

Managing Payment Information

April 2013

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Managing Payment Information

[Overview](#) | [Registering Payment Information](#) | [Modifying Payment Information](#) | [Deleting Payment Information](#) | [Viewing Online Payment History](#)

- ✓ This document is written for use by parents. Districts can choose to provide this information to their parents or use it as a guide for creating district-owned documentation.

Overview

Online Payment functionality allows the ability to register, modify and delete payment methods. These tools enable a transaction to occur and provide users with the ability to manage their online accounts.

The screenshot displays the 'Payments' section of the Infinite Campus portal. On the left is a navigation menu with options like Family, Messages, Family Members, Calendar, Payments, Food Service, To Do List, User Account, Account Management, Contact Preferences, and Access Log. The main content area is titled 'Payments' and includes 'Accepted Payment Methods' (VISA, MasterCard, Discover, echeck) and a note about a \$5.00 minimum payment. Below this is a table for 'Food Service' with columns for Name, Balance, Estimate, and Payment. The table lists four family members with their respective balances. To the right of the table are buttons to 'Select estimated amount' for each row. Below the table is a note about the estimated payment being for one month. At the bottom, there is a 'Fees' section stating 'There are no Fees available.' and a 'Convenience Fee' of \$1.00. A 'Total' of \$1.00 is shown with a 'Continue...' button. A red box highlights three links at the bottom: 'Register your credit cards and banking information', 'Modify your credit cards and banking information', and 'View your online payment history'.

Food Service	Balance	Estimate	Payment
Emily N Kommer	-\$0.70	N/A	\$
Jarred L Kommer	\$5.85	N/A	\$
Jessica Kommer	\$16.90	N/A	\$
Mallory S Kommer	\$20.00	N/A	\$

Image 1: Registering / Modifying / Deleting Payment Information

Registering Payment Information

PATH: Portal > Payments

Before a user is able to make an online payment, a payment method needs to be established. Users have the option of paying by credit card, checking account or savings account. To begin registering a payment method, select the **Register Your Credit Cards and Banking Information** hyperlink.

KNOWLEDGE BASE - MANAGING PAYMENT INFORMATION

Family

- Messages >
- Family Members >
- Calendar >
- Payments**
- Food Service >
- To Do List >
- User Account
- Account Management >
- Contact Preferences >
- Access Log >

[Care E1](#)
[Care E2](#)
[Care E3](#)

Payments

Accepted Payment Methods: VISA, MasterCard, DISCOVER, echeck

* Minimum payment amount is \$5.00

Food Service	Balance	*Estimate	Payment
Emily N Kommer	-\$0.70	N/A	\$ <input type="text"/>
Jarred L Kommer	\$5.85	N/A	\$ <input type="text"/>
Jessica Kommer	\$16.90	N/A	\$ <input type="text"/>
Mallory S Kommer	\$20.00	N/A	\$ <input type="text"/>

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

Fees	Description	Due	*Payment
There are no Fees available.			
		Convenience Fee:	\$1.00
		Total:	\$1.00

[Register your credit cards and banking information](#)
[Modify your credit cards and banking information](#)
[View your online payment history](#)

[About Online Payments](#) [About Convenience](#)

Select estimated amount

Select estimated amount

Select estimated amount

Select estimated amount

Continue...

Image 2: Registering a Payment Method

Registering Checking Information

Users have the ability to register and make payments via a checking account. To begin the registration process, select the **Checking** radio button.

Billing Information

Name: (required)

Address: (required)

City: (required)

State / Zip: (required) /

Account Type

☒ Checking ☐ Savings ☐ Credit/Debit Card

Routing Number:

Account Number:

Image 3: Registering a Checking Account Payment Method

Enter all required Billing Information as well as the checking account's **Routing Number** and **Account Number**. Once information has been entered, select the **Save** button. Users will be directed to a confirmation screen.

KNOWLEDGE BASE - MANAGING PAYMENT INFORMATION



Please Confirm the Following Information

Name:	DAVID ROTHE
Address:	822 OLIVE ST
City:	LINO LAKES
State / Zip:	MN / 55014
Account Type:	Checking
Routing Number:	123123123
Account Number:	1111111111111111

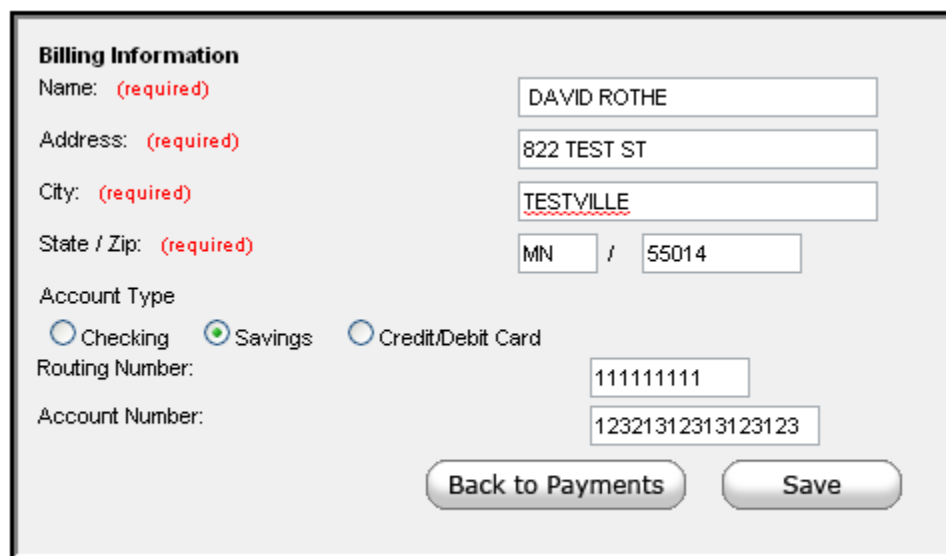
Back **Save**

Image 4: Registered Payment Method Confirmation

Carefully read and determine if all displayed information is correct. If so, select the **Save** button. The payment method is now saved within Infinite Campus and can now be used to make transactions. If information is incorrect, select the **Back** button. Users will be redirected back to the previous page, allowing for information to be adjusted.

Registering Savings Information

Users have the ability to register and make payments via a savings account. To begin the registration process, select the **Savings** radio button.



