

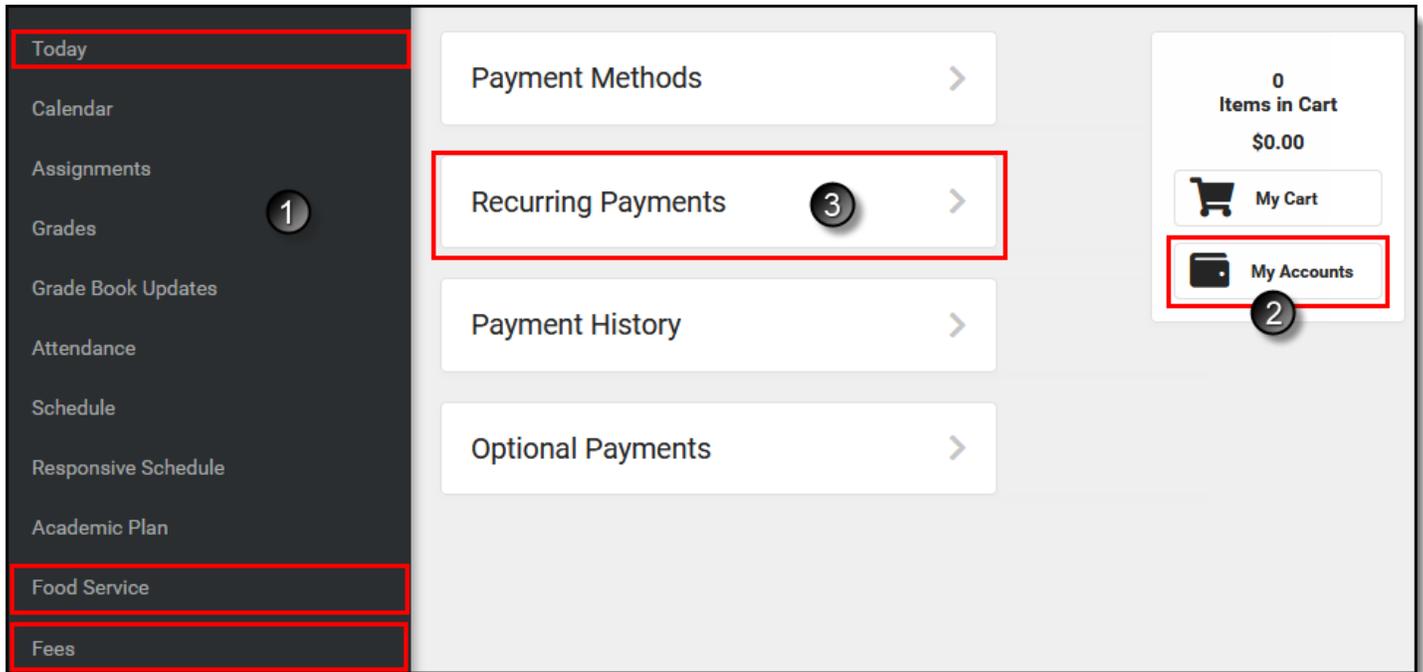
Recurring Payments

PATH: *My Accounts > Recurring Payments*

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 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**.

Need more information?

See the following [Automatically Add Money to a Food Service Account](#) section for more details

How do I set up Recurring Payments for Fees?

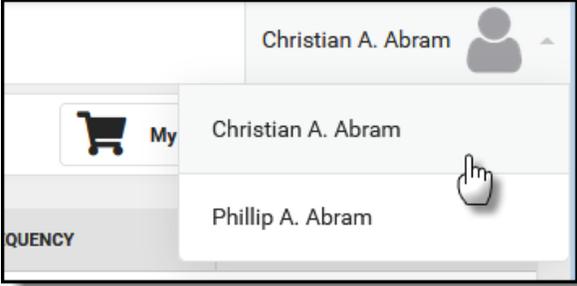
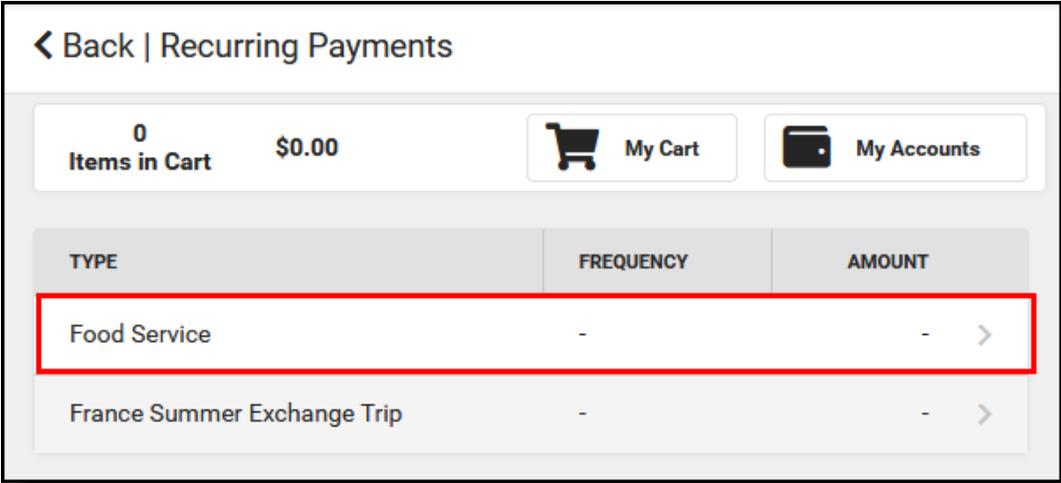
1. Select **Recurring Payments**.
2. Select the fee that you want to pay in installments.
3. Complete the required fields.
4. Select **Save**.

