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.

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.

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.

How do I find fees I already paid?

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

Pay a Fee

Step	Action
1	Select **Fees**. **Result** 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.

Fees

Person		School Year
All ▾		2019 - 2020
All		
Smith, Jennifer L		
Smith, Molly E		DUE DATE
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

2	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.

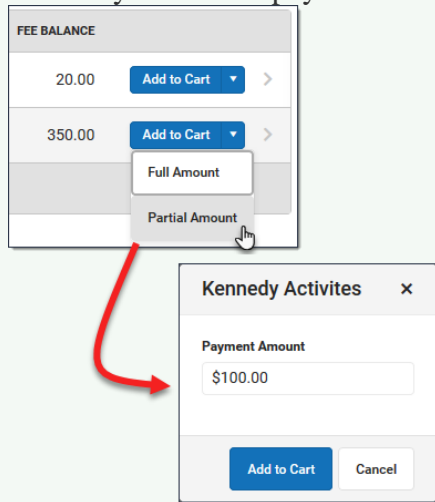| DESCRIPTION	DUE DATE	PERSON	FEE BALANCE	
Kennedy Activites	09/17/2019	Smith, Molly E	150.00	IN CART
Kennedy Year Book Fee	09/17/2019	Smith, Molly E	10.00	Add to Cart
FS Classroom Healthy Treat	09/30/2019	Smith, Jennifer L	20.00	Add to Cart
		Subtotal		

3

Select **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.
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:
VISA
My Credit Card

Email Address for Receipt: test@testemail.com

Print