Payment Methods

Last Modified on 02/09/2021 12:34 pm CST
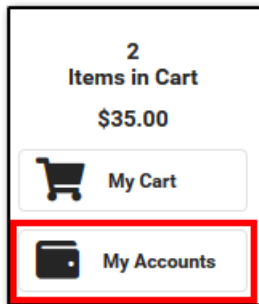
PATH: My Accounts > Payment Methods

> This functionality is only available to districts who have purchased Online Payments.

The Payment Methods tool is where you add and delete methods for making payments in Campus. Depending on the payment methods your district accepts, you can pay by credit card, checking account, or savings account.

Where do I go to add a Payment Method?

The Payment Methods tool is part of My Accounts. My Accounts appears on the screen when you are looking at My Fees (Employee Self Service) or My Food Service (Employee Self Service)

How do I add a Credit Card/Debit Card?

1. Click **Payment Methods**.
2. Click **New** at the bottom of the screen.

3. Select the **Credit Card/Debit Card** option. (This option only displays if your district also accepts payments from Checking and Savings accounts.)

4. Enter all required information.
5. Click **Save**.

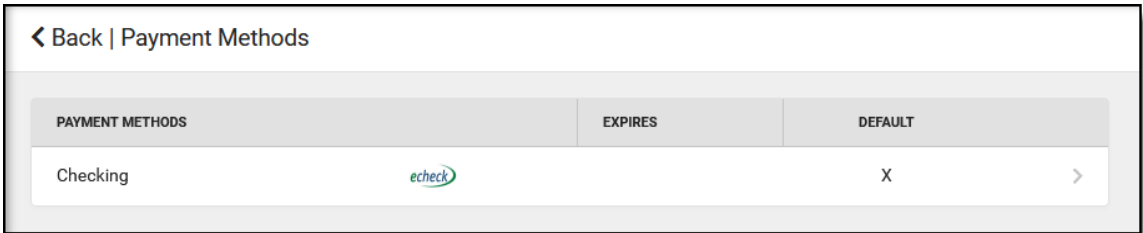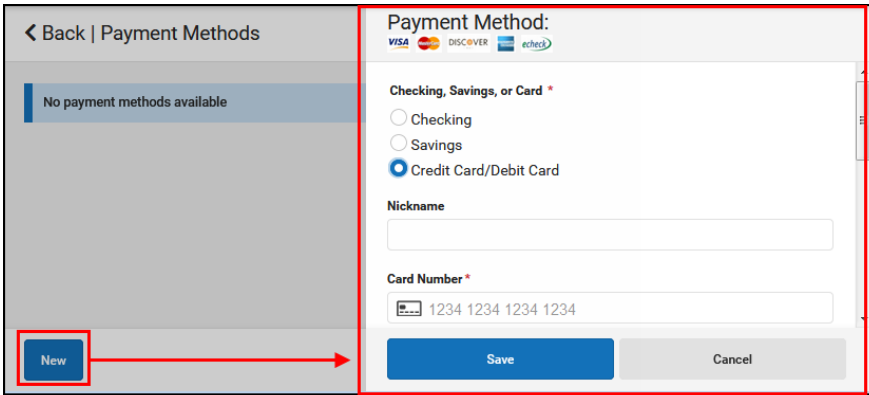> For more details, see the following Add a Payment Method section.

How do I add a Checking/Savings account?

1. Click **Payment Methods**.
2. Click **New** at the bottom of the screen.
3. Select the **Checking** option or the **Savings** option. (This option only displays if your district also accepts payments from Credit Cards/Debit Cards.)
4. Enter all required information.

5. Click **Save**.

> For more details, see the following Add a Payment Method section.

Add a Payment Method

Step	Action
1	Click **Payment Methods**. **Result** The Payment Method screen displays. If you previously added a payment method, it displays on this screen.
2	Click **New** at the bottom of screen. **Result** The Payment Method Panel displays.
3	Select one of the following options: **Checking** **Savings** **Credit Card/Debit Card** These options only display if your district also accepts payments for all payment types.
4	Enter all required information. Optional information includes the following: **Nickname** - This is an optional name that appears on the Payment Methods screen to help you identify the Payment Method. If you choose not to enter a Nickname, part of the account number displays instead. **Default Payment Method** - If you mark the **Use as default** checkbox, Campus makes this card your default Payment Method.

Step	Action

Payment Method

Accepted Payment Methods

VISA · DISCOVER · echeck

Checking, Savings, or Card *

○ Checking
○ Savings
● Credit Card/Debit Card

Nickname

[   ]

Card Number *

[0000 0000 0000 0000]   [   ]

Card Expiration *   **CVV** *

[00 00]   [123]

Name on Card *

[JOHN SMITH   ]

Contact Information *

Address

City

State

Zip

Default Payment Method

☑ Use as default

[**Save**]   [**Cancel**]

Step	Action
5	Click **Save** . **Result** The Payment Method appears in the table of Payment Methods. If you entered something in error, changes cannot be made. Instead, delete the card and re-enter everything as a new Payment Method.