Need more information?

See the following [Set up Recurring Payments for Fees](#) section for more details.

Automatically Add Money to a Food Service Account

Complete the following steps to automatically add money to your Food Service account on a monthly basis or when it reaches a low balance.

Step	Action									
1	<p>Select Recurring Payments.</p> <p>Result The Recurring Payments screen displays. If you are using Campus Parent and have access to multiple students, be sure to select the correct student in the student dropdown list displayed in the top right corner.</p>   <p>The first screenshot shows a user profile for 'Christian A. Abram' with a dropdown menu open, listing 'Christian A. Abram' and 'Phillip A. Abram'. A hand cursor is pointing at 'Christian A. Abram'. The second screenshot shows the 'Recurring Payments' screen with a table of recurring payments. The table has columns for 'TYPE', 'FREQUENCY', and 'AMOUNT'. The first row is 'Food Service' with a frequency of '-' and an amount of '-', and it is highlighted with a red box. The second row is 'France Summer Exchange Trip' with a frequency of '-' and an amount of '-'.</p> <table border="1"><thead><tr><th data-bbox="245 1125 756 1188">TYPE</th><th data-bbox="756 1125 984 1188">FREQUENCY</th><th data-bbox="984 1125 1243 1188">AMOUNT</th></tr></thead><tbody><tr><td data-bbox="245 1188 756 1272">Food Service</td><td data-bbox="756 1188 984 1272">-</td><td data-bbox="984 1188 1243 1272">- ></td></tr><tr><td data-bbox="245 1272 756 1356">France Summer Exchange Trip</td><td data-bbox="756 1272 984 1356">-</td><td data-bbox="984 1272 1243 1356">- ></td></tr></tbody></table>	TYPE	FREQUENCY	AMOUNT	Food Service	-	- >	France Summer Exchange Trip	-	- >
TYPE	FREQUENCY	AMOUNT								
Food Service	-	- >								
France Summer Exchange Trip	-	- >								
2	<p>Select Food Service.</p> <p>Result The Food Service Panel displays.</p>									

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TYPE	FREQUENCY	AMOUNT
Food Service	-	-
France Summer Exchange Trip	-	-

Recurring Payment
Food Service

Frequency
 Monthly
 Low Balance

Start Date * **End Date ***

Payment Amount *

Payment Method
 echeck Checking
 VISA Credit

Email Address for Receipt

3 Select one of the following **Frequency** options.

Option	Description
Monthly	<p>This option adds money to the account on a monthly basis. Your payment will automatically occur on the same day every month beginning on the Start Date you select. If the recurring payment is on the 31st, Campus adjusts the payment to the last day of the month if the month does not have 31 days.</p> <p>When you select this option, you must also complete the following fields:</p> <p>Start Date End Date Payment Amount</p>
Low Balance	<p>This option automatically adds money to the account when the account reaches the Low Balance Amount.</p> <p>When you select this option, you must also complete the following fields:</p> <p>Start Date End Date Low Balance Amount Payment Amount</p>

Frequency

Monthly

Low Balance

Start Date * 

End Date * 

Payment Amount *

Monthly Fields

Frequency

Monthly

Low Balance

Start Date * 

End Date * 

Low Balance Amount *

Payment Amount *

Low Balance Options

- 4 Select the **Payment Method** you want to use and the **Email Address** for Campus to send the receipt. Select 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

