Dear Parents and Guardians,

We are pleased to provide an online payment option for your child's food service account through your Infinite Campus parent portal. Please follow the instructions provided below to access the module.

Please Note the Following:

- o *A Convenience Fee of 4% will be charged to your method of payment for online payment transactions*. If you prefer not to set up an online payment and incur a convenience fee charge, you may still submit cash or a check (made payable to **Fairfield Public Schools Lunch**) with your child to bring into their school, which can be deposited at the register/point of sale.
- o *A parent/guardian can only set up payment (credit/debit card or checking) and view account information under his or her own Infinite Campus parent portal (user name and password).*
- o *We recommend you use Google Chrome or Firefox as your browser on your computer (not available on the phone app.)*

_____

Setting up Your Online Payment:

To get to the Payments module, log in to your Infinite Campus portal account. Once your portal page is on the screen, select the **"Payments"** tab from the menu as shown below as number "1". Your child's name will appear in the section labeled "2". To add a payment, enter the dollar amount in the box to the left of the "3" corresponding to the child's account you wish to credit. Then click on the **"Continue"** button label "4".

On the next **Payment Method** screen, you will need to add a payment method. The district accepts MasterCard, Visa and echecks. Discover and American Express are not accepted. Click on the **"Add"** button to create a new payment method.

Click on the button for the type of account you wish to set up – **Checking, Savings, or Credit/Debit Card** and complete the information that matches to your checking/billing account.

For checking accounts, be sure to include the routing number from your check. Usually the 9 digits in front of your account number.

For credit or debit cards, follow the instructions below this screen shot:

*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.

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

Once you click Save (on the above screen), the screen below will appear to confirm your payment method. If your payment information is correct click "**Save**", if not click **"Back"** and make the necessary corrections.

