

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:

- **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.
- **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).**
- **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”**.

Payments Accepted Payment Methods [Payment History](#)

Minimum payment amount is \$5.00
There is a nominal fee (4%) for using the online payment options.

Food Service Account	Balance	*Estimate	Payment
P [redacted] 2	\$6.05	<input type="button" value="\$1.00"/>	<input type="text" value="\$10.00"/> 3
P [redacted]	\$0.00	<input type="button" value="N/A"/>	<input type="text" value="\$"/>

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

Subtotal: **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.

Payments Accepted Payment Methods [Payment History](#)

Subtotal: \$10.00

Select the payment method

There are no saved Payment Methods. Click Add to create a 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.

The screenshot shows a dialog box titled "Add Payment Method" with a close button (X) in the top right corner. At the top, there are "Add" and "Edit" buttons. The "Billing Information" section includes fields for Name (Robert Parent), Address (4321 109th Ave NE), City (Any Town), and State / Zip (MN / 55449). The "Account Type" section has three radio buttons: "Checking" (which is selected and highlighted with a red box), "Savings", and "Credit/Debit Card". Below this, there are fields for Routing Number (075900575) and Account Number (123456789). At the bottom, there are "Back to Payments" and "Save" buttons.

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

The screenshot shows the same "Add Payment Method" dialog box, but with the "Credit/Debit Card" radio button selected and highlighted with a red box. The "Billing Information" section is identical to the previous screenshot. The "Account Type" section now has "Credit/Debit Card" selected. Below this, there are fields for Card Number (4012000033330026), Expiration Date (05 / 15), and Name Of Cardholder (Robert E Parent). At the bottom, there are "Back to Payments" and "Save" buttons.

Registering a Credit Card Payment Method

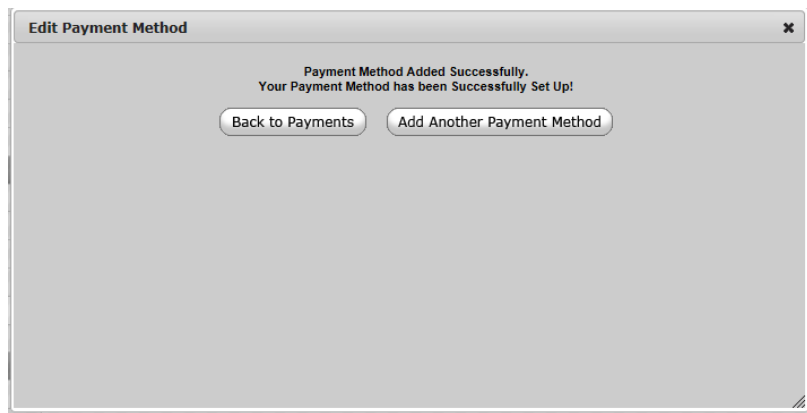
Enter all required Billing information as well as the **Card Number**, **Expiration Date** and **Name of Cardholder**. If the **Card Number** is incorrect, the field will highlight in red and a red exclamation point will appear. Selecting the red exclamation point will generate a separate window describing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

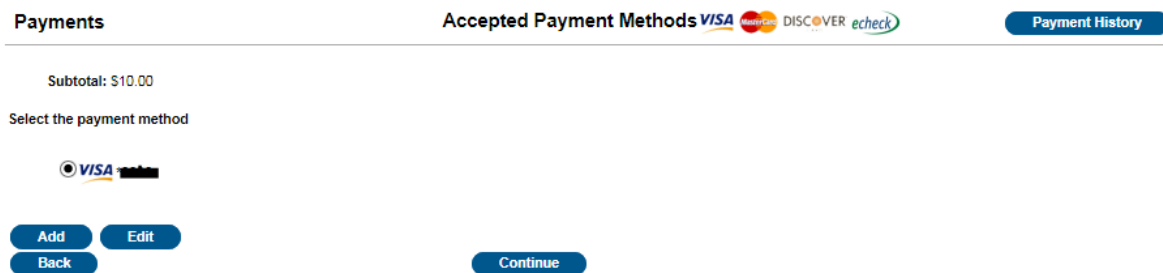
Once you click Save (on the above screen), the screen below will appear to confirm your payment method. If your payment information is correct click **"Save"**, if not click **"Back"** and make the necessary corrections.

The screenshot shows a dialog box titled "Add Payment Method" with a close button (X) in the top right corner. The text "Please Confirm the Following Information" is at the top. Below it, there are labels for Name, Address, City, State / Zip, Account Type, Card Number, Expiration Date, and Name Of Cardholder. The corresponding information is displayed in a list format, with some fields redacted with black boxes. At the bottom, there are "Back" and "Save" buttons.