‹ Back | Payment Methods

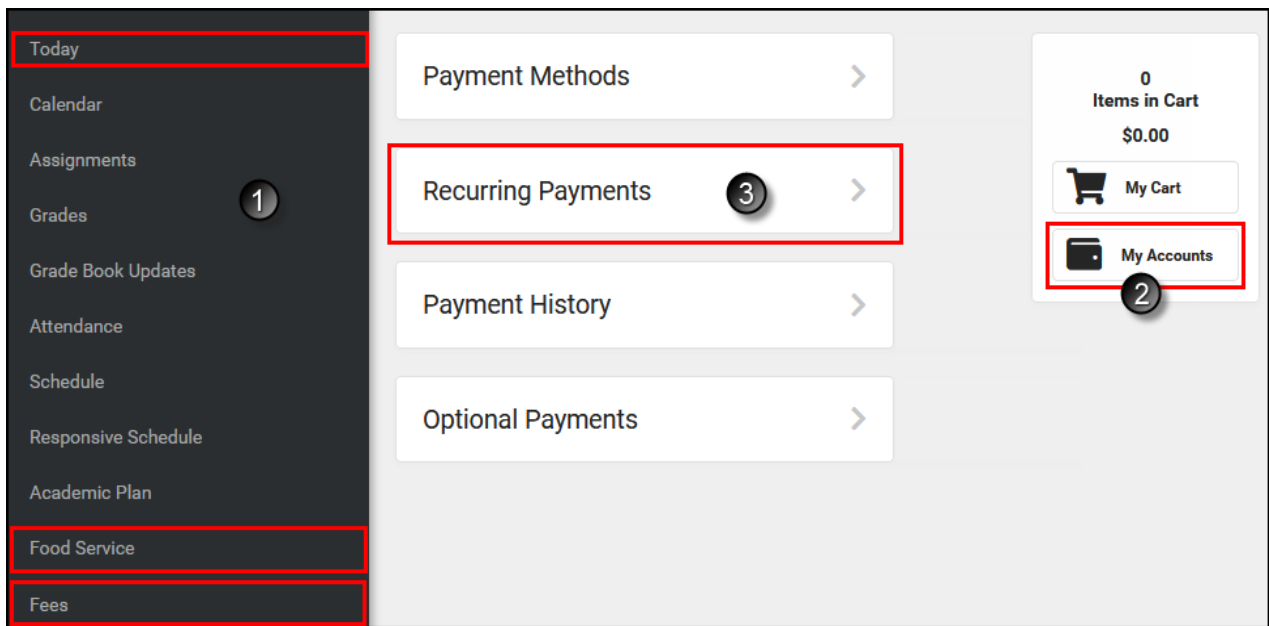| PAYMENT METHODS		EXPIRES	DEFAULT	
xxxx6789	echeck			›
Credit Card	VISA	06/21	X	›

Recurring Payments (Portal)

Last Modified on 08/13/2020 10:10 am CDT

PATH: *My Accounts > Recurring Payments*

Using recurring payments, you can pay installments for a fee, pay for recurring services from the district, or automatically add money to a Food Service account when it reaches a low balance. Districts have the option to enable or disable Recurring Payments. Check with your district if this option is not available.

Where do I go to set up Recurring Payments?

The Recurring Payments tool is part of My Accounts. My Accounts appears on the screen when you are looking at the Today, Food Service, or Fees tools.

How do I automatically add money to a Food Service account?

1. Select **Recurring Payments**.
2. Select **Food Service**.
3. Select a **Frequency Option**: *Weekly, Semi-Monthly (1st and 15th of Month), Monthly* or *Low Balance.*
4. Select the **Payment Method** you want to use and the **Email Address** for Campus to send the receipt.
5. Select **Save**.

> Need more information?
>
> See the following Automatically Add Money to a Food Service Account section for more details.

How do I set up Recurring Payments for Fees?

1. Select **Recurring Payments**.

2. Select the fee that you want to pay in installments.
3. Complete the required fields.
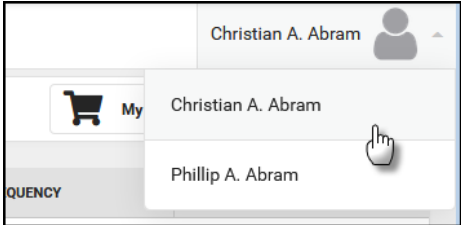