




## Making Online Food Service & Fee Payments

The Infinite Campus Portal **Payments** tool allows parents to pay student fees and food service funds online using their credit card or debit card. It is a convenient way to make these payments from any computer with internet access.

A fee displayed in red indicates a payment for the fee is overdue. A food service balance displayed in red with a “-“ minus sign, indicates the account has a negative balance and a deposit is required.

**Payments**

**Accepted Payment Methods**   

[Payment History](#)

\* Minimum payment amount is \$5.00

Food Service Account	Balance	*Estimate	Payment
Student Name	\$14.90	<b>\$2.00</b>	\$ <input type="text"/>




\* The estimated payment is for one month and is based on the past food service purchases.

Student	Fee	Due Date	Due	Payment
Student Name	GDS Assignment Notebook	09/03/2013	<b>\$4.50</b>	\$ <input type="text"/>
	GDS Student Fee - Gr 08	09/03/2013	<b>\$61.95</b>	\$ <input type="text"/>
	GDS For Lang Proj Fee - Gr 08	09/03/2013	<b>\$5.00</b>	\$ <input type="text"/>
	GDS PE Plus Fee	09/03/2013	<b>\$65.00</b>	\$ <input type="text"/>
			<b>? Convenience Fee:</b>	\$ <input type="text" value="3.00"/>
			<b>Total:</b>	\$ <input type="text"/>

[Continue](#)

1. Enter the dollar amount you wish to deposit in a food service account and the payment amount for each fee you are paying.

**Payments**

**Accepted Payment Methods**   

[Payment History](#)

\* Minimum payment amount is \$5.00

Food Service Account	Balance	*Estimate	Payment
Student Name	\$14.90	<b>\$2.00</b>	\$ <input type="text" value="30.00"/>

\* The estimated payment is for one month and is based on the past food service purchases.

Student	Fee	Due Date	Due	Payment
Student Name	GDS Assignment Notebook	09/03/2013	<b>\$4.50</b>	\$ <input type="text" value="4.50"/>
	GDS Student Fee - Gr 08	09/03/2013	<b>\$61.95</b>	\$ <input type="text" value="61.95"/>
	GDS For Lang Proj Fee - Gr 08	09/03/2013	<b>\$5.00</b>	\$ <input type="text" value="5.00"/>
	GDS PE Plus Fee	09/03/2013	<b>\$65.00</b>	\$ <input type="text" value="65.00"/>
			<b>? Convenience Fee:</b>	\$ <input type="text" value="3.00"/>
			<b>Total:</b>	\$ <input type="text" value="169.45"/>

[Continue](#)

2. Click **Continue**.

3. The payments screen will appear. Before you may make the online payment, you must establish a payment method (credit card or checking or savings account) in the Payments screen.

**Payments**

Accepted Payment Methods

Payment History

Total: \$169.45

Select the payment method **Add** **Edit**

**Back** **Continue**

4. Click the **Add** button next to **Select the Payment Method**.

**Add Payment Method**

**Billing Information**

Name: (required) Robert Parent

Address: (required) 4321 109th Ave NE

City: (required) Any Town

State / Zip: (required) MN / 55449

**Account Type**

**Checking**  Savings  Credit/Debit Card

Routing Number: 075900575

Account Number: 123456789

**Back to Payments** **Save**

5. Enter the required **Billing Information**. Select the type of account you will be using, **Checking, Savings, Credit/Debit Card** as well as the required account information; **Routing Number, Account Number, Credit Card Number, Expiration Date, Cardholder Name**.
6. Click **Save** to establish the payment method.
7. Click **Continue** to process the fee. The **Confirmation** screen will appear.

**Payments**

**Confirmation**

Please confirm your payment choices and payment type.

Student	Calendar	Fee	Payment
Justin	12-13 Senior High	Athletics	\$100.00

Convenience Fee: \$2.00

**Total: \$102.00**

Payment Method: \*6789 - Checking

Receipt email address:

**Back** **Make Payment**

8. Review and verify the payment information. If you wish to receive a **receipt by email**, enter your email address.
9. Click **Make Payment** to complete the transaction.

**NOTE: Payments made through the portal cannot be voided.**

### Viewing & Printing a Fee Statement

You may view fee payment history by selecting **Payment History**. The **Fee Statement** screen will appear with details of all your fee transactions.

