

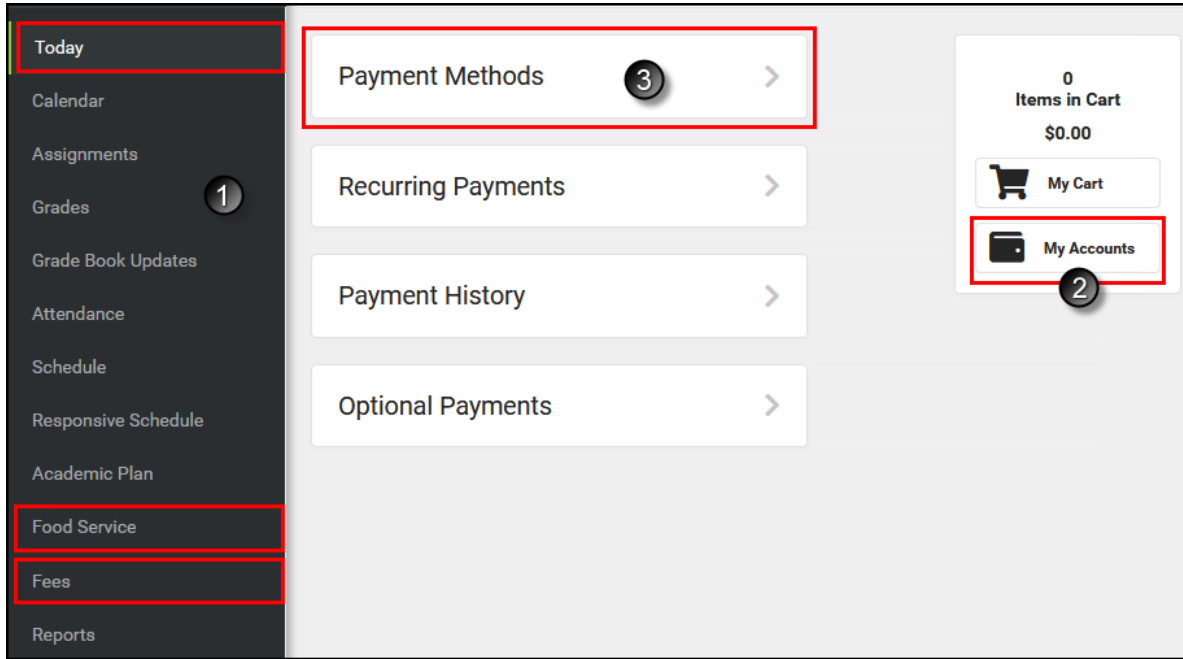
How to Add Payment Methods in Your Parent Portal Account

PATH: *My Accounts > Payment Methods*

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. My Accounts appears on the screen when you are looking at the Today, Food Service, or Fees tools.



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 **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**.