Billing Information

Name: (required)

Address: (required)

City: (required)

State / Zip: (required) /

Account Type

☐ Checking ☒ Savings ☐ Credit/Debit Card

Routing Number:

Account Number:

Back to Payments **Save**

Image 5: Registering a Savings Account Payment Method

Enter all required Billing Information as well as the saving account's **Routing Number** and **Account Number**. Once information has been entered, select the **Save** button. Users will be directed to a confirmation screen.

KNOWLEDGE BASE - MANAGING PAYMENT INFORMATION

Please Confirm the Following Information

Name:	DAVID ROTHE
Address:	822 OLIVE ST
City:	LINO LAKES
State / Zip:	MN / 55014
Account Type:	Savings
Routing Number:	123123123
Account Number:	1111111111111111

Back **Save**

Image 6: Registered Payment Method Confirmation

Carefully read and determine if all displayed information is correct. If so, select the **Save** button. The payment method is now saved within Infinite Campus and can now be used to make transactions. If information is incorrect, select the **Back** button. Users will be redirected back to the previous page, allowing for information to be adjusted.

Registering Credit Card Information

Users have the ability to register and make payments via a major credit/debit card. To begin the registration process, select the **Credit/Debit Card** radio button.

Billing Information

Name: (required)

Address: (required)

City: (required)

State / Zip: (required) /

Account Type

☐ Checking ☐ Savings ☒ Credit/Debit Card

Card Number:

Expiration Date: (mm yy) /

Name Of Cardholder:

Back to Payments **Save**

Image 7: Registering a Credit Card Payment Method

Enter all required Billing Information as well as the **Card Number**, **Expiration Date** and **Name of Cardholder**. If the **Card Number** is incorrect, the field will highlight in red and a red exclamation point will appear. Selecting the red exclamation point will generate a separate window describing the error that has occurred.

KNOWLEDGE BASE - MANAGING PAYMENT INFORMATION

The screenshot shows a 'Billing Information' form with the following fields: Name (DAVID ROTHE), Address (822 OLIVE ST), City (LINO LAKES), State / Zip (MN / 55014), Account Type (Credit/Debit Card selected), Card Number (1111111111111111 with a red error icon), Expiration Date (01 / 12), and Name Of Cardholder (David Rothe). A red arrow points from the error icon to a separate error window titled 'Error - Google Chrome' which displays 'Invalid Account Number' and a 'Close' button.

Image 8: Incorrect Credit Card Information

Once correct information has been entered, select the **Save** icon. The credit card is now established within Infinite Campus and may be used for transactions.

The screenshot shows a 'Please Confirm the Following Information' form with the following fields: Name (David Rothe), Address (822 Olive St), City (Lino Lakes), State / Zip (MN / 55014), Account Type (CC), Card Number (130026), Expiration Date (06/12), and Name Of Cardholder (David Rothe). At the bottom are 'Back' and 'Save' buttons.

Image 9: Registered Payment Method Confirmation

Modifying Payment Information

PATH: Portal > Payments

Users have the ability to modify registered payment methods by selecting the **Modify Your Credit Cards and Banking Information** hyperlink.

KNOWLEDGE BASE - MANAGING PAYMENT INFORMATION

Family

- Messages >
- Family Members >
- Calendar >
- Payments**
- Food Service >
- To Do List >
- User Account
- Account Management >
- Contact Preferences >
- Access Log >

[Care E1](#)
[Care E2](#)
[Care E3](#)

Payments

Accepted Payment Methods [About Online Payments](#) [About Convenience](#)

* Minimum payment amount is \$5.00

Food Service	View details	Balance	*Estimate	Payment
Emily N Kommer		-\$0.70	N/A	\$ <input type="text"/> Select estimated amount
Jarred L Kommer		\$5.85	N/A	\$ <input type="text"/> Select estimated amount
Jessica Kommer		\$16.90	N/A	\$ <input type="text"/> Select estimated amount
Mallory S Kommer		\$20.00	N/A	\$ <input type="text"/> Select estimated amount

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

Fees	Description	Due	*Payment
There are no Fees available.			

Convenience Fee: \$1.00

Total: \$1.00 [Continue...](#)

[Register your credit cards and banking information](#)
[Modify your credit cards and banking information](#)
[View your online payment history](#)

Image 10: Modifying a Registered Payment Method

Once selected, users are directed to a new screen displaying all registered payment methods. To edit a payment method, select the corresponding **Edit** button.

Credit Card [Edit](#) [Cancel](#)

Account: XXXXXXXXXXXXXXX0009

Card Type: Discover

ExpirationDate: 10 / 2012

Checking Account [Edit](#) [Cancel](#)

Routing: 075900575

Account: XXXXXXXXXX3736

Checking Account [Edit](#) [Cancel](#)

Routing: 123123123

Account: XXXXXXXXXXXXXXX1111

Savings Account [Edit](#) [Cancel](#)

Routing: 123123123

Account: XXXXXXXXXXXXXXX1111

[Back to Payments](#)

Image 11: Editing a Registered Payment Method

Once the **Edit** button is selected, users are directed to the Billing Information editor where information can be modified.

KNOWLEDGE BASE - MANAGING PAYMENT INFORMATION

Billing Information

Name: (required) David M. Rothe

Address: (required) 822 Test St

City: (required) Testville

State / Zip: (required) MN / 55449

Account Type

☐ Checking ☐ Savings ☒ Credit/Debit Card

Card Number: XXXXXXXXXXXX0009

Expiration Date: (mm yy) 12 / 10

Name Of Cardholder: David M. Rothe

[Back](#) [Save](#)

Image 12: Entering Correct Payment Method Information

Once all modifications have been made, select the **Save** button. Users are directed to a confirmation screen.

Please Confirm the Following Information

Name: David Rothe

Address: 822 Olive St

City: Lino Lakes

State / Zip: MN / 55014

Account Type: CC

Card Number: 4012000033330026

Expiration Date: 06/12

Name Of Cardholder: David Rothe

[Back](#) [Save](#)

Image 13: Confirming Edited Payment Method Information

Ensure all payment method information is accurate and select the **Save** button. Users are directed to a screen confirming the payment method update was successful. If information is incorrect, select the **Back** button. Users will be directed back to the Billing Information editor, allowing for information to be modified.

Payment Method Updated Successfully.