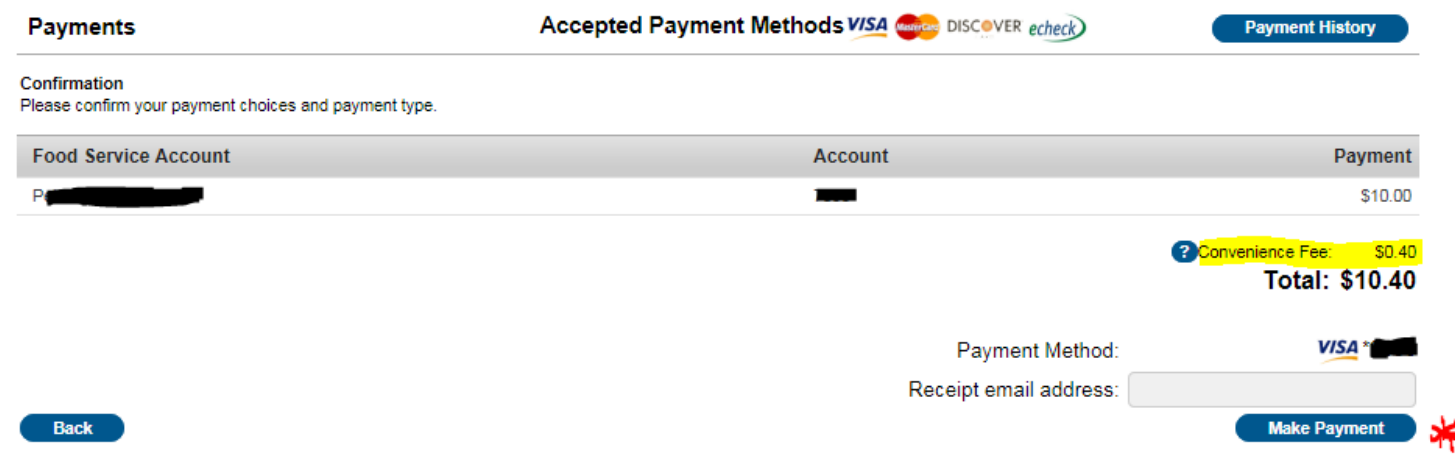
Once you have made any corrections or your payment information was correct and you clicked “Save”, the following screen will appear that says **Payment Method Added Successfully**. Click “Back to Payments”.



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.)

Food Service

Account Name	Account #	Balance as of 01/27/2011
Konner, Emily N	15726	\$-0.70
Konner, Jared L	3356	\$5.85
Konner, Jessica	15725	\$18.90
Konner, Makory S	2706	\$20.00

Transactions are based on the student and date range selected. "Go" refreshes the displayed data.

Transaction Detail

Show transactions for: **Konner, Emily** Month Date Range **January (2011)** **Go** **Print**

Date	Patron	Item	Comment	Debit	Credit
01/01/2011		Starting Balance			\$4.00
01/18/2011	Emily K	Fruit, Fresh Whole		\$0.50	
		2 X Rc Krispy		\$1.00	
		3 X Peanut Butter cup		\$1.20	
		2 X Lg Cookie		\$0.00	
		Yogrt		\$0.00	
Total Debits/Credits				\$4.70	\$4.00
Ending Balance as of 01/27/2011					\$-0.70

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.

Food Service Account Statement for Stephanie Aarons

15-16 Fillmore High School Generated on 05/14/2016 10:57:11 AM
610 James Burgess Rd, Suwanee, MN 45660

Transaction Summary for Stephanie Aarons





Balance as of 05/08/2016	Debit	Credit	Transfer	Deposit	Balance as of 06/08/2016
\$18.25	\$21.25	\$0.00	\$20.00	\$0.00	\$17.00

Transaction Detail for Stephanie Aarons

Transaction Time	Patron Name	Category	Item	#	Debit	Credit	Run Balance
1. 05/10/2016 09:05	Aarons, Stephanie	Ala Carte	Yogurt	1	\$0.75		
		Ala Carte	VT Wtr	1	\$4.00		
							\$13.50
2. 05/10/2016 09:49	Aarons, Stephanie	Transfer from Account#4855 (Aarons, Lisa)				\$20.00	
							\$33.50
3. 05/11/2016 12:00	Aarons, Stephanie	Ala Carte	GoGurt	1	\$1.00		
		Ala Carte	GoGurt	1	\$1.00		
							\$31.50
4. 05/11/2016 12:00	Aarons, Stephanie	Lunch Meal	Lunch 7-12	1	\$1.75		
							\$29.75
5. 05/12/2016 12:00	Aarons, Stephanie	Lunch Meal	Lunch 7-12	1	\$2.50		
		Ala Carte	X-Milk	1	\$0.25		
							\$27.00
6. 05/13/2016 12:00	Aarons, Stephanie	Breakfast Meal	Breakfast 7-12	1	\$2.00		
							\$25.00
7. 05/13/2016 12:00	Aarons, Stephanie	Lunch Meal	Lunch 7-12	1	\$2.50		
		Ala Carte	X-Milk	1	\$0.25		
		Ala Carte	Nachos	1	\$5.25		
							\$17.00
Total Debits/Credits					\$21.25	\$20.00	

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**”.

Payments Accepted Payment Methods     [Payment History](#)





Minimum payment amount is \$5.00
There is a nominal fee (4%) for using the online payment options.

Food Service Account	Balance	*Estimate	Payment
P [REDACTED]	\$6.05	<input type="button" value="\$1.00"/>	<input type="text" value="\$ 5.00"/>
P [REDACTED]	\$0.00	<input type="button" value="N/A"/>	<input type="text" value="\$"/>

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


Subtotal:

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

Payments Accepted Payment Methods     [Payment History](#)

Subtotal: \$5.00

Select the payment method

 [REDACTED]

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.

Edit Payment Method

Credit Card [Edit](#) [Cancel](#)
Account: XXXXXXXXXXXX [REDACTED]
Card Type: Visa
ExpirationDate: 07 / 2020

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.

Edit Payment Method

Billing Information

Name: (required) John Doe

Address: (required) 123 First Street

City: (required) Fairfield

State / Zip: (required) CT / 06824

Account Type

Checking Savings Credit/Debit Card

Card Number: 0000000000000000

Expiration Date: (mm yy) 05 / 21

Name Of Cardholder: John Doe

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).

Edit Payment Method

Payment Method Updated Successfully.

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.

Payments **Accepted Payment Methods** VISA MasterCard DISCOVER echeck **Payment History**

Subtotal: \$5.00

Select the payment method

There are no saved Payment Methods. Click Add to create a Payment Method.

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.