Dear Parents and Guardians,

We are pleased to announce online payments for your child(ren)'s food service accounts are now processed through the Infinite Campus parent portal. Please follow the instructions provided below to access the module.

Please Note the Following:

- o *A Convenience Fee of $3.50 will be charged to your method of payment for <u>each</u> transaction*. If you prefer not to set up an online account and incur a convenience fee charge, you may still submit cash or a check (made payable to **Fairfield School Lunch**) with your child(ren) to bring in to 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 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.)*

To get to the **Payments** module, login to your Infinite Campus portal page and select **"Payments"** from the menu as shown below. Your child's name will appear where indicated in green.

ONE TIME PAYMENT METHOD:

To add a **One-Time Payment,** enter the dollar amount in the box to the left of the red "1" corresponding to the child's account you wish to credit.
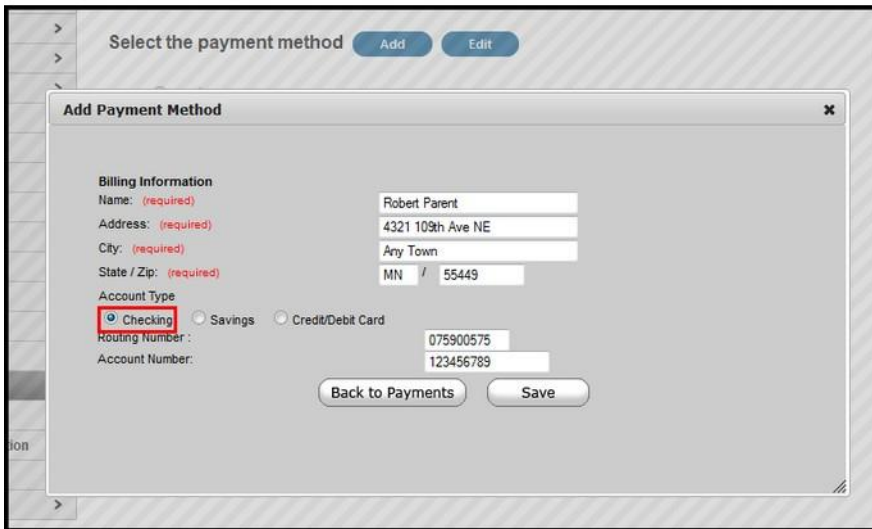

On the next screen, you will need to add a new payment method. The district accepts MasterCard, Visa and echecks. Discover and American Express are <u>not</u> accepted. Click on **"Add"** to create a new payment method.
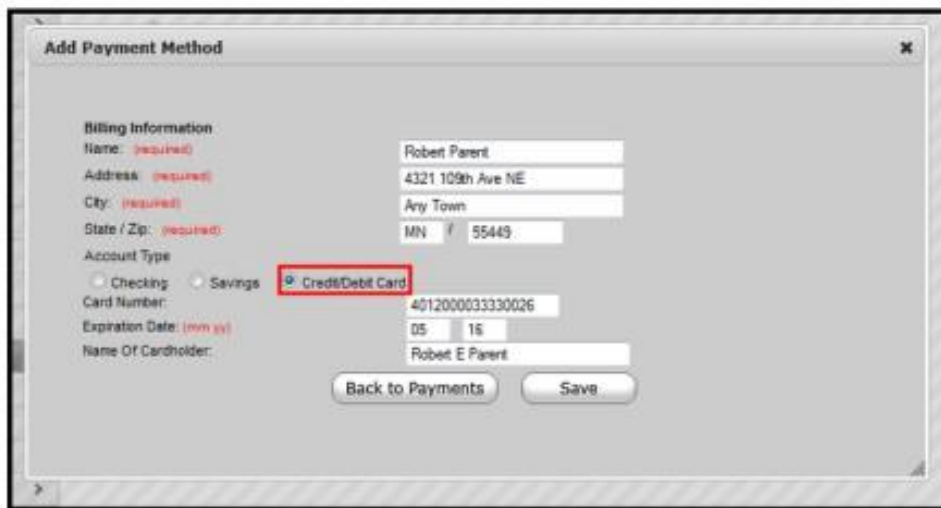
Click on the button for the type of account you wish to set up – Checking, Savings, or Credit/Debit card and complete the information that matches to your checking/billing account.

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

For Credit or Debit Cards:

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.

A screen will appear that says **Payment Method Added Successfully.** Click "**Back to Payments".**

This Payments screen will appear next, click on "**Continue**".

Once you have clicked Continue, the following Payments screen will appear.

