

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.

To get to the fees 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.

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.

To add a **recurring payment** click the add button to the left of the red "2" and follow the prompts. Once you have filled in this information click the Continue button next to the red "3".

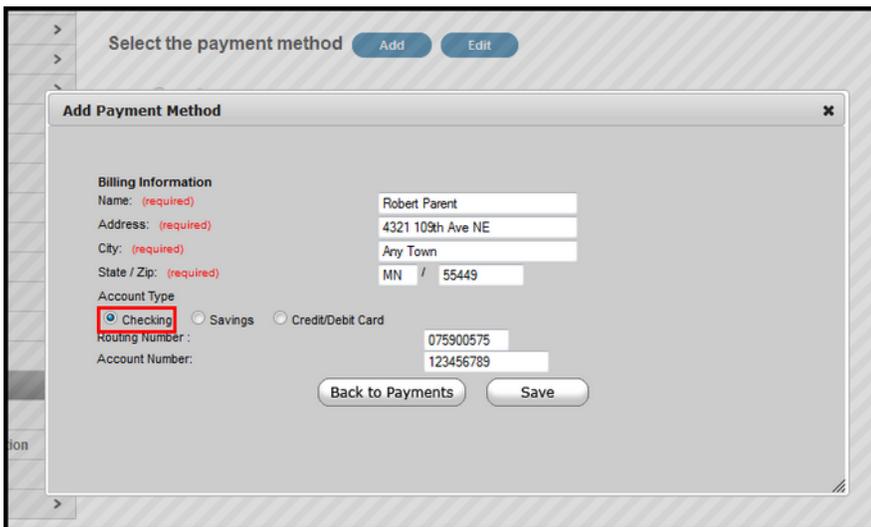
The screenshot displays the Infinite Campus Payments interface. On the left is a navigation sidebar for user 'Jessica' with options like Calendar, Schedule, Responsive Schedule, Attendance, Grades, Health, Transportation, Reports, Demographics, Family, Messages, Discussions, Household Information, Family Members, Payments, User Account, Account Settings, Contact Preferences, Access Log, Notification Settings, Campus Backpack, and Online Registration. The 'Payments' option is highlighted with a red arrow. The main area shows 'Accepted Payment Methods' (VISA, MasterCard, DISCOVER, echeck) and a 'Payment History' button. Below this, a 'Minimum payment amount is \$5.00' is noted. The 'Recurring Payments' section includes a table with columns for Preference, Start Date, End Date, and Payment. An 'Add' button is next to a red '2'. The 'Food Service Account' section shows a table with columns for Balance, *Estimate, and Payment. A red '1' is next to the 'Payment' column. A 'Convenience Fee' of \$3.50 is shown, and a 'Total' field with a red '3' and a 'Continue' button is at the bottom right.

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. It features 'Accepted Payment Methods' (VISA, MasterCard, echeck) and a 'Payment History' button. The total amount is \$82.00. A red box highlights the 'Select the payment method' section with 'Add' and 'Edit' buttons. Below this, there are radio buttons for 'echeck *6789 - Checking' (selected) 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.

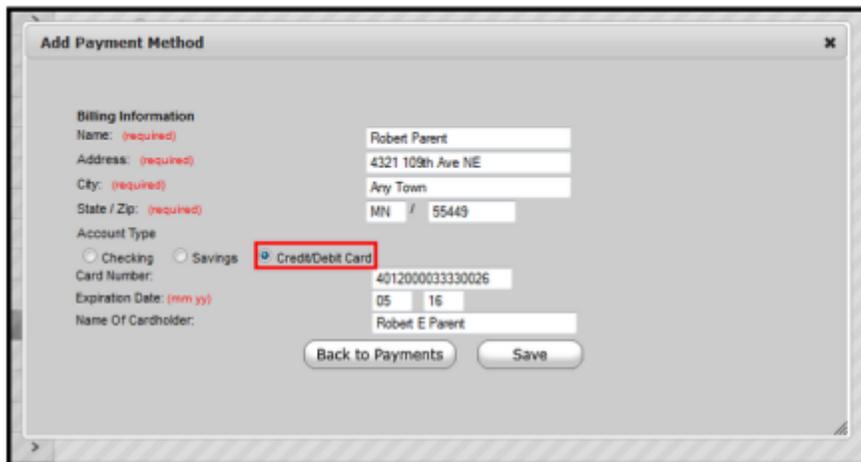


The screenshot shows a window titled "Add Payment Method" with a close button (X) in the top right corner. At the top, there are "Add" and "Edit" buttons. Below the title bar, the text "Select the payment method" is displayed. The form contains the following fields and options:

- 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

At the bottom of the form are two buttons: "Back to Payments" and "Save".

For Credit or Debit Cards:



The screenshot shows the same "Add Payment Method" dialog box, but with the "Credit/Debit Card" radio button selected. The form fields are:

- 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
- Card Number:** 401200033330026
- Expiration Date: (mm yy)** 05 / 16
- Name Of Cardholder:** Robert E Parent

At the bottom of the form are two buttons: "Back to Payments" and "Save".

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.

To view what balances your child(ren) have in their individual accounts select "Food Service" from the menu list. You can also 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 after the school year begins and your child(ren) have made purchases.)

Food Service

Account Name	Account #	Balance as of 01/27/2011
Kommer, Emily N	15725	\$-0.70
Kommer, Jared L	3356	\$5.85
Kommer, Jessica	15725	\$16.90
Kommer, Malory S	2706	\$20.00

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

Transaction Detail

Show transactions for: Kommer, Emily | Month: 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		\$1.60	
		3 X Peanut Butter cup		\$1.20	
		2 X Lg Cookie		\$0.80	
		Yogt		\$0.60	
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 report 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 55066
 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	