[Back to Payments](#) [Edit Accounts](#)

KNOWLEDGE BASE - MANAGING PAYMENT INFORMATION

Image 14: Confirmation of Edited Payment Method

Deleting Payment Information

PATH: *Portal > Payments*

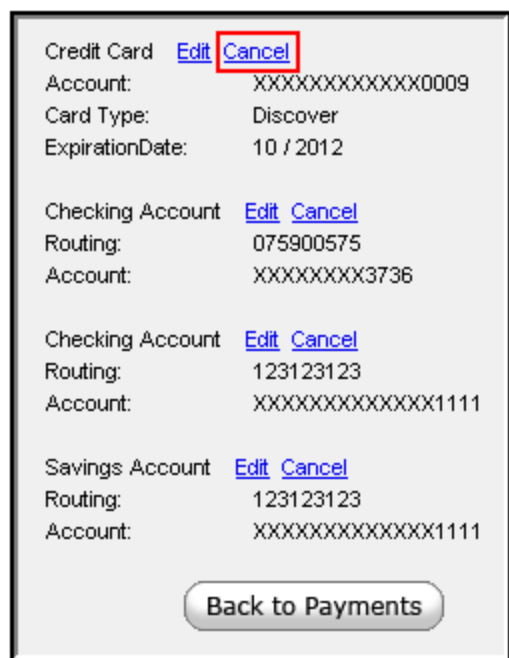
Payment methods can be deleted by selecting the **Modify Your Credit Card and Banking Information** hyperlink.

The screenshot shows the 'Payments' section of the Infinite Campus portal. On the left is a navigation menu with options like Family, Messages, Family Members, Calendar, Payments, Food Service, To Do List, User Account, Account Management, Contact Preferences, and Access Log. The main content area is titled 'Payments' and includes 'Accepted Payment Methods' with logos for VISA, MasterCard, American Express, DISCOVER, and echeck. Below this, a table lists 'Food Service' payments for four individuals: Emily N Kommer (-\$0.70), Jarred L Kommer (\$5.85), Jessica Kommer (\$16.90), and Mallory S Kommer (\$20.00). Each row has a 'Payment' column with a 'Select estimated amount' button. A note states: '* The estimated payment is for one month and is based on the past food service purchases'. Under the 'Fees' section, it says 'There are no Fees available.' and lists a 'Convenience Fee: \$1.00'. At the bottom, the 'Total: \$1.00' is shown with a 'Continue...' button. Three hyperlinks are at the bottom: 'Register your credit cards and banking information', 'Modify your credit cards and banking information' (highlighted with a red box), and 'View your online payment history'.

Image 15: Deleting Registered Payment Methods

Once selected, users are directed to a screen displaying all established payment methods. Select the **Cancel** hyperlink for the payment method to be deleted.

KNOWLEDGE BASE - MANAGING PAYMENT INFORMATION



Credit Card	Edit Cancel
Account:	XXXXXXXXXXXX0009
Card Type:	Discover
ExpirationDate:	10 / 2012
Checking Account	Edit Cancel
Routing:	075900575
Account:	XXXXXXXX3736
Checking Account	Edit Cancel
Routing:	123123123
Account:	XXXXXXXXXXXX1111
Savings Account	Edit Cancel
Routing:	123123123
Account:	XXXXXXXXXXXX1111

[Back to Payments](#)

Image 16: Deleting a Registered Payment Method

One selected, users are directed to a confirmation screen. To permanently delete the payment method, select the **Cancel** button. To go back to the previous screen and cancel the payment method deletion, select the **Back** button.



Click Cancel to Delete This Payment Method:

Name:	David Rothe
Address:	822 Olive St
City:	Lino Lakes
State / Zip:	MN / 55014
Account Type:	CC
Card Number:	XXXXXXXXXXXX0009
Expiration Date:	06/12
Name Of Cardholder:	David Rothe

[Back](#) [Cancel](#)

Image 17: Confirmation of Payment Method Deletion

Once the **Cancel** button is selected, a screen will appear confirming the payment method has been successfully deleted.

KNOWLEDGE BASE - MANAGING PAYMENT INFORMATION

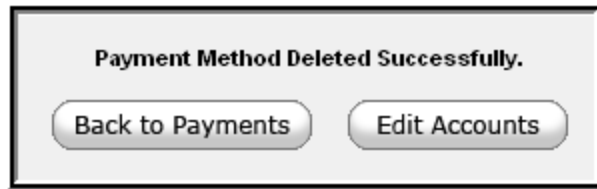


Image 18: Confirmation of a Successfully Deleted Payment Method

Viewing Online Payment History

PATH: Portal > Payments

Users can view detailed payment history information by selecting the **View Your Online Payment History** hyperlink.

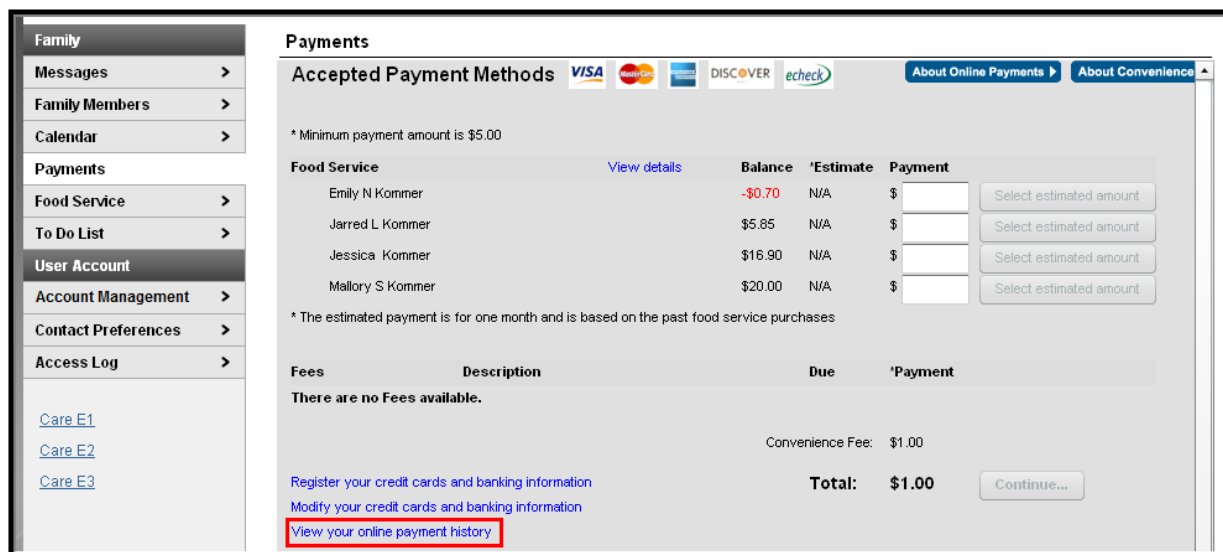






Image 19: Viewing Online Payment History

Once selected, users are directed to a screen detailing payment transactions within the date range entered.