Make Payment

Review the payment information. If a receipt of this payment is desired, enter an email address in the **Receipt Email Address** field. Click the "**Make Payment**" button to process the payment. Your one-time payment has been set up for your school lunch account.
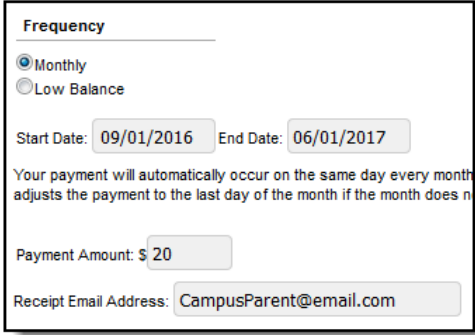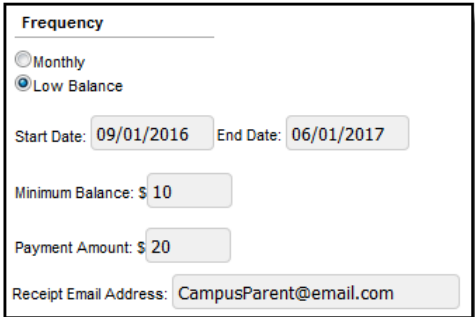
Next: See Recurring Payment Method

RECURRING PAYMENT METHOD:

To add a **Recurring Payment** click the "**Add**" button next to each child's account to the left of the red "2".

The Recurring Payments screen appears. You will need to set up a Frequency. Review the frequency information below.
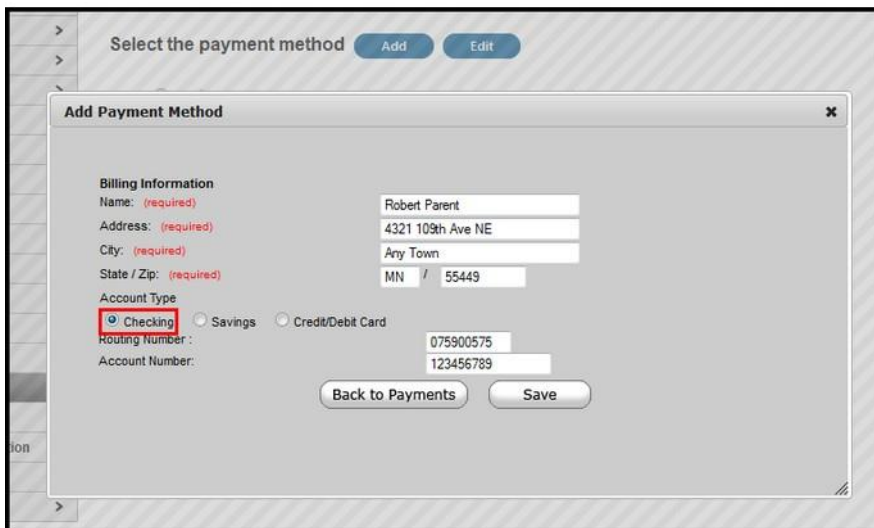
Review the below information in order to select one of the two **Frequency** options:

2. Select one of the following **Frequency** options.

Option	Description	Example
Monthly	This option adds money to the account on a monthly basis. Your payment will automatically occur on the same day every month beginning on the **Start Date** you select. If the recurring payment is on the 31st, Campus adjusts the payment to the last day of the month if the month does not have 31 days. When you select this option, you must also complete the following fields: • Start Date • End Date • Payment Amount • Receipt Email Address	**Frequency** ◉ Monthly ○ Low Balance Start Date: 09/01/2016 End Date: 06/01/2017 Your payment will automatically occur on the same day every month adjusts the payment to the last day of the month if the month does n Payment Amount: $ 20 Receipt Email Address: CampusParent@email.com
Low Balance	This option automatically adds money to the account when the account reaches the **Minimum Balance**. When you select this option, you must also complete the following fields: • Start Date • End Date • Minimum Balance • Payment Amount • Receipt Email Address	**Frequency** ○ Monthly ◉ Low Balance Start Date: 09/01/2016 End Date: 06/01/2017 Minimum Balance: $ 10 Payment Amount: $ 20 Receipt Email Address: CampusParent@email.com

NOTE: When you set up your frequency, you will need to select a future start date (for recurring payment). It will not allow you to set up payment as of today's date. If you need to set up payment effective today, you will need to make a One-Time Payment. See One Time Payment Method above.

Once you have selected your Frequency, you can set up your payment under **Select a Payment Method.** Click on the **"Add"** button. The screen below will appear. 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 digits in front of your account number.

Select the payment method   Add   Edit

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

For Credit or Debit Cards:

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.