5

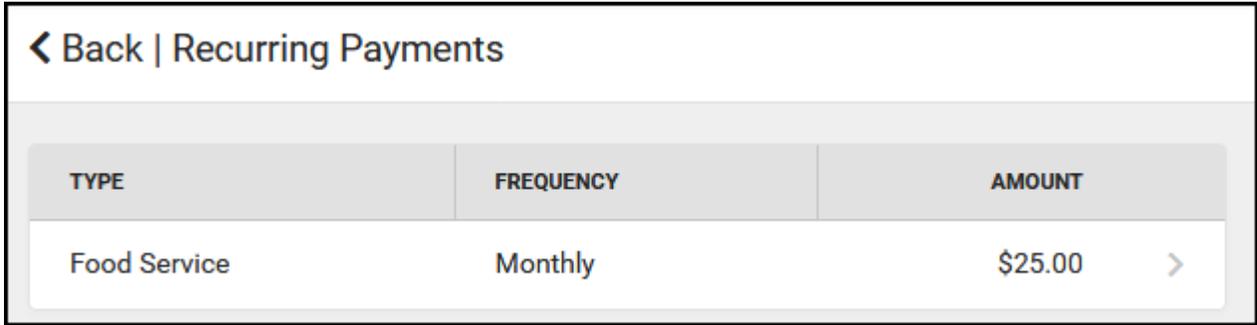


Select .

Result

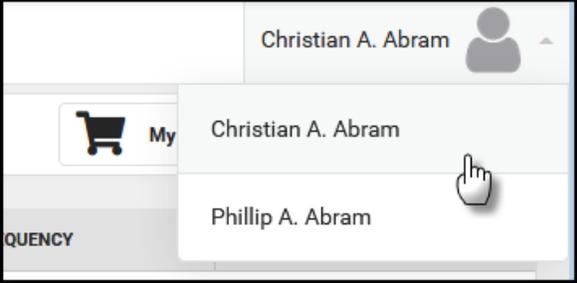
The Recurring Payment displays on the Payments screen.

You can remove the recurring payment by selecting the payment and selecting **Delete**. You can only delete the recurring payment if you are logged in as the user who set up the payment.



Set up Recurring Payments for Fees

Using recurring payments, you can pay installments for a fee or pay for recurring services from the district.

Step	Action
1	<p>Select Recurring Payments.</p> <p>Result The Recurring Payments screen displays. If you are using Campus Parent and have access to multiple students, be sure to select the correct student in the student dropdown list displays in the top right corner.</p> 

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TYPE	FREQUENCY	AMOUNT
Food Service	-	- >
France Summer Exchange Trip	-	- >
AP Placement Test	-	- >

2 Select the fee that you want to pay in installments.

Result

The Recurring Payments panel displays.

The screenshot shows the 'Recurring Payment' setup page for the 'France Summer Exchange Trip' fee. On the left, a table lists the fees, with 'France Summer Exchange Trip' highlighted in red. A red arrow points from this row to the right-hand configuration panel. The configuration panel includes the following fields:

- Remaining Fee Balance:** \$2,750.00
- Frequency:** Monthly (selected)
- Start Date:** (calendar icon)
- End Date:** (calendar icon)
- Payment Amount:** (input field)
- Payment Method:**
 - DISCOVER DISC
 - echeck CHECK
- Add Payment Method:** (button)
- Email Address for Receipt:** (input field)
- Save** (button) and **Cancel** (button)

3 Complete the following fields:

Start Date - Your payment will automatically occur on the same day every month beginning on the **Start Date** you select. If the recurring payment is on the 31st, Campus adjusts the payment to the last day of the month if the month does not have 31 days.

End Date - The Payment Amount field automatically updates based on the date you enter here to ensure the balance is paid in full.

Payment Amount - Campus calculates this amount by dividing the total amount due by the number of months included in the Start and End dates.

Campus does not allow you to overpay a fee. If the End Date or Payment Amount exceeds the Fee, Campus only charges your card or account until the Fee is paid in full.

Payment Method - The card or account you want to use each month.

Select 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.

Email Address for Receipt

The screenshot shows a form titled "Recurring Payment" for "France Summer Exchange Trip". It includes the following fields and options:

- Remaining Fee Balance:** \$2,750.00
- Frequency:** Monthly (selected)
- Start Date:** 06/01/2019
- End Date:** 10/31/2019
- Payment Amount:** \$550.00
- Payment Method:** DISCOVER DISC (selected), echeck CHECK
- Add Payment Method** button
- Email Address for Receipt:** parent@infinitecampus.com
- Save** and **Cancel** buttons at the bottom.

4

Select .

Result

The Recurring Payment displays on the Payments screen.

You can remove the recurring payment by selecting the payment and selecting **Delete**. You can only delete the recurring payment if you are logged in as the user who set up the payment.

The screenshot shows the "Recurring Payments" screen with a list of payments. The "France Summer Exchange Trip" entry is highlighted with a red box.

TYPE	FREQUENCY	AMOUNT
Food Service	-	- >
France Summer Exchange Trip	Monthly	\$550.00 >
AP Placement Test	-	- >