

Dear Parents and Guardians,

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

Please Note the Following:

A Convenience Fee of \$3.50 will be charged to your method of payment for each 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) to your child(ren) to bring in to school, which can be deposited at the register/point of sale.

A parent/guardian can only set up payments (credit/debit card or checking) and view account information under his or her own Infinite Campus Portal account (user name and password).

To get to the Payment module, login to your Infinite Campus portal page and select "Payments" as shown below. Your name and 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.

The screenshot shows the 'Payments' interface. On the left is a sidebar menu with 'Payments' highlighted. The main content area shows 'Accepted Payment Methods' (VISA, DISCOVER, echeck) and a 'Payment History' button. Below this is a table for 'Recurring Payments' with columns for Preference, Start Date, End Date, and Payment. There are two rows for 'Food Service' with 'Child' and 'Parent' preferences, each with an 'Add' button. A red circle with the number '2' is next to the 'Add' button for the 'Child' preference. Below the recurring payments is a 'Food Service Account' table with columns for Balance, *Estimate, and Payment. There are two rows for 'Child' and 'Parent' with balances of \$40.25 and \$0.00 respectively. A red circle with the number '1' is next to the 'Payment' input field for the 'Child' row. Below the table is a note: '* The estimated payment is for one month and is based on the past food service purchases.' At the bottom right, there is a 'Convenience Fee' of \$3.50 and a 'Total' of \$0.00. A red circle with the number '3' is next to the 'Continue' button. A red arrow points to the 'Payments' menu item in the sidebar.

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

The screenshot shows the 'Add Payment Method' screen. At the top, it says 'Accepted Payment Methods' (VISA, MasterCard, echeck) and 'Payment History'. Below this is a 'Total: \$82.00' label. A red box highlights the 'Select the payment method' section with 'Add' and 'Edit' buttons. Below this are two radio button options: 'echeck *6789 - Checking' and 'VISA *0026'. At the bottom are 'Back' and 'Continue' buttons.

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.

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 form is divided into "Billing Information" and "Account Type" sections. Under "Billing Information", there are fields for Name, Address, City, and State / Zip, all marked as required. Under "Account Type", there are three radio buttons: "Checking" (which is selected and highlighted with a red box), "Savings", and "Credit/Debit Card". Below the radio buttons are fields for "Routing Number" and "Account Number". At the bottom, there are "Back to Payments" and "Save" buttons.

For Credit or Debit Cards:

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" fields are the same as in the previous screenshot. The "Account Type" section now includes fields for "Card Number", "Expiration Date" (with "mm" and "yy" sub-labels), and "Name Of Cardholder". 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.

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

The screenshot shows a dialog box titled "Edit Payment Method" with a close button (X) in the top right corner. The main content area contains a success message: "Payment Method Added Successfully. Your Payment Method has been Successfully Set Up!". Below the message are two buttons: "Back to Payments" and "Add Another Payment Method".

This Payments screen will appear next, click on “Continue”.

The screenshot shows a 'Payments' screen with the following elements:

- Header: **Payments**
- Accepted Payment Methods: VISA, MasterCard, American Express, echeck
- Payment History button (top right)
- Total: \$102.00
- Select the payment method section with 'Add' and 'Edit' buttons
- Selected payment method: echeck *6789 - Checking
- Available payment method: VISA *0026
- Back and Continue buttons at the bottom

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

The screenshot shows a 'Payments Confirmation' screen with the following elements:

- Header: **Payments**
- Section: **Confirmation**
- Text: Please confirm your payment choices and payment type.
- Table with columns: Student, Calendar, Fee, Payment
- Summary: Convenience Fee: \$2.00, Total: \$102.00
- Payment Method: echeck *6789 - Checking
- Receipt email address field (highlighted with a red box)
- Back and Make Payment buttons

Student	Calendar	Fee	Payment
Student, Adam M	12-13 Senior High	Athletics	\$100.00

Make Payment

Review the payment information. If a receipt of this payment is desired, enter the email address where the receipt should be sent 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 options

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

Option	Description	Example
Monthly	<p>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.</p> <p>When you select this option, you must also complete the following fields:</p> <ul style="list-style-type: none"> • Start Date • End Date • Payment Amount • Receipt Email Address 	<div style="border: 1px solid black; padding: 5px;"> <p>Frequency</p> <p><input checked="" type="radio"/> Monthly <input type="radio"/> Low Balance</p> <p>Start Date: <input type="text" value="09/01/2016"/> End Date: <input type="text" value="06/01/2017"/></p> <p>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 not have 31 days.</p> <p>Payment Amount: \$ <input type="text" value="20"/></p> <p>Receipt Email Address: <input type="text" value="CampusParent@email.com"/></p> </div>
Low Balance	<p>This option automatically adds money to the account when the account reaches the Minimum Balance.</p> <p>When you select this option, you must also complete the following fields:</p> <ul style="list-style-type: none"> • Start Date • End Date • Minimum Balance • Payment Amount • Receipt Email Address 	<div style="border: 1px solid black; padding: 5px;"> <p>Frequency</p> <p><input type="radio"/> Monthly <input checked="" type="radio"/> Low Balance</p> <p>Start Date: <input type="text" value="09/01/2016"/> End Date: <input type="text" value="06/01/2017"/></p> <p>Minimum Balance: \$ <input type="text" value="10"/></p> <p>Payment Amount: \$ <input type="text" value="20"/></p> <p>Receipt Email Address: <input type="text" value="CampusParent@email.com"/></p> </div>

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 entered your recurring information and your payment method, Click "Save".

Recurring Payments Accepted Payment Methods

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: End Date:

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: \$





Receipt Email Address:

Enter an email address to receive confirmation of your recurring payments.


Select the payment method

*0026

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

Payments Accepted Payment Methods   DISCOVER   [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 

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 today. See above **One Time Payment Method**.

To View Account Information

To view what balances your child(ren) have in their individual accounts select "Food Service" from the menu. You can use Transaction Detail to view the purchases made for the current month or a date range by selecting the appropriate student and clicking "Go". (No purchase information will be available until the day after after the school day your child(ren) have made purchases.)

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](#)

Food Service

Account Name	Account #	Current, individual balances for students in the household who have Food Service Accounts.	Balance as of 01/27/2011
Konner, Emily H	15726		\$-0.70
Konner, Jared L	3358		\$5.85
Konner, Jessica	15725		\$16.90
Konner, Mabry S	2706		\$20.00

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

Transaction Detail

Show transactions for: Month Date Range [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 Hispy		\$1.50	
		3 X Peanut Butter cup		\$1.20	
		2 X Lg Cookie		\$0.80	
		Yogt		\$0.60	

Purchased meal items

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 re generated. A sample is below.

Food Service Account Statement for Stephanie Aarons

15-16
 Fillmore High School
 610 James Burgess Rd, Suwanee, MN 55660

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

Transaction Summary for Stephanie Aarons

Balance as of 05/09/2016	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 09:08	Aarons, Stephanie	Ala Carte	Yogurt	1	\$0.75		
		Ala Carte	VT Wr	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	