Food Service Account Statement for Coco Young						Generated on 05/06/2010 02:59:13 PM	
09-10 - WILLMAR 611 5TH STREET SW, WILLMAR MN 56201-3297							
<b>Transaction Summary for Coco Young</b>							
Balance as of 04/01/2010	Debit	Credit	Transfer	Deposit	Balance as of 04/30/2010		
\$0.00	\$5.20	\$71.00	\$50.00	\$117.34	\$233.14		
<b>Transaction Detail for Coco Young</b>							
Transaction Time	Post Time	Patron Name	Category	Item	#	Debit	Credit
1. 04/06/2010 13:04	04/06/2010 13:07	Young, Coco	*Deposit VISA	CC #0026 (Amount: \$10.00)		<del>\$5.00</del>	
<del>04/06/2010 13:04</del>		<del>Voided Transaction</del>					
2. 04/06/2010 13:10	04/06/2010 13:14	Young, Coco	*Deposit MASTERCARD	CC #1732 (Amount: \$4.00)		\$2.00	
3. 04/06/2010 13:15	04/06/2010 13:19	Young, Coco	*Deposit DISCOVER	CC #0009 (Amount: \$3.00)		\$3.00	
4. 04/06/2010 13:16	04/06/2010 13:20	Young, Coco	*Deposit Online Checking	(Amount: \$5.00)		\$4.00	
5. 04/06/2010 13:17	04/06/2010 13:21	Young, Coco	*Deposit Online Savings	(Amount: \$10.00)		\$5.00	
6. 04/06/2010 00:00	04/06/2010 13:40	Young, Coco	*Deposit cash deposit POSDeposit	Cash (Amount: \$40.00)		\$20.00	
7. 04/06/2010 00:00	04/06/2010 14:19	Young, Coco	*Deposit	Check# 6543 (Amount: \$10.00)		\$5.00	
8. 04/06/2010 00:00	04/06/2010 14:23	Young, Coco	*Deposit In office CC payment	CC #9876 (Amount: \$10.00)		\$5.00	
9. 04/06/2010 15:54	04/06/2010 16:54	Young, Coco	Als Carte	Hamburger	1	<del>\$4.40</del>	
<del>04/06/2010 16:54</del>		<del>Voided Transaction</del>					
10. 04/06/2010 00:00	04/06/2010 17:29	Young, Coco	Cons Credit Card Payment	0.75 CC # 134	1	\$0.75	\$10.00
11. 04/06/2010 00:00	04/06/2010 17:29	Young, Coco	Cons Check Payment	0.75 Check # 65542	1	\$0.75	\$5.00
12. 04/06/2010 00:00	04/06/2010 17:30	Young, Coco	Cons Cash Payment	0.75	1	\$0.75	\$5.00
13. 04/07/2010 16:53	04/07/2010 16:56	Young, Coco	Breakfast Meal	Brfst Meal (Sec)	1	\$1.10	
14. 04/08/2010 00:00	04/08/2010 12:59	Young, Coco	*Deposit testing	Cash (Amount: \$100.00)		<del>\$50.00</del>	
<del>04/08/2010 00:00</del>		<del>Voided Transaction</del>					
15. 04/08/2010 14:22	04/08/2010 14:29	Young, Coco	Breakfast Meal Als Carte	Brfst Meal (Sec) Biscuit	1 1	<del>\$1.40</del> <del>\$0.36</del>	
<del>04/08/2010 14:22</del>		<del>Voided Transaction</del>					
16. 04/22/2010 10:20	04/27/2010 13:38	Young, Coco	Als Carte Als Carte	Pop Tart Pop Tart	1 1	\$0.75 \$0.75	
17. 04/22/2010 12:20	04/27/2010 16:10	Young, Coco	Deposit Admin Adjust - Deposit	CC # 3490190580		\$50.00	
18. 04/28/2010 10:50	04/28/2010 10:55	Administrator, System	Transfer to Account#4115 (Peterson, Coco)			<del>\$50.00</del>	
<del>04/28/2010 10:50</del>		<del>Voided Transaction</del>					
19. 04/28/2010 14:43	04/28/2010 14:49	Administrator, System	Transfer from Account#4115 (Peterson, Coco)			\$50.00	
20. 04/28/2010 17:27	04/28/2010 17:32	Young, Coco	Als Carte	Snack	1	\$0.36	
21. 04/29/2010 00:00	04/29/2010 09:20	Young, Coco	*Deposit	Cash (Amount: \$100.00)		\$33.34	
22. 04/30/2010 00:00	04/30/2010 17:04	Young, Coco	*Deposit	Cash (Amount: \$100.00)		\$40.00	
23. 04/30/2010 00:00	04/30/2010 17:05	Young, Coco	*Deposit	CC #123 (Amount: \$50.00)		<del>\$30.00</del>	
<del>04/30/2010 00:00</del>		<del>Voided Transaction</del>					
<b>Total Debits/Credits</b>						<b>\$6.20</b>	<b>\$238.34</b>