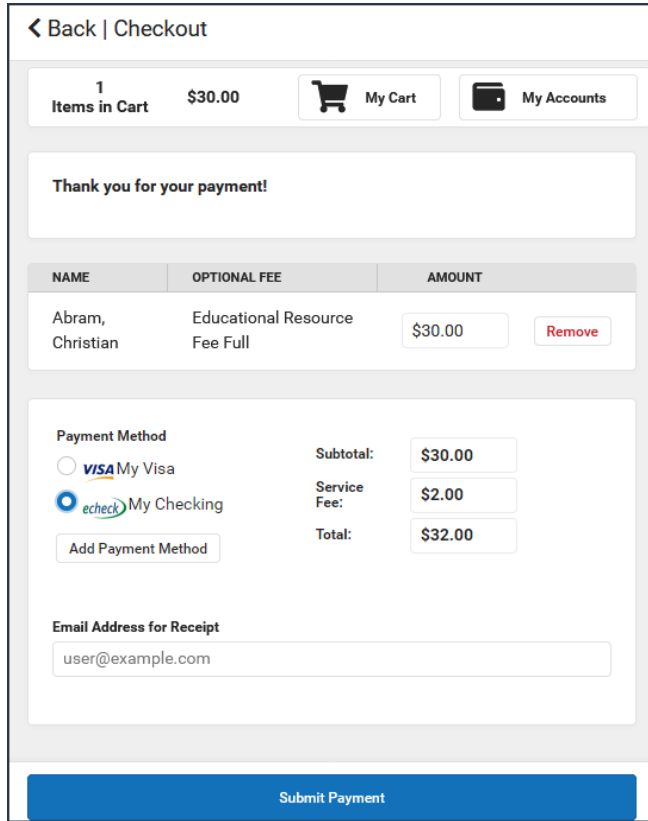
Step	Action																		
1	<p>Click Optional Payments.</p> <p>Result</p> <p>The Optional Payments screen displays</p> <table border="1"><thead><tr><th>NAME</th><th>AMOUNT</th><th></th></tr></thead><tbody><tr><td>Staff Workshop</td><td>30.00</td><td>Add to cart</td></tr><tr><td>HHS Campus Annual Parking Pass</td><td>20.00</td><td>Add to cart</td></tr><tr><td>Yearbook</td><td>65.00</td><td>Add to cart</td></tr><tr><td>Yearbook Softcover (promo)</td><td>40.00</td><td>Add to cart</td></tr><tr><td>eYearbook (annual)</td><td>10.00</td><td>Add to cart</td></tr></tbody></table>	NAME	AMOUNT		Staff Workshop	30.00	Add to cart	HHS Campus Annual Parking Pass	20.00	Add to cart	Yearbook	65.00	Add to cart	Yearbook Softcover (promo)	40.00	Add to cart	eYearbook (annual)	10.00	Add to cart
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2	<p>Click Add to cart next to the fee you want to pay.</p> <p>Result</p> <p>Campus puts the Fee in your cart and updates the total items and cost.</p> <table border="1"><thead><tr><th>NAME</th><th>AMOUNT</th><th></th></tr></thead><tbody><tr><td>Staff Workshop</td><td>30.00</td><td>IN CART</td></tr><tr><td>HHS Campus Annual Parking Pass</td><td>20.00</td><td>Add to cart</td></tr><tr><td>Yearbook</td><td>65.00</td><td>Add to cart</td></tr></tbody></table> <p>1 Items in Cart \$30.00</p> <p>My Cart</p> <p>My Accounts</p>	NAME	AMOUNT		Staff Workshop	30.00	IN CART	HHS Campus Annual Parking Pass	20.00	Add to cart	Yearbook	65.00	Add to cart						
NAME	AMOUNT																		
Staff Workshop	30.00	IN CART																	
HHS Campus Annual Parking Pass	20.00	Add to cart																	
Yearbook	65.00	Add to cart																	

3



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.




← Back | Checkout


1 Items in Cart \$30.00  My Cart  My Accounts

Thank you for your payment!

