

Managing Payment Information

PATH: Portal > Payments

Online Payment functionality allows the ability to register, modify and delete payment methods. These tools enable a transaction to occur and provide users with the ability to manage their online accounts.

Payments

Accepted Payment Methods

Payment History

Minimum payment amount is \$5.00
 Online payments can be made for Fees and Food Service. Adding money to Food Service or paying Fees will be reflected immediately. Please remember to update credit/debit card expiration dates when new cards are received.
 If you need assistance, please contact the Business Office at 651.631.0000. Thank you.

Food Service Account	Balance	*Estimate	Payment
Demo, Kyne	\$3,332.20	\$1.00	\$ <input type="text"/>
Demo, Laine E	\$3,566.10	\$5.00	\$ <input type="text"/>
Demo, Zachary	\$3,083.35	\$6.00	\$ <input type="text"/>
Littlefield, Gale	\$2,240.25	N/A	\$ <input type="text"/>

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

Convenience Fee: \$

Total: \$

Continue

Registering / Modifying / Deleting Payment Information

Registering Payment Information

Before a user is able to make an online payment, a payment method needs to be established. Users have the option of paying by credit card, checking account or savings account. To begin registering a payment method, enter the amount you would like to put on a student's account and click the **Continue** button. On the next page, click the **Add** button next to **Select the Payment Method**.

Payments

Accepted Payment Methods

Payment History

Total: \$82.00

Select the payment method **Add** **Edit**

*6789 - Checking

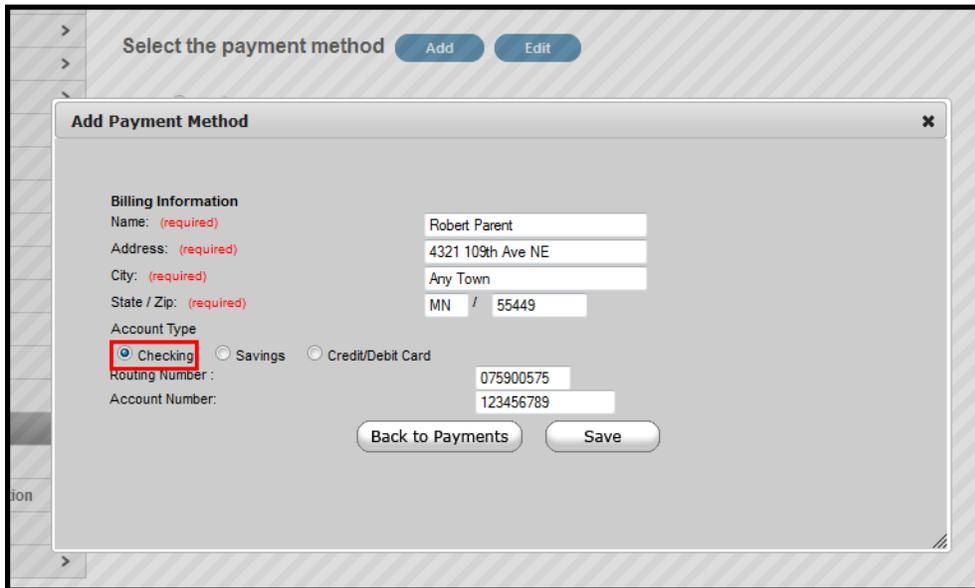
*0026

Back **Continue**

Registering a Payment Method

Registering Checking Information

Users have the ability to register and make payments via a checking account. To begin the registration process, select the **Checking** radio button.



The screenshot shows a web interface for adding a payment method. At the top, there is a header "Select the payment method" with "Add" and "Edit" buttons. Below this is a modal window titled "Add Payment Method". The form is divided into "Billing Information" and "Account Type" sections. The "Billing Information" section includes fields for Name, Address, City, and State / Zip, all marked as required. The "Account Type" section has three radio buttons: "Checking", "Savings", and "Credit/Debit Card". The "Checking" radio button is selected and highlighted with a red box. Below the radio buttons are fields for "Routing Number" and "Account Number". At the bottom of the modal are "Back to Payments" and "Save" buttons.

Field	Value
Name: (required)	Robert Parent
Address: (required)	4321 109th Ave NE
City: (required)	Any Town
State / Zip: (required)	MN / 55449
Account Type	<input checked="" type="radio"/> Checking <input type="radio"/> Savings <input type="radio"/> Credit/Debit Card
Routing Number:	075900575
Account Number:	123456789

