

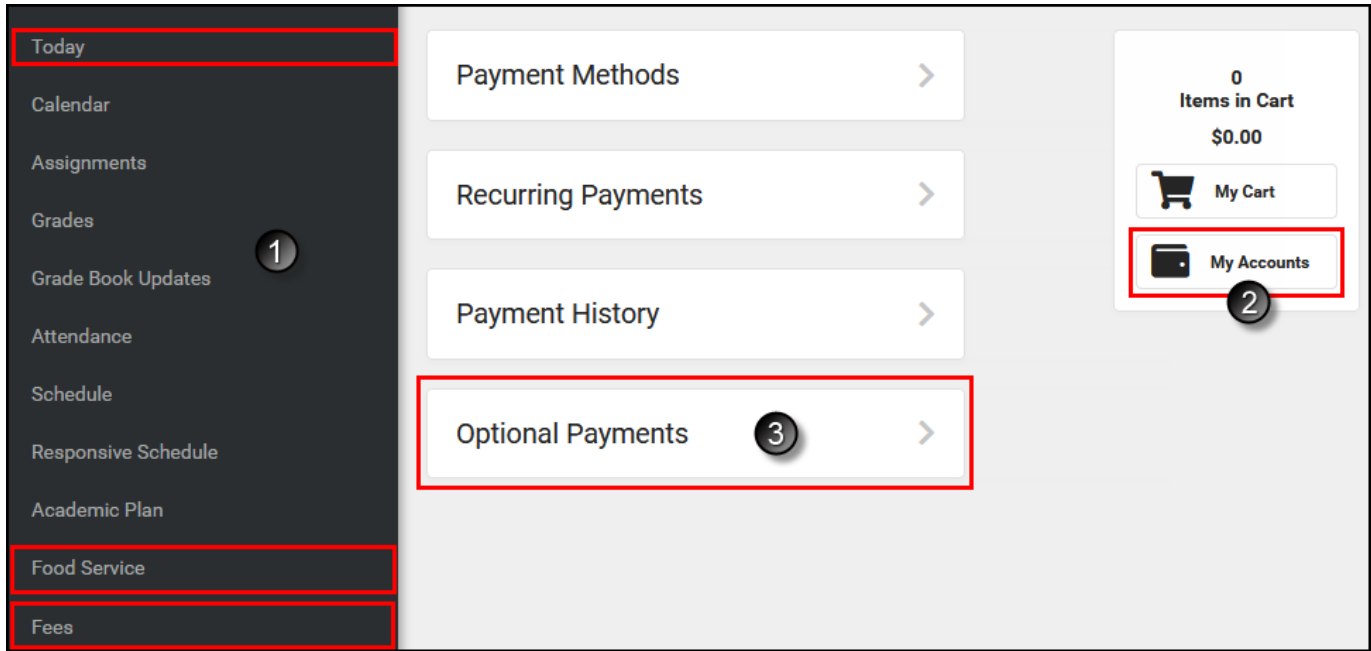
How to Pay Optional Payments in Your Parent Portal

PATH: *My Accounts > Optional Payments*

Optional fees are fees that are not assigned for payment by the school. This could be things like parking stickers, donations to the school, school supplies, etc. These optional fees display in a list, allowing you to select the fee and make the payment yourself by adding it to your cart.

Where do I go to Pay an Optional Fee?

The Optional 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 Pay an Optional Fee?

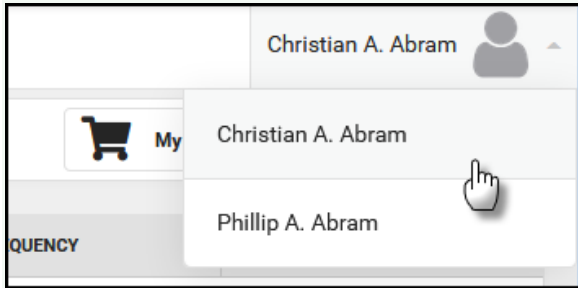
1. Click **Optional Payments**.
2. Click **Add to Cart** next to the fee you want to pay.
3. Click **My Cart**.
4. Select the **Payment Method** you want to use and enter an **Email Address for Receipt** (*optional*).
5. Click **Submit Payment**.

Need more information?
For more details, see the following [Pay an Optional Fee](#) section.

Pay an Optional Fee

Step	Action
1	<p>Click Optional Payments.</p> <p>Result The Optional Payments screen displays.</p>

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.



← Back | Optional Payments

NAME	AMOUNT	
Educational Resource Fee Full	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

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.

You can add additional Optional Fees before checking out. You can also add Food Service payments and assigned Fees before checking out. See the My Cart article for more information.

A screenshot of the 'Optional Payments' table with the 'Educational Resource Fee Full' item added to the cart. The table has three columns: 'NAME', 'AMOUNT', and an action column. The 'Educational Resource Fee Full' row now has an 'IN CART' button instead of an 'Add to cart' button. To the right of the table, a summary box shows '1 Items in Cart' and '\$30.00'. Below the summary box are buttons for 'My Cart' and 'My Accounts'.

NAME	AMOUNT	
Educational Resource Fee Full	30.00	IN CART
HHS Campus Annual Parking Pass	20.00	Add to cart
Yearbook	65.00	Add to cart

1
Items in Cart
\$30.00

[My Cart](#)



[My Accounts](#)

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

Subtotal: \$30.00
 Service Fee: \$2.00
 Total: \$32.00

Payment Method

DISCOVER DISC

echeck CHECK

[Add Payment Method](#)

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

echeck 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	Educational Resource Fee Full	\$30.00

Service Fee: \$2.00

Total: \$32.00

Payment Method  : CHECK

Email Address for Receipt: user@infinitecampus.com

[Print](#)