NAME	OPTIONAL FEE	AMOUNT	
Abram, Christian	Educational Resource Fee Full	\$30.00	Remove

Payment Method

 My Visa

 My Checking

[Add Payment Method](#)

Subtotal: \$30.00

Service Fee: \$2.00

Total: \$32.00

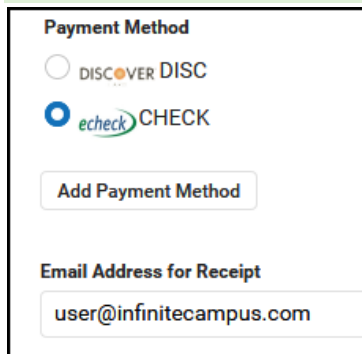
Email Address for Receipt

user@example.com

[Submit Payment](#)


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.



Payment Method

DISCOVER DISC

 CHECK

[Add Payment Method](#)

Email Address for Receipt

user@infinitecampus.com

5

Submit Payment

Click

Result

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

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

Receipt

0 Items in Cart \$0.00 My Cart My Accounts

Thank you for your online payment

Date: 05/14/2019 5:39 pm Reference #: 313082786324103648

Thank you for using our online payment system.

NAME	OPTIONAL FEE	AMOUNT
Abram, Christian	Staff Workshop	\$30.00

Service Fee: \$2.00

Total: \$32.00

Payment Method : CHECK

Email Address for Receipt: user@infinitecampus.com

Print

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

Fees

School Year: 2018 - 2019

Type: Unpaid

Total Due: \$507.50

Total Surplus: \$500.00

DESCRIPTION	DUE DATE	FEE BALANCE
Class Trip	09/30/2019	400.00
Subtotal		

Class Trip

Due Date: 09/17/2019

DESCRIPTION	DATE	AMOUNT
Class Trip	09/30/2019	500.00
Payment	09/19/2019	-100.00

Print Optional Payments

Close

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

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.