You will get a screen to review your information, if correct, click "**Save"** again. The screen below will appear that says **Payment Method Added Successfully.** Click "**Back to Payments".**

Once you have entered your recurring information and your payment method, Click "**Save"** at the bottom of the screen.

Once you have clicked Save, the Payments screen will appear. You will see your recurring payment information.

At this point, your recurring payment has been set up. You will receive an email notifying you of your recurring payment preference set-up. However, if you need funds in your child's account today, you will need to set up a one-time payment so that the funds will be available in your child's account today. The recurring payment options does not allow you to set up payment for the current day. See above **One Time Payment Method.**

NOTE: The district sends out **Low Balance Notices** when your child's school lunch account balance reaches below $10.00. If you set up a Low Balance Recurring Payment at or below $10.00, you will receive that notice (once your child's account reaches below $10.00). You can set your Low Balance Recurring Payment greater than $10.00 to reduce the amount of notices you receive. Once your child's account reaches the threshold amount you set (for the Low Balance Frequency), the Recurring Payment will post **Next Day.**

To View Account Information

To view what balances your child(ren) have in their individual accounts, 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(ren) make 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.

Food Service Account Statement for Stephanie Aarons
15-16
Fillmore High School
610 James Burgess Rd, Suwanee MN 45666

Generated on 05/14/2016 10:57:11 AM

Transaction Summary for Stephanie Aarons

Balance as of 05/06/2016	Debit	Credit	Transfer	Deposit	Balance as of 06/06/2016
$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 09:08	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:

To edit or cancel a payment for a Recurring Payment, click **"Edit"** next to your child's name in the Recurring Payment section.

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

Minimum payment amount is $5.00
Paying fees through the Campus Portal is a convenient way to make food service and fee payments.

Recurring Payments		Preference	Start Date	End Date	Payment
Carter, Maurice Food Service	Edit	Monthly	02/24/2017	06/15/2017	$20.00 ✕

For the Food Service Account section, enter a dollar amount in the Payment box after the child's name, then click "**Continue**".

Food Service Account	Balance	*Estimate	Payment
▬▬▬▬▬	$6.05	$1.00	$ 5.00
▬▬▬▬	$0.00	N/A	$

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

? Convenience Fee: $ 3.50

Total: $ 8.50

Continue

In the Recurring Payments or Payments screens, click the **"Edit"** button below Select a Payment Method.

Recurring Payments

Accepted Payment Methods VISA MasterCard DISCOVER echeck

Minimum payment amount is $5.00
Extended Care - Carter, Maurice - $128.00
Paying fees through the Campus Portal is a convenient way to make food service and fee payments.

Frequency

◉Monthly

Start Date: 02/24/2017   End Date: 04/28/2017

Your payment will automatically occur on the same day every month beginning on the Start Date you select. If the recurring payment is on the 31st, Campus adjusts the payment to the last day of the month if the month does not have 31 days.

❓ Payment Amount: $ 42.66

Receipt Email Address:
Enter an email address to receive confirmation of your recurring payments.

Select the payment method

◉ VISA *0026

[Add]   [Edit]
[Back]   [Save]   [Delete]

The Edit Payment Method screen will appear. To edit payment method click **"Edit"** above the account information. Click **"Cancel"** to delete the payment method.

Edit Payment Method

Credit Card   Edit Cancel
Account: XXXXXXXXXXXX
Card Type: MasterCard
ExpirationDate: 05 / 2021

[Back to Payments]

Once you are in the Edit screen, update with the information you would like to change. Click **"Save"**. Confirm that the info you entered is correct, and click **"Save"** again. If you are canceling the payment method, you will have to click the **"Cancel"** button.

Edit Payment Method

Billing Information
Name: (required) — John Doe
Address: (required) — 123 Fisrt Street
City: (required) — Fairfield
State / Zip: (required) — CT / 06824

Account Type
◯ Checking   ◯ Savings   ⦿ Credit/Debit Card
Card Number: — XXXXXXXXXXX0000
Expiration Date: (mm yy) — 05   21
Name Of Cardholder: — John Doe

Back   Save

After you completed editing or canceling, click **"Back to Payments"**. Your payment method will be updated (edited) or deleted (if cancelled).

Edit Payment Method

Payment Method Updated Successfully.

Back to Payments   Edit Accounts

TO DELETE A RECURRING PAYMENT:

To delete a Recurring Payment, you can click on the **"X"** next to the dollar amount under Payment, then click **"OK"**.

Recurring Payments		Preference	Start Date	End Date	Payment
Food Service	Edit	Low Balance $10.00	04/01/2018	04/02/2018	$10.00 ✕
Food Service	Add				