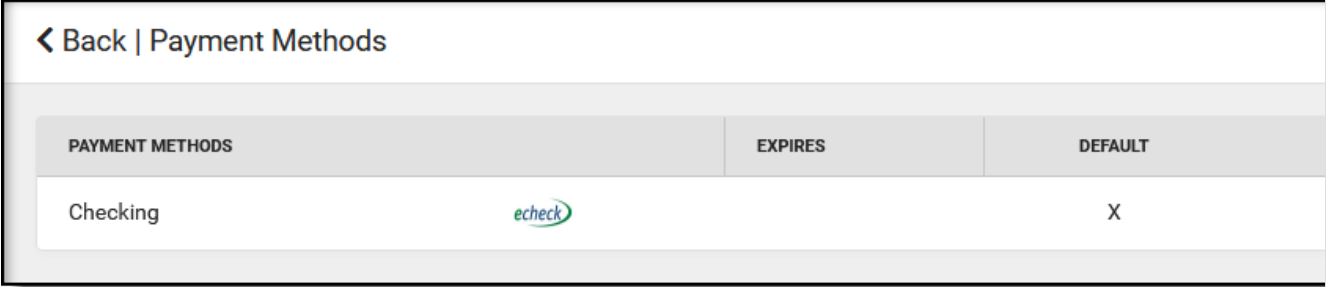




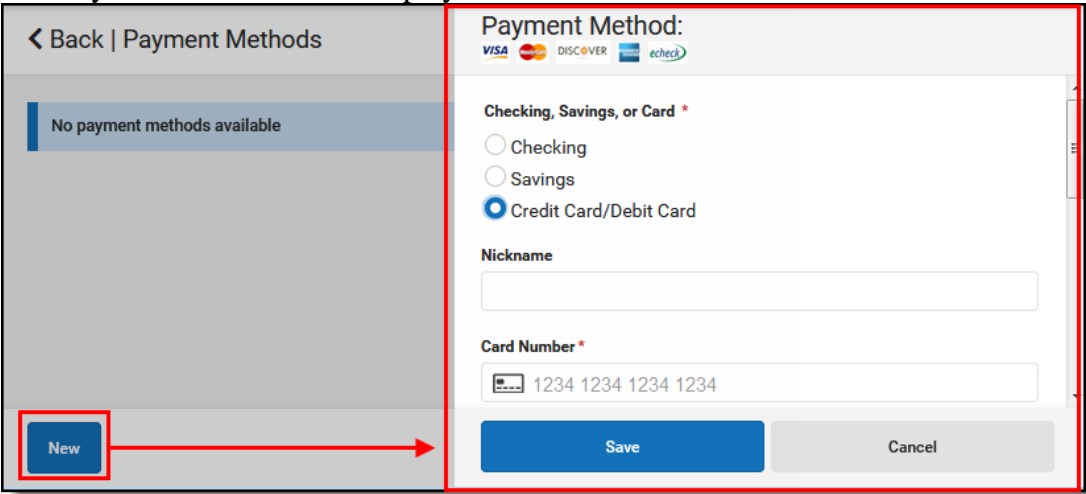
For more details, see the following [Add a Payment Method](#) section.

How do 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.

Add a 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>  <table border="1"><thead><tr><th>PAYMENT METHODS</th><th>EXPIRES</th><th>DEFAULT</th></tr></thead><tbody><tr><td>Checking </td><td></td><td>X</td></tr></tbody></table>	PAYMENT METHODS	EXPIRES	DEFAULT	Checking 		X
PAYMENT METHODS	EXPIRES	DEFAULT					
Checking 		X					
2	<p>Click  at the bottom of screen.</p> <p>Result The Payment Method Panel displays.</p>  <p>The screenshot shows a modal window titled "Payment Method:" with logos for VISA, MASTERCARD, DISCOVER, AMERICAN EXPRESS, and echeck. It has three radio button options: "Checking, Savings, or Card *", "Checking", "Savings", and "Credit Card/Debit Card" (which is selected). Below these are input fields for "Nickname" and "Card Number *". The "Card Number" field contains "1234 1234 1234 1234". At the bottom are "Save" and "Cancel" buttons. A red box highlights the "New" button in the background, and a red arrow points from it to the "Save" button.</p>						
3	<p>Select one of the following options:</p> <ul style="list-style-type: none">CheckingSavingsCredit Card/Debit Card <p>These options only display if your district also accepts payments for all payment types.</p>						

Payment Method:

VISA MasterCard DISCOVER American Express echeck

Checking, Savings, or Card *

Checking

Savings

Credit Card/Debit Card

- 4 Enter all required information. Optional information includes the following:
- 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.

Payment Method:



Checking, Savings, or Card *

- Checking
 Savings
 Credit Card/Debit Card

Nickname

Card Number *

Card Expiration *

Name On Card *

Address *

Zip Code *

Default Payment Method

- Use as default

Save

Cancel

5

Click



Result

The Payment Method appears in the table of Payment Methods.

If you entered something in error, changes cannot be made. Instead, delete the card and re-enter everything as a new Payment Method.

← Back | Payment Methods

PAYMENT METHODS	EXPIRES	DEFAULT
xxxx6789 		>
Credit Card 	06/21	X >