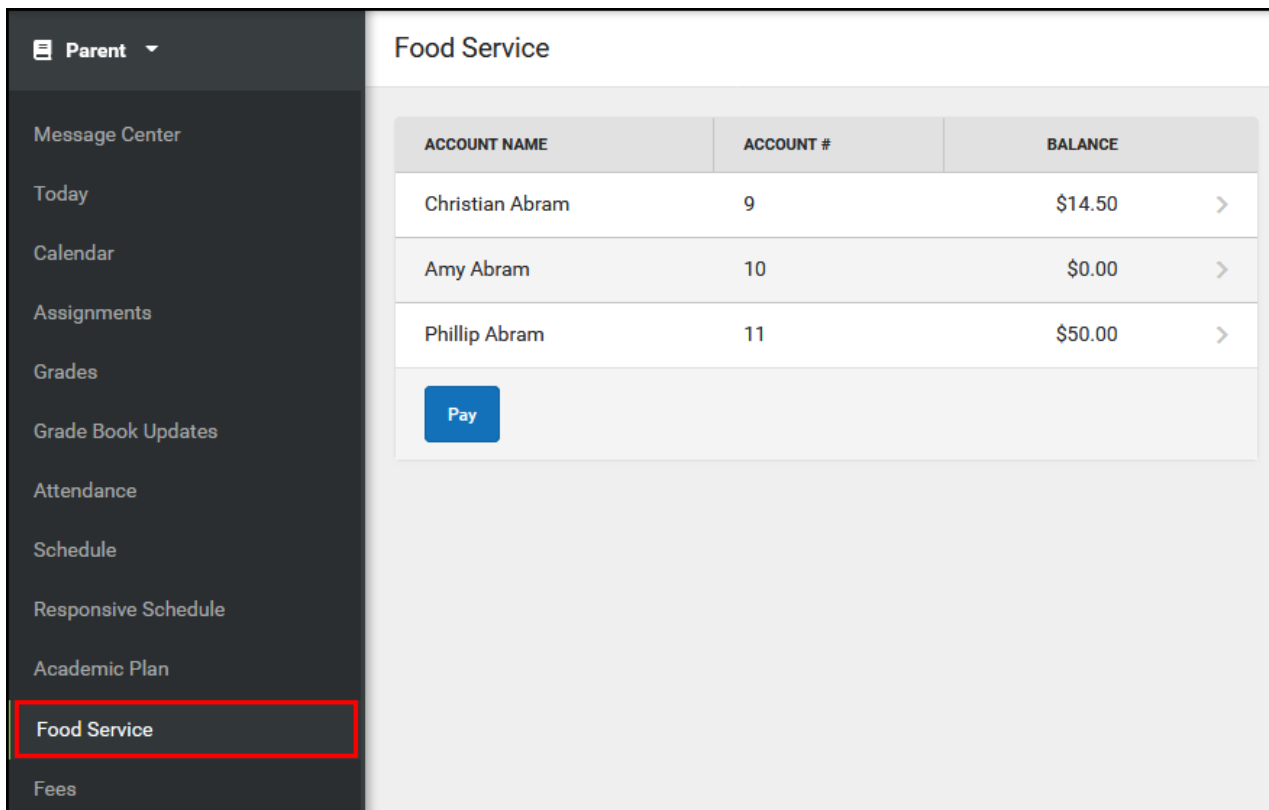
From here you can view also view

- 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.



The screenshot shows a user interface for a 'Parent' account. On the left is a dark sidebar with a menu of options: Message Center, Today, Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Responsive Schedule, Academic Plan, Food Service (highlighted with a red box), and Fees. The main content area is titled 'Food Service' and contains a table with three columns: ACCOUNT NAME, ACCOUNT #, and BALANCE. Below the table is a blue 'Pay' button.

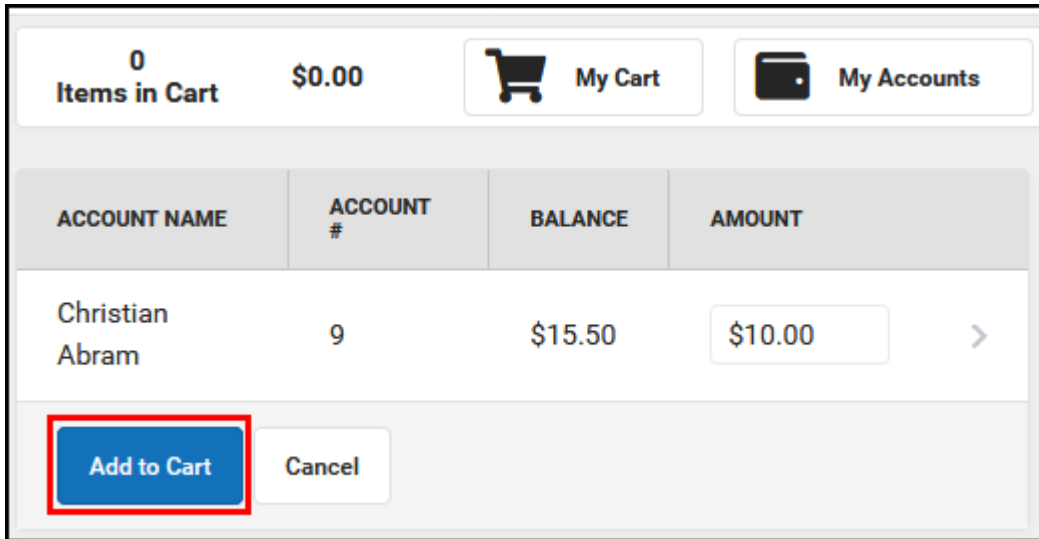
ACCOUNT NAME	ACCOUNT #	BALANCE
Christian Abram	9	\$14.50 >
Amy Abram	10	\$0.00 >
Phillip Abram	11	\$50.00 >

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.