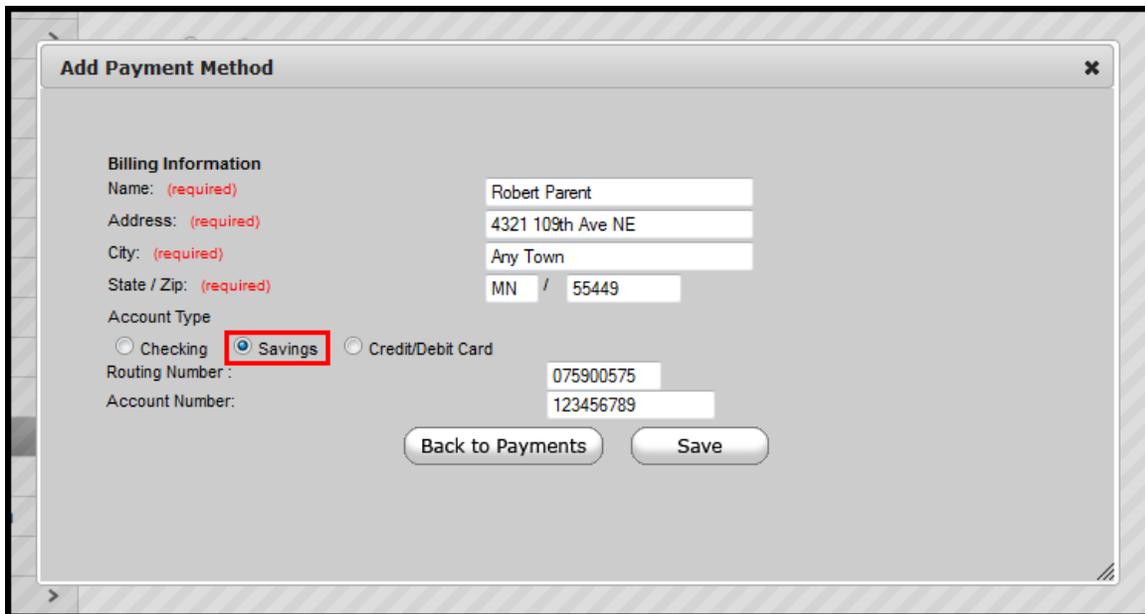
Registering a Checking Account Payment Method

Enter all required Billing Information as well as the checking account's **Routing Number** and **Account Number**. Once information has been entered, select the **Save** button. Users will be directed to a confirmation screen.

Carefully read and determine if all displayed information is correct. If so, select the **Save** button. The payment method is now saved within Infinite Campus and can now be used to make transactions. If information is incorrect, select the **Back** button. Users will be redirected back to the previous page, allowing for information to be adjusted.

Registering Savings Information

Users have the ability to register and make payments via a savings account. To begin the registration process, select the **Savings** radio button.



The screenshot shows the same "Add Payment Method" dialog box as above, but with the "Savings" radio button selected and highlighted with a red box. The "Billing Information" and "Routing Number" fields remain the same, but the "Account Number" field is empty. The "Save" button is still visible at the bottom.

Field	Value
Name: (required)	Robert Parent
Address: (required)	4321 109th Ave NE
City: (required)	Any Town
State / Zip: (required)	MN / 55449
Account Type	<input type="radio"/> Checking <input checked="" type="radio"/> Savings <input type="radio"/> Credit/Debit Card
Routing Number:	075900575
Account Number:	123456789

Registering a Savings Account Payment Method

Enter all required Billing Information as well as the saving account's **Routing Number** and **Account Number**. Once information has been entered, select the **Save** button. Users will be directed to a confirmation screen.

Carefully read and determine if all displayed information is correct. If so, select the **Save** button. The payment method is now saved within Infinite Campus and can now be used to make transactions. If information is incorrect, select the **Back** button. Users will be redirected back to the previous page, allowing for information to be adjusted.

Registering Credit Card Information

Users have the ability to register and make payments via a major credit/debit card. To begin the registration process, select the **Credit/Debit Card** radio button.

The screenshot shows a web form titled "Add Payment Method" with a close button (X) in the top right corner. The form is divided into two main sections: "Billing Information" and "Account Type".

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 (highlighted with a red box)

Card Information:

- Card Number: 4012000033330026
- 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 within Infinite Campus and may be used for transactions.