KNOWLEDGE BASE - MANAGING PAYMENT INFORMATION

Accepted Payment Methods




[About Online Payments](#)
[About Convenience Fees](#)

Transaction History

Get my online transactions from: 05/02/2010 to: 07/01/2010 [Print/View](#)

Date	Total:	Payment Method	Convenience Fee	Transaction Reference
2010-05-06 12:45:59.67	\$41.00	MASTERCARD XXXXXXXXXXXX1732	\$0.00	16025566
<div> <div>Fee Details</div> <div> <div>\$5.00</div> <div> <div>Rothe</div> <div>Anjela</div> <div>MS Activity Fee</div> <div>MS Activity Fee - 1 quarter</div> <div>\$5.00</div> </div> </div> </div>				
<div> <div>Food Service Account Details</div> <div> <div>16910</div> <div>\$36.00</div> </div> </div>				
<div> <div>Rothe</div> <div>Anjela</div> </div>				
2010-05-06 12:44:09.547	\$50.00	Checking 5555	\$0.00	16025564
<div> <div>Food Service Account Details</div> <div> <div>16908</div> <div>\$50.00</div> </div> </div>				
2010-05-05 12:24:11.343	\$6.00	VISA XXXXXXXXXXXX0026	\$2.00	16025510
<div> <div>Food Service Account Details</div> <div> <div>16910</div> <div>\$4.00</div> </div> </div>				
2010-05-05 12:19:48.0	\$5.00	MASTERCARD XXXXXXXXXXXX1732	\$2.00	16025508
<div> <div>Fee Details</div> <div> <div>\$1.00</div> </div> </div>				
<div> <div>Food Service Account Details</div> <div> <div>16908</div> <div>\$2.00</div> </div> </div>				
2010-05-05 09:19:51.03	\$12.00	VISA XXXXXXXXXXXX0026	\$2.00	16022019
<div> <div>Food Service Account Details</div> <div> <div>16910</div> <div>\$10.00</div> </div> </div>				

[Back To Payments](#)

Image 20: Payment History Detail

To generate a printable version of this information, select the **Download PDF for Printing** button. The Online Transaction Report will appear in a separate window in PDF format.

KNOWLEDGE BASE - MANAGING PAYMENT INFORMATION

Online Transaction Report					
David Rothe 05/03/2010 04:05:49 PM					
From Date: 03/04/2010 To Date: 05/03/2010					
Transaction Date	Amount	Payment Method		Convenience Fee	Transaction Reference:
2010-03-31 00:00:00.0	\$37.00	DISCOVER XXXXXXXXXXXX0009		\$2.00	16005782
Food Service Account: Rothe	4094 Angela	\$5.00			
Fees for:	Rothe	Cazandra OLP Fee 2	Max Fee Test - 2		20.00
Fees for:	Rothe	Angela OLP Fee 1	Maximum Test		10.00
Transaction Date	Amount	Payment Method		Convenience Fee	Transaction Reference:
2010-04-01 00:00:00.0	\$8.00	AMERICAN EXPRESS XXXXXXXXXXXX8431		\$2.00	16005802
Food Service Account: Rothe	4094 Angela	\$1.00			
Food Service Account: Rothe	4095 Cazandra	\$2.00			
Food Service Account: Rothe	4096 Nikolas	\$3.00			

Image 21: Online Transaction Report

Making an Online Payment

April 2013

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Making an Online Payment

[Entering Fee Payments](#) | [Fee Payments](#) | [Food Service Transactions](#) | [Viewing Family Account Details](#) | [Viewing Individual Account Details](#) | [Analyzing Account Details](#) | [Printing Account Details](#) | [Account Deposits](#)

- ✓ This document is written for use by parents. Districts can choose to provide this information to their parents or use it as a guide for creating district-owned documentation.

PATH: *Portal > Family > Payments*

The **Payments** tool allows Portal users to make online payments to fees and/or food services incurred by members of a household. If this feature is used by a school, the **Payments** link will appear in the Portal index as shown:

Family

- Messages >
- Family Members >
- Calendar >
- Payments**
- Food Service >
- To Do List >
- User Account
- Account Management >
- Contact Preferences >
- Access Log >

Payments

Accepted Payment Methods: VISA, MasterCard, Discover, echeck

* Minimum payment amount is \$5.00

Food Service	View details	Balance	*Estimate	Payment
Emily N Kommer		-\$0.70	N/A	\$ <input type="text"/> <input type="button" value="Select estimated amount"/>
Jarred L Kommer		\$5.85	N/A	\$ <input type="text"/> <input type="button" value="Select estimated amount"/>
Jessica Kommer		\$16.90	N/A	\$ <input type="text"/> <input type="button" value="Select estimated amount"/>
Mallory S Kommer		\$20.00	N/A	\$ <input type="text"/> <input type="button" value="Select estimated amount"/>

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

Fees	Description	Due	*Payment
There are no Fees available.			

Convenience Fee: \$1.00

Total: \$1.00

[Register your credit cards and banking information](#)
[Modify your credit cards and banking information](#)
[View your online payment history](#)

Image 1: Online Payments

- ⚠ The **Payments** link will not appear to all Portal users, as it depends on specific school operations and settings. Similarly, the [Food Service](#) link, which allows Portal users to view Food Service account activity, will only be available if that feature is also used by the school. When both features are enabled, the Payments tool allows parents to pay incurred fees, deposit money into Food Service accounts, and generate a food service transaction report.

Entering Fee Payments

- ✓ Unpaid fees from All Years are listed and can be selected for Payment. This does not apply for Food Service payments.

To begin the online payment process for a fee, select **Payments** from the Index. The online payment editor will appear, displaying outstanding fees for all students within the [Household](#).

- ✖ If the ability to contribute to Food Service accounts is not allowed by the school, the Food Service payment section will not be shown. Similarly, if the students of the household do not have any pending fees, no fees will display in the Fees area.