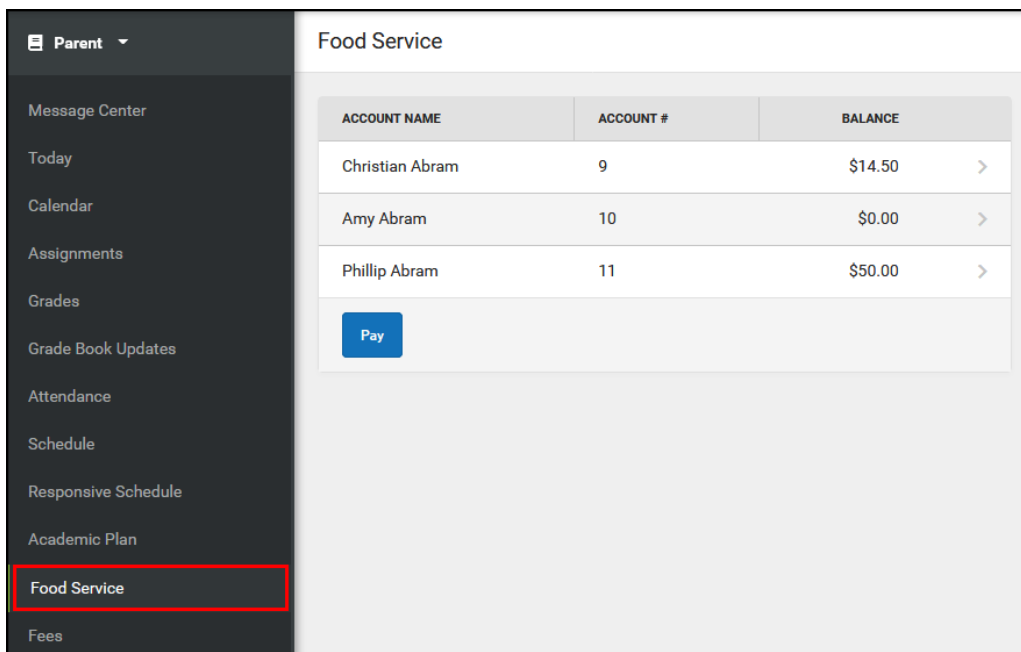
4. Select My Cart. The Checkout Screen displays.
5. Select the Payment Method you want to use and enter an Email Address for Receipt (*optional*).
6. Select Submit Payment.

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**.

ACCOUNT NAME	ACCOUNT #	BALANCE	AMOUNT
Christian Abram	9	\$15.50	\$10.00

Buttons: Add to Cart (highlighted), Cancel

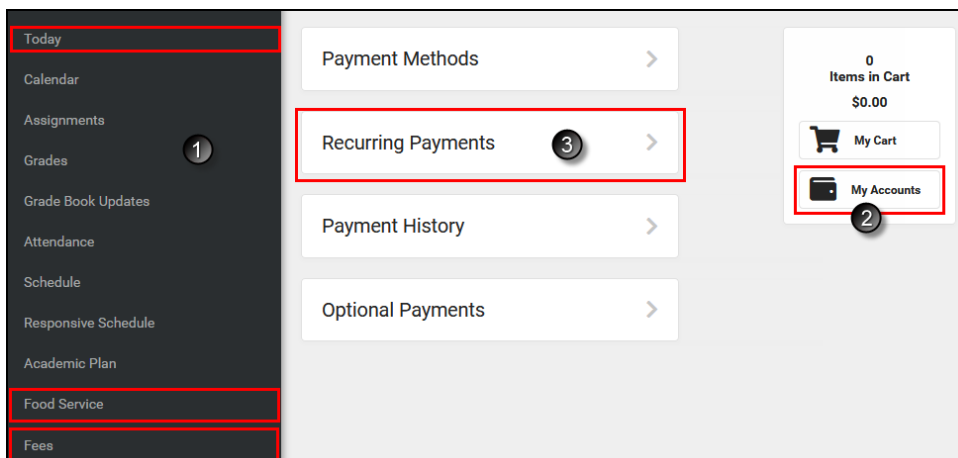
4. Select **My Cart**. The Checkout Screen displays.
5. Select the **Payment Method** you want to use and enter an **Email Address for Receipt** (*optional*).
6. Select **Submit Payment**.

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.

The screenshot shows a 'Food Service' interface. At the top, there is a table with columns for 'ACCOUNT NAME', 'ACCOUNT #', and 'BALANCE'. The first row, 'Christian Abram' with account number '9' and balance '\$15.50', is highlighted with a red box. Below this table is a blue 'Pay' button. A red arrow points from the 'Christian Abram' row to a detailed view window for the same account.

The detailed view window for 'Christian Abram' includes a 'Time Frame' dropdown set to 'Last 7 Days'. Below this is a section for 'Totals for selected time frame' with the following data:

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

Below the totals are transaction entries:

- 05/13/2019**
Deposit +\$20.00
- 05/15/2019**
Student Lunch \$3.50
Chips \$1.00
Juice \$1.00
- 05/15/2019**
Deposit +\$1.00

At the bottom of the detailed view, there is a blue button labeled 'BALANCE ADJUSTMENT' and another blue button labeled 'Print'.