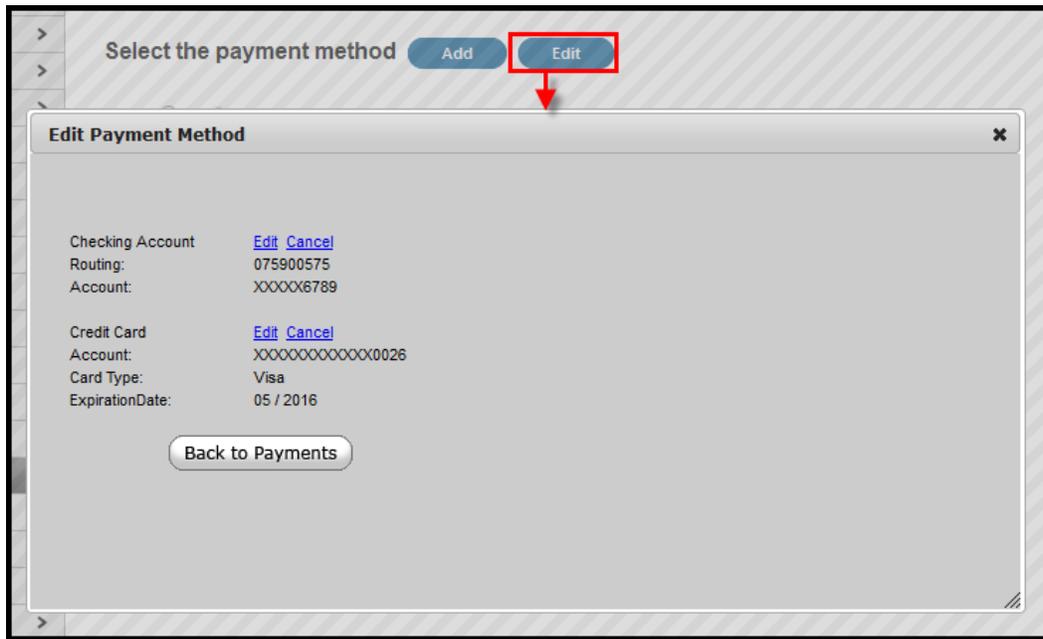
Modifying Payment Information

PATH: *Portal > Payments*

Users have the ability to modify registered payment methods by selecting the **Edit** button.

You should only use the Edit button to update information for the same payment method; in other words, the account number is not changing. For example, you can edit the payment method to update the billing address or expiration date for a credit card.

- * If the payment method is being completely replaced to use a completely different credit card or bank account, delete the existing payment method and add a new payment method.*



Modifying a Registered Payment Method

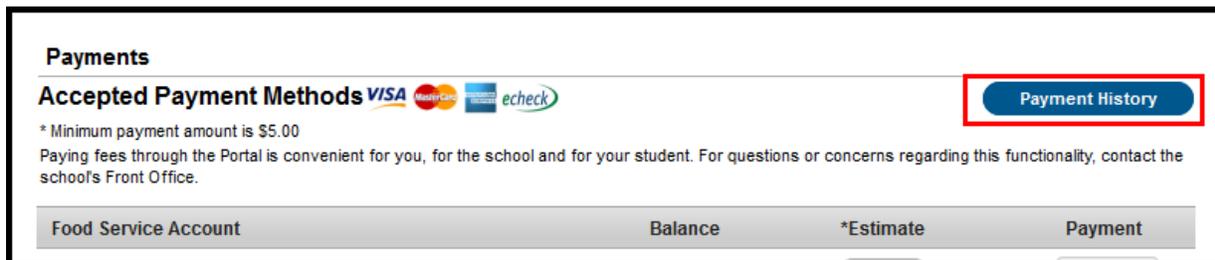
Once selected, users are directed to a new screen displaying all registered payment methods. To edit a payment method, select the corresponding **Edit** button. Make the required adjustments and click the **Save** button.

From this same location, entered payment information can be deleted. To delete a saved payment method, click the **Cancel** link. The confirmation screen displays. To continue with removal of this payment method, click the **Cancel** button. Then, click the **Edit Accounts** button to return to the list of stored payment options or click the **Back to Payments** button.

Viewing Online Payment History

PATH: *Portal > Payments*

Users can view detailed payment history information by selecting the **Payment History** button.



Viewing Online Payment History

The Transaction History screen displays, listing any online payment transactions completed between the entered date range.

Payments

Transaction History

Date Range -

Date	Payment Method	Reference #	Amount
2013-08-07 10:57:17.933	VISA *0026	16088206	\$52.00
Fee Payment			
Justin (Parking Fee SrH)			\$50.00
Convenience Fee			\$2.00
2013-08-07 09:49:07.91	VISA *0026	16088204	\$38.00
Fee Payment			
Justin (Book fine)			\$35.00
Convenience Fee			\$3.00

Payment History Detail

This can also be printed by choosing the Print button. Select the **Download PDF for Printing** button. The Online Transaction Report will appear in a separate window in PDF format.

Payments

Transaction History

Date Range -

Date	Payment Method	Reference #	Amount
2013-08-07 10:57:17.933	VISA *0026	16088206	\$52.00
Fee Payment			
Justin (Parking Fee SrH)			\$50.00
Convenience Fee			\$2.00
2013-08-07 09:49:07.91	VISA *0026	16088204	\$38.00
Fee Payment			
Justin (Book fine)			\$35.00
Convenience Fee			\$3.00

paymentHistory.fop - Mozilla Firefox

https://ie.infinitecampus.com/ie/portal/payments/paymentHistory.fop?x=calendar.Calendar-reportTitle&x=fi

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District		Payment History Report	
C:\2013\01\02\07\001\03\30:27 PM Page 1 of 1		06/07/2013 - 08/07/2013	
Date	Payment Method	Transaction Reference	Amount
2013-08-07 10:57:17	Visa *0026	16088206	\$52.00
Fee Payment			
Justin (Parking Fee SrH)			
Convenience Fee			
2013-08-07 09:49:07	Visa *0026	16088204	\$38.00
Fee Payment			
Justin (Book fine)			
Convenience Fee			

Online Transaction Report