Once you have made any corrections or your payment information was correct and you clicked "**Save**", the following screen will appear that says **Payment Method Added Successfully.** Click "**Back to Payments".**
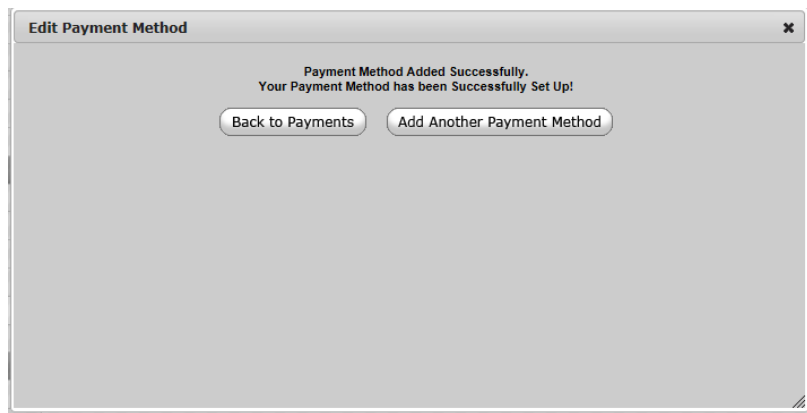
This **Payment Method** screen will reappear and will show your payment method. Next, click on "**Continue**" to get to the final payment process screen.
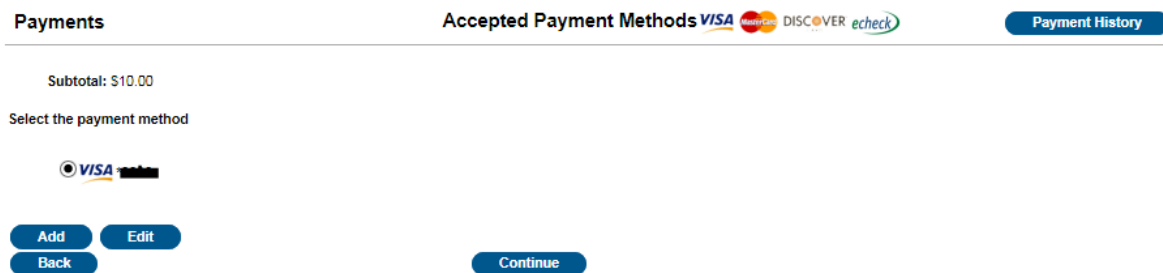
Once you have clicked **Continue** (above screen), the final **Payments** screen below will appear. Review the information carefully. If a receipt of this payment is desired, enter an email address in the "**Receipt Email Address**" field. **Please Note:** A Convenience Fee of 4% will be charged and added to your payment total. Click the "**Make Payment**" button marked by * to process the payment. Your payment has been set up for your child's school lunch account.
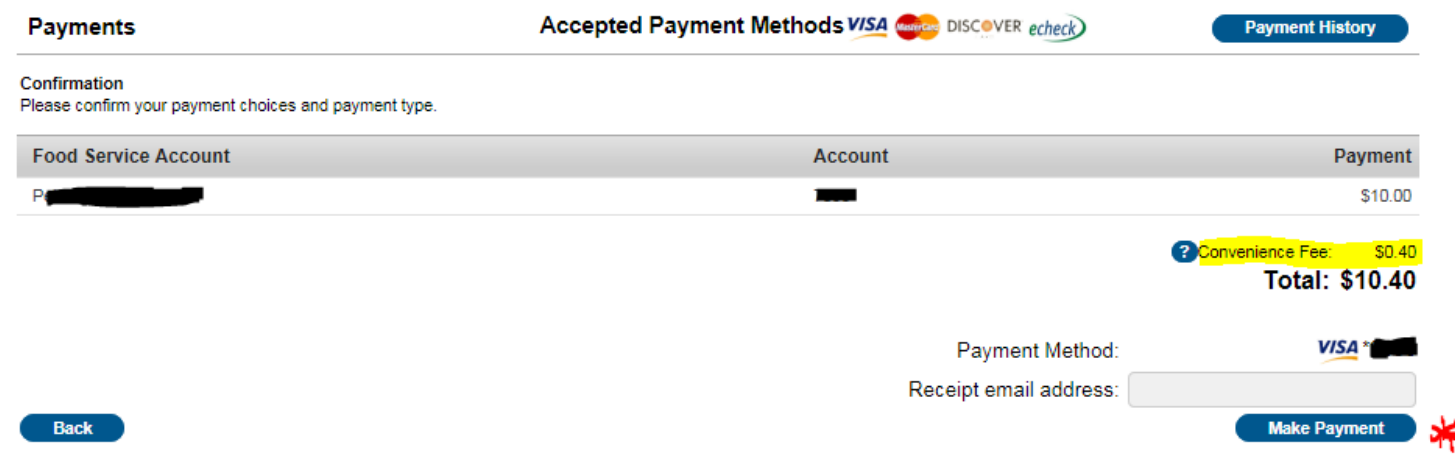
PLEASE NOTE: The district sends emails and/or texts **Low Balance Notices** when your child's school lunch account balance reaches below $10.00. If you do not want to receive this notice frequently, please ensure you add sufficient funds to your child's school lunch account. Please ensure that you replenish your child's account when you see this **Low Balance Notice** to avoid lunch service issues and additional notifications.

To View Account Information

To view your child's balance or purchases on their account, select the **"Food Service"** tab from the menu. You can use Transaction Detail to view the purchases made by selecting the current month or a date range, then selecting the appropriate student and clicking **"Go".** (**NOTE:** No purchase information will be available until the day after the school day your child makes the purchase.)

To obtain a report of your child's purchases, select **"Print"** as shown on the above screen and a PDF will be generated. A sample is below.

TO EDIT OR CANCEL A PAYMENT METHOD:

In the Food Service Account section, enter a dollar amount in the **Payment** box (see below $5.00) after the child's name, then click "**Continue**".

The following screen will appear. Click on the "**Edit**" button to make the changes you would like to make.

On the **Edit Payment Method** screen, choose the "**Edit**" option if you would like to edit your payment method, or click on "**Cancel**" to remove your payment method. If you choose cancel, a screen will come up with your current payment information. It will also ask you to click **Cancel** if you want to remove that information.

If you have selected the **Edit** option in the screen above, the following screen will appear. Update with the information you would like to change, then click **"Save".** Confirm that the information you entered is correct, and click **"Save"** again.

After you edited or cancelled your payment information and have clicked **Save** (above), you will see the screen below that states **Payment Method Updated Successfully,** click **"Back to Payments"**. Your payment method has been updated (edited) or deleted (if cancelled).

Once you are back in the **Payment Method** screen below, you will see a message for a cancelled payment method (no saved Payment Method) or an edited/new payment method. You can click on the **"Back"** button to get back to the main payment screen. Your edit or cancellation information is complete.

Thank you for taking the time to review these instructions to set-up, review or edit your online payment for your child's school meal account.