To view comprehensive detail on a student's fee payment activity, select the **View All Fee Transactions** link. The Fee Statement window will appear, with details on fee transactions.

KNOWLEDGE BASE - MAKING AN ONLINE PAYMENT



					
 David Rothe					
Quinten Rothe's Fee Statement for					
Fees: 5 Debit: \$155.00 Balance: \$73.00					
Due Date	Fee	Type	Debit	Credit	Balance
04/30/2010	MS Activity Fee	Activity	\$10.00	\$5.00	\$5.00
	Payment \$5.00	Credit Card, Auth#: 0026		\$5.00	
03/04/2010	MS Activity Fee	Activity	\$5.00	\$5.00	\$0.00
	Payment \$290.00	Credit Card, Auth#: 0026		\$5.00	
03/02/2010	Athletics Hockey	Activity	\$100.00	\$32.00	\$68.00
	Payment \$290.00	Credit Card, Auth#: 0026		\$5.00	
	Payment \$28.00	Credit Card, Auth#: XXXXXXXXXXXX1732		\$12.00	
	Payment \$19.00	Credit Card, Auth#: XXXXXXXXXXXX1111		\$7.00	
	Payment \$8.00	Credit Card, Auth#: XXXXXXXXXXXX0026		\$8.00	
02/26/2010	MS Activity Fee	Activity	\$20.00	\$20.00	\$0.00
	Payment \$100.00	Credit Card, Auth#: XXXXXXXXXXXX1732		\$16.00	
	Payment \$11.00	Credit Card, Auth#: XXXXXXXXXXXX0026		\$4.00	
Total Balance Due for Fees:					\$73.00
Due Date	Fee	Type	Debit	Credit	Balance
02/26/2010	OLP_exempt		\$20.00	\$20.00	\$0.00
	Payment \$100.00	Credit Card, Auth#: XXXXXXXXXXXX1732		\$20.00	
Total Balance Due for Exempt Fees:					\$0.00

Image 2: View All Transactions

The columns on the Fee Statement screen can be defined as follows:

Column	Description
--------	-------------

KNOWLEDGE BASE - MAKING AN ONLINE PAYMENT

Due Date	The date on which the fee was due. If a fee has past its due date, but has not yet been paid, the Due Date will appear in red font.
Fee	The name of the fee.
Type	The category to which the fee is assigned (e.g., activity, course).
Debit	The total owed for the fee. The shaded row indicates the total due for the fee.
Credit	The payments that have been made toward the fee. The shaded row indicates the current total of payments made toward the fee. If partial payments have been made, they are listed on the unshaded rows below the fee to which they apply.
Balance	The amount of the fee remaining to be paid.

Fee Payments





Fee payments allow users to pay fees for each student within a household. Users can also view the details of a fee by selecting the plus sign (+) next to the fee name. A fee shown in red indicates that a payment for the full amount has not been made before the due date assigned by the school.

- ✓ Before a user can successfully make an online payment, [Payment Information](#) must first be registered with the payment vendor. This can be done by selecting the [Register your credit cards and banking information](#).

Once a form of payment has been registered, choose the amount of the fee payment by:

- Entering the the fee payment amount in the **Payment** field, *OR*
- Clicking the **Select Full Amount** button to quickly auto-fill the full fee amount due.

KNOWLEDGE BASE - MAKING AN ONLINE PAYMENT

Accepted Payment Methods




[About Online Payments](#)
[About Convenience Fees](#)

* Minimum payment amount is \$5.00

Food Service	View details	Balance	*Estimate	Payment
Anjela Rothe		\$50.00	N/A	\$ <input type="text"/> Select estimated amount
Cazandra Rothe		\$10.00	N/A	\$ <input type="text"/> Select estimated amount
Nikolas Rothe		\$122.00	N/A	\$ <input type="text"/> Select estimated amount

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

Fees	Description	Due	*Payment
Anjela Rothe	<div> <div></div> <div>MS Activity Fee</div> </div> <div> Due Date: 04/30/2010 Calendar: 09-10 Reg 019 Westridge MS Description: Middle School Activity Fee Amount: \$20.00 Fee Type: Activity </div>	\$7.00	<div> <div></div> <div>\$ 7.00</div> </div> <div>Select full amount</div>
Cazandra Rothe	<div> <div></div> <div>HS Activity Fee</div> </div>	\$32.23	<div> <div></div> <div>\$</div> </div> <div>Select full amount</div>
Nikolas Rothe	<div> <div></div> <div>Cap & Gown Fee</div> </div>	\$15.00	<div> <div></div> <div>\$</div> </div> <div>Select full amount</div>
	<div> <div></div> <div>Graduation Fee</div> </div>	\$20.00	<div> <div></div> <div>\$</div> </div> <div>Select full amount</div>

* You are allowed to enter partial payments but you are not allowed to enter more than the due amount.
* Items past their due date are displayed in red.


Convenience Fee: \$2.00

[Register your credit cards and banking information](#)
[Modify your credit cards and banking information](#)
[View your online payment history](#)

Total: \$9.00

[Continue...](#)

Image 3: Making a Payment

 Payments made through the portal cannot be voided.

If a **Convenience Fee** applies, it will be shown and included in the **Total**. Click **Continue** to proceed to the Payment Method screen:

KNOWLEDGE BASE - MAKING AN ONLINE PAYMENT

Accepted Payment Methods VISA MasterCard American Express DISCOVER echeck

Total: \$9.00

Select the payment method

☒ XXXXXXXXXXXX0026 VISA

[Register your credit cards and banking information](#)

[Modify your credit cards and banking information](#)

Image 4: Payment Selection

Select the appropriate payment method (previously registered). Click **Continue** to proceed to the fees Confirmation page:

Accepted Payment Methods VISA MasterCard American Express DISCOVER echeck [About Online Payments](#) [About Convenience Fees](#)

Confirmation

Please confirm your payment choices and payment type.

Fees	Calendar	Description	Fee Type	Payment
Anjela Rothe	09-10 Reg 019 Westridge MS	MS Activity Fee	Activity	\$7.00
Convenience Fee				\$2.00
Total:				\$9.00

Payment method XXXXXXXXXXXX0026 VISA

The receipt will be emailed to: testing@gmail.com

[Change the email address for the receipt](#)

Image 5: Make Payment

Review the payment information. If the district has emailing of payment receipts enabled, the user will be notified on this screen of the email address the receipt will be sent to. To modify this email address, select the **Change the email address for the receipt** hyperlink. An editor will appear, allowing users to insert a new email address.

KNOWLEDGE BASE - MAKING AN ONLINE PAYMENT

Accepted Payment Methods VISA MasterCard DISCOVER echeck [About Online Payments](#) [About Convenience Fees](#)

Confirmation

Please confirm your payment choices and payment type.

Fees	Calendar	Description
Anjela Rothe	09-10 Reg 019 Westridge MS	MS A

Convenience Fee

Payment method XXXXXXXXXXXX0026 VISA

The receipt will be emailed to: testing@gmail.com

[Change the email address for the receipt](#)

Email address for receipt

Enter the email address for the receipt:

Email address:

Image 6: Receipt Details

Enter the correct email address within the **Email address** field and select **Okay** when finished. The confirmation screen will now display the correct email address and the payment receipt will be sent accordingly.

Accepted Payment Methods VISA MasterCard DISCOVER echeck [About Online Payments](#) [About Convenience Fees](#)

Confirmation

Please confirm your payment choices and payment type.

Fees	Calendar	Description	Fee Type	Payment
Anjela Rothe	09-10 Reg 019 Westridge MS	MS Activity Fee	Activity	\$7.00

Convenience Fee \$2.00

Total: \$9.00

Payment method XXXXXXXXXXXX0026 VISA

The receipt will be emailed to: testing@gmail.com

[Change the email address for the receipt](#)

Image 7: Final Payment Review

Review the payment information again to ensure accuracy. To exit without making the transaction, click **Cancel**. Otherwise, click **Make Payments** to process the fees payment. When the transaction has been processed, the Payment Receipt screen will display:

KNOWLEDGE BASE - MAKING AN ONLINE PAYMENT

Accepted Payment Methods

Payment Receipt

Your payment is complete. Please print this receipt for your records

A copy of this receipt has been sent to your email address: nate.miller@infinitecampus.com

Fri Jul 2 09:14:22 GMT-0500 2010

Transaction Reference: 16026985

Payment method: XXXXXXXXXXXXXXX0026 VISA

Fees	Calendar	Description	Fee Type	Payment
Anjela Rothe	09-10 Reg 019 Westridge MS	MS Activity Fee	Activity	\$7.00
Convenience Fee				\$2.00
Total:				\$9.00

Thank you - Have a good day!

[Back To Payments](#) [Print/View](#)

Image 8: Payment Made

To print a copy of the receipt, click **Print/View** in the lower right-hand side of the screen. To return to the main Payments screen, click **Back To Payments**.

Food Service Transactions

PATH: *Portal > Payments*

The Payments tool allows deposits to be made to Food Service accounts. The Payments screen will display current account balances for each member of a [Household](#).

- ⊖ If the ability to contribute to Food Service accounts is not allowed by the school, the Food Service payment section will not be shown. Similarly, if the students of the household do not have any pending fees, no fees will display in the Fees area.

Depending on the way a school has set up its Food Service accounts, the appearance of the Food Service transactions area will differ.

- **Family Account Setup** - If all Food Service patrons in the household share the same account number, a "Family Account" **Payment** field will appear, as shown:

KNOWLEDGE BASE - MAKING AN ONLINE PAYMENT

Family

- Messages >
- Family Members >
- Calendar >
- Payments
- Food Service >
- To Do List >
- User Account
- Account Management >
- Contact Preferences >
- Access Log >

Test External Links
GRAND ISLAND PUBLIC SCHOOLS
001 Senior High

Payments

Accepted Payment Methods: VISA, MasterCard, American Express, DISCOVER, echeck

About Online Payments | About Convenience Fees

* Minimum payment amount is \$5.00

Food Service [View details](#)

	Balance	*Estimate	Payment
Family Account	\$70.00	N/A	\$ <input type="text"/> Select estimated amount

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

Fees

Description	Due	*Payment
Angela Rothe + MS Activity Fee	\$10.00	\$ <input type="text"/> Select full amount
Cazandra Rothe + MS Activity Fee	\$10.00	\$ <input type="text"/> Select full amount
+ MS Activity Fee	\$17.00	\$ <input type="text"/> Select full amount
Nikolas Rothe + Cap & Gown Fee	\$38.00	\$ <input type="text"/> Select full amount
+ MS Activity Fee	\$16.00	\$ <input type="text"/> Select full amount

* You are allowed to enter partial payments but you are not allowed to enter more than the due amount.
* Items past their due date are displayed in red.

Convenience Fee: \$1.00

Total: \$1.00 [Continue...](#)

[Register your credit cards and banking information](#)
[Modify your credit cards and banking information](#)
[View your online payment history](#)

Image 9: Food Service Family Account

Users who see a Family Account shown in this area should jump to the [Family Account Deposits](#) section of this document.

- **Individual Account Setup** - When individual Food Service accounts exist, the name of each household member will be displayed, and each person will have his/her own **Payment** field, as shown:

Family

- Messages >
- Family Members >
- Calendar >
- Payments
- Food Service >
- To Do List >
- User Account
- Account Management >
- Contact Preferences >
- Access Log >

Test External Links
GRAND ISLAND PUBLIC SCHOOLS
001 Senior High

Payments

Accepted Payment Methods: VISA, MasterCard, American Express, DISCOVER, echeck

About Online Payments | About Convenience Fees

* Minimum payment amount is \$5.00

Food Service [View details](#)

	Balance	*Estimate	Payment
Angela Rothe	\$154.55	N/A	\$ <input type="text"/> Select estimated amount
Cazandra Rothe	\$200.00	N/A	\$ <input type="text"/> Select estimated amount
Nikolas Rothe	\$131.27	N/A	\$ <input type="text"/> Select estimated amount

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

Fees

Description	Due	*Payment
Angela Rothe + OLP Fee 3	\$40.00	\$ <input type="text"/> Select full amount
Cazandra Rothe + OLP Fee 3	\$8.00	\$ <input type="text"/> Select full amount
Nikolas Rothe - Sr. Spring Trip - Europe Tour	\$93.64	\$ <input type="text"/> Select full amount

* You are allowed to enter partial payments but you are not allowed to enter more than the due amount.
* Items past their due date are displayed in red.

Convenience Fee: \$2.00

Total: \$2.00 [Continue...](#)

[Register your credit cards and banking information](#)
[Modify your credit cards and banking information](#)
[View your online payment history](#)

Image 10: Individual Food Service Accounts

Users who see the names of household members with food service accounts should jump to the

KNOWLEDGE BASE - MAKING AN ONLINE PAYMENT

[Individual Account Deposits](#) section of this document.

View Details Link

To view the details of the households food service activity, select the **View Details** link. A separate window will appear to display the account activity details, including deposits and meal item purchases.

✓ This information is also available through the [Food Service](#) tool of the Portal Index.

This screen will differ depending on the type of Food Service account setup for the household (i.e., family or individual).

Viewing Family Account Details

When a family account is setup, clicking the **View Details** link will generate the account details as shown:

Accepted Payment Methods VISA MasterCard DISCOVER echeck [About Online Payments](#) [About Convenience Fees](#)

* Minimum payment amount is \$5.00

Food Service
Family Account [View details](#) Balance \$98.22 *Estimate \$1.00 Payment \$ Select estimated amount

Food Service

Account Name	Account #	Balance as of 01/26/2011
Family Account	4115	\$233.14

Transaction Detail

Show transactions for **Family Account** ☐ Month ☐ Date Range **January (2011)**

Date	Patron	Item	Comment	Debit	Credit
04/06/2010	Coco Y	Deposit	Online Checking		\$4.00
04/06/2010	Coco Y	Deposit	Online Saving		\$5.00
04/06/2010	Coco Y	Hamburger		\$1.50	
04/06/2010	Coco Y	Hamburger		-\$1.50	
04/07/2010	Coco Y	Bkfst Meal (Sec)	Cafeteria Serve	\$1.10	
04/08/2010	Coco Y	Deposit	Voided Transaction		\$50.00
04/08/2010	Coco Y	Deposit	Voided Transaction		-\$50.00
04/08/2010	Coco Y	Bkfst Meal (Sec)	Cafeteria Serve	\$1.10	
04/08/2010	Coco Y	Biscuit	Cafeteria Serve	\$0.35	
04/08/2010	Coco Y	Bkfst Meal (Sec)	Cafeteria Serve	-\$1.10	
04/08/2010	Coco Y	Biscuit	Cafeteria Serve	-\$0.35	
04/22/2010	Coco Y	Pop Tart	Add Bkfst Item	\$0.75	
04/22/2010	Coco Y	Deposit	Credit Card #3490190580		\$50.00
04/28/2010	System A	Funds Transfer	Voided Transaction		-\$50.00
04/28/2010	System A	Void Funds Transfer	Voided Transaction		\$50.00
04/28/2010	System A	Funds Transfer	Cash		\$50.00
04/28/2010	Coco Y	Snack	Class Serve	\$0.35	
04/29/2010	Coco Y	Deposit	Cash		\$33.34
Total Debits/Credits				\$5.20	\$238.34
Ending Balance as of 04/30/2010					\$233.14

Image 11: Family Account Detail





The **Show Transactions for** field allows Portal users to view the full "Family Account" details, or only view transactions attributed to a specific patron.

KNOWLEDGE BASE - MAKING AN ONLINE PAYMENT

- Deposits made to a family account are equally available to all patrons of that account. However, Portal users should be aware that this screen will show deposit transactions as a credit to one patron (not each).

Viewing Individual Account Details

When individual accounts are setup, clicking the **View Details** link will generate the account details as shown:

Accepted Payment Methods     [About Online Payments](#) [About Convenience Fees](#)

* Minimum payment amount is \$5.00

Food Service [View details](#)

	Balance	*Estimate	Payment
Coco Young	\$243.14	\$1.00	\$ <input type="text"/> Select estimated amount
Lilly Young	\$127.78	\$1.00	\$ <input type="text"/> Select estimated amount

Food Service

Account Name	Account #	Balance as of 01/26/2011
Young, Coco	4113	\$233.14
Young, Lilly	4114	\$117.78

Transaction Detail

Show transactions for ☒ Month ☐ Date Range [Go](#) [Print](#)

Date	Patron	Item	Comment	Debit	Credit
04/06/2010	Coco Y	Deposit	Online Checking		\$4.00
04/06/2010	Coco Y	Deposit	Online Saving		\$5.00
04/06/2010	Coco Y	Hamburger		\$1.50	
04/06/2010	Coco Y	Hamburger		-\$1.50	
04/07/2010	Coco Y	Brkfst Meal (Sec)	Cafeteria Serve	\$1.10	
04/08/2010	Coco Y	Deposit	Voided Transaction		\$50.00
04/08/2010	Coco Y	Deposit	Voided Transaction		-\$50.00
04/08/2010	Coco Y	Brkfst Meal (Sec)	Cafeteria Serve	\$1.10	
04/08/2010	Coco Y	Biscuit	Cafeteria Serve	\$0.35	
04/08/2010	Coco Y	Brkfst Meal (Sec)	Cafeteria Serve	-\$1.10	
04/08/2010	Coco Y	Biscuit	Cafeteria Serve	-\$0.35	
04/22/2010	Coco Y	Pop Tart	Add Brkfst Item	\$0.75	
04/22/2010	Coco Y	Pop Tart	Add Brkfst Item	\$0.75	
04/22/2010	Coco Y	Deposit	Credit Card #3490190580		\$50.00
04/28/2010	System A	Funds Transfer	Voided Transaction		-\$50.00
04/28/2010	System A	Funds Transfer	Voided Transaction		\$50.00
04/28/2010	System A	Funds Transfer	Cash		\$50.00
04/28/2010	Coco Y	Snack	Class Serve	\$0.35	
04/29/2010	Coco Y	Deposit	Cash		\$33.34
Total Debits/Credits				\$5.20	\$238.34
Ending Balance as of 04/30/2010					\$233.14

Image 12: Individual Account Detail

KNOWLEDGE BASE - MAKING AN ONLINE PAYMENT

Analyzing Account Details

The page Food Service (Portal Users) does not exist.

Printing Account Details

To generate a PDF of Food Service account activity, select the **Print** button.

Food Service Account Statement for Coco Young

09-10 • WILLMAR

611 5TH STREET SW, WILLMAR MN 56201-3297

Generated on 05/06/2010 02:59:13 PM

Transaction Summary for Coco Young

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

Transaction Detail for Coco Young

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)			\$5.96
04/06/2010 13:04 Voided Transaction							
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 #6876 (Amount: \$10.00)			\$5.00
9. 04/06/2010 15:54	04/06/2010 16:54	Young, Coco	Ala Carte	Hamburger	1	\$4.40	
04/06/2010 16:54 Voided Transaction							
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	\$6.00
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)			\$60.00
04/08/2010 00:00 Voided Transaction							
15. 04/08/2010 14:22	04/08/2010 14:29	Young, Coco	Breakfast Meal Ala Carte	Brfst Meal (Sec) Biscuit	1 1	\$4.40 \$0.36	
04/08/2010 14:22 Voided Transaction							
16. 04/22/2010 10:20	04/27/2010 13:38	Young, Coco	Ala Carte	Pop Tart	1	\$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)				\$60.00
04/28/2010 10:50 Voided Transaction							
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	Ala 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)			\$30.00
04/30/2010 00:00 Voided Transaction							
Total Debits/Credits							\$5.20 \$238.34






Account Deposits

- ✓ Before a user can successfully make an online payment, his/her [{*}Payment Information{*}](#) must first be registered with the payment vendor. This can be done by selecting the [*Register your credit cards and banking information*](#) link.

Once a form of payment has been registered, choose the amount of the deposit by:

- Entering the deposit amount in the **Payment** field, *OR*
- Clicking the **Select Estimated Amount** button to quickly auto-fill the Payment field.

The **Estimate** total suggests a deposit amount based on a patron's transaction history. After a student has built a history of transactions, an estimated is calculated and displayed in the **Estimate** area. This is a feature designed for convenience.

Accepted Payment Methods





[About Online Payments](#)
[About Convenience Fees](#)

* Minimum payment amount is \$5.00

Food Service	View details	Balance	*Estimate	Payment	
Anjela Rothe		\$50.00	\$10.00	10.00	Select estimated amount
Cazandra Rothe		\$10.00	N/A	\$ 10.00	Select estimated amount
Nikolas Rothe		\$122.00	N/A	\$	Select estimated amount

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

Fees	Description	Due	*Payment	
Cazandra Rothe	+ HS Activity Fee	\$32.23	\$	Select full amount
Nikolas Rothe	+ Cap & Gown Fee	\$15.00	\$	Select full amount
	+ Graduation Fee	\$20.00	\$	Select full amount

* You are allowed to enter partial payments but you are not allowed to enter more than the due amount.
 * Items past their due date are displayed in red.

Convenience Fee: \$2.00

[Register your credit cards and banking information](#)
[Modify your credit cards and banking information](#)
[View your online payment history](#)

Total: \$22.00
[Continue...](#)

If a **Convenience Fee** applies, it will be shown and included in the **Total**. Click **Continue** to proceed to the Payment Method screen:

KNOWLEDGE BASE - MAKING AN ONLINE PAYMENT

Accepted Payment Methods VISA MasterCard DISCOVER echeck

Total: \$22.00

Select the payment method

☒ XXXXXXXXXXXX0026 VISA

[Register your credit cards and banking information](#)
[Modify your credit cards and banking information](#)

Select the appropriate payment method (previously registered). Click **Continue** to proceed to the deposit Confirmation page:

Accepted Payment Methods VISA MasterCard DISCOVER echeck

Confirmation

Please confirm your payment choices and payment type.

Food Service	Account	Payment
Anjela Rothe	16910	\$10.00
Cazandra Rothe	16909	\$10.00
Convenience Fee		\$2.00
Total:		\$22.00

Payment method XXXXXXXXXXXX0026 VISA

The receipt will be emailed to: testing@gmail.com
[Change the email address for the receipt](#)

Review the payment information. If the district has emailing of payment receipts enabled, the user will be notified on this screen of the email address the receipt will be sent to. To modify this email address, select the **Change the email address for the receipt** hyperlink. An editor will appear, allowing users to insert a new email address.

KNOWLEDGE BASE - MAKING AN ONLINE PAYMENT

Accepted Payment Methods VISA MasterCard DISCOVER echeck [About Online Payments](#) [About Convenience Fees](#)

Confirmation

Please confirm your payment choices and payment type.

Food Service

Anjela Rothe
Cazandra Rothe

Convenience Fee \$2.00

The receipt will be emailed to: testing@gmail.com

[Change the email address for the receipt](#)

Payment method XXXXXXXXXXXX0026 VISA

Email address for receipt

Enter the email address for the receipt:

Email address: testing@gmail.com

[Okay](#) [Cancel](#)

[Cancel](#) [Make Payment](#)

Enter the correct email address within the **Email address** field and select **Okay** when finished. The confirmation screen will now display the correct email address and the payment receipt will be sent accordingly.

Accepted Payment Methods VISA MasterCard DISCOVER echeck [About Online Payments](#) [About Convenience Fees](#)

Confirmation

Please confirm your payment choices and payment type.

Food Service	Account	Payment
Anjela Rothe	16910	\$10.00
Cazandra Rothe	16909	\$10.00

Convenience Fee \$2.00

Total: \$22.00

Payment method XXXXXXXXXXXX0026 VISA





The receipt will be emailed to: testing@gmail.com

[Change the email address for the receipt](#)

[Cancel](#) [Make Payment](#)

Review the payment information again to ensure accuracy. To exit without making the transaction, click **Cancel**. Otherwise, click **Make Payments** to process the food service deposit. When the transaction has been processed, the Payment Receipt screen will display:

KNOWLEDGE BASE - MAKING AN ONLINE PAYMENT

Accepted Payment Methods    

[About Online Payments ▶](#) [About Convenience Fees ▶](#)

Payment Receipt

Your payment is complete. Please print this receipt for your records

The attempt to email this receipt to testing@gmail.com failed

Fri Jul 2 11:42:56 GMT-0500 2010

Transaction Reference: 16026989

Payment method: XXXXXXXXXXXX0026 VISA

Food Service	Account	Payment
Anjela Rothe	16910	\$10.00
Cazandra Rothe	16909	\$10.00

Convenience Fee \$2.00

Total: \$22.00

Thank you - Have a good day!

[Back To Payments](#) [Print/View](#)

To print a copy of the receipt, click **Print/View** in the lower right-hand side of the screen. To return to the main Payments screen, click **Back To Payments**.