

How to Pay Your Fees in Your Parent Portal (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 menu with 'Fees' highlighted. The main content area has a title 'Fees' and two dropdown menus: 'School Year' (set to 2019 - 2020) and 'Type' (set to Unpaid). Below these are two summary lines: 'Total Due: \$607.50' and 'Total Surplus: \$500.00'. A table lists the fees with columns for 'DESCRIPTION', 'DUE DATE', and 'FEE BALANCE'. The table includes a 'Prior Year Balance' of 500.00, 'MS Boys 1st Athletic Sport Fee' of 100.00, and 'MS Extra PE shorts' of 7.50. A 'Subtotal' row shows 607.50. At the bottom of the table are two buttons: 'Print' and 'Optional Payments'.

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**.

How do I find unpaid fees?

Select *Unpaid* in the **Type** dropdown list.

This close-up screenshot shows the 'School Year' dropdown set to '2019 - 2020' and the 'Type' dropdown set to 'Unpaid'. Below the filters are the summary lines: 'Total Due: \$607.50' and '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.

Message Center

Today

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Fees

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More

Fees

Person: All

School Year: 2019 - 2020

Total Due: \$370.00

DESCRIPTION	DUE DATE
FS Classroom Healthy Treat	09/30/2019
Kennedy Activites	09/30/2019

Print Optional Payments

How do I find fees I already paid?

Select *Paid* in the **Type** dropdown list.

School Year: 2019 - 2020

Type: Paid

Total Due: \$607.50

Total Surplus: \$500.00

Pay a Fee

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. 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>

Fees

Person	School Year
All	2019 - 2020
All	
Smith, Jennifer L	
Smith, Molly E	
Kennedy Activites	09/17/2019
Kennedy Year Book Fee	09/17/2019
FS Classroom Healthy Treat	09/30/2019

Fees

0 Items in Cart \$0.00

 My Cart

 My Accounts

Person	School Year	Type
All	2019 - 2020	Unpaid

Total Due: \$180.00

DESCRIPTION	DUE DATE	PERSON	FEE BALANCE	
Kennedy Activites	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				

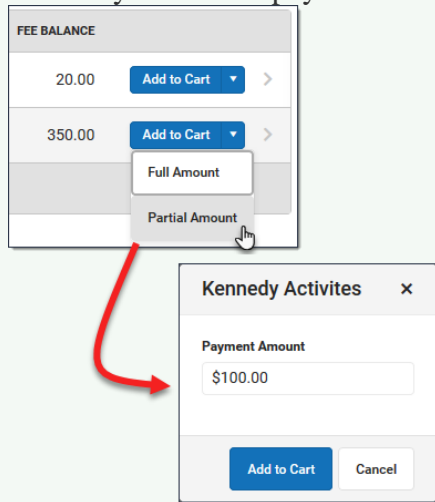
[Print](#)

[Optional Payments](#)

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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

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

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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.

Tip: Partial Payments

You can change how much you want to pay in the **Amount** field.

FEE	AMOUNT	
Kennedy Year Book Fee	\$10.00	Remove
Kennedy Activites	\$150.00	Remove

← Back | Checkout

2 Items in Cart \$160.00 [My Cart](#) [My Accounts](#)

Thank you for using our online payment system.

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

Subtotal: \$160.00

Service Fee: \$5.00

Total: \$165.00

Payment Method *

VISA My Credit Card

[Add Payment Method](#)

Email Address for Receipt

test@testemail.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 Select [Submit Payment](#) .

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.

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

Service Fee: \$5.00

Total: \$165.00

Payment Method:

My Credit Card

Email Address for Receipt: test@testemail.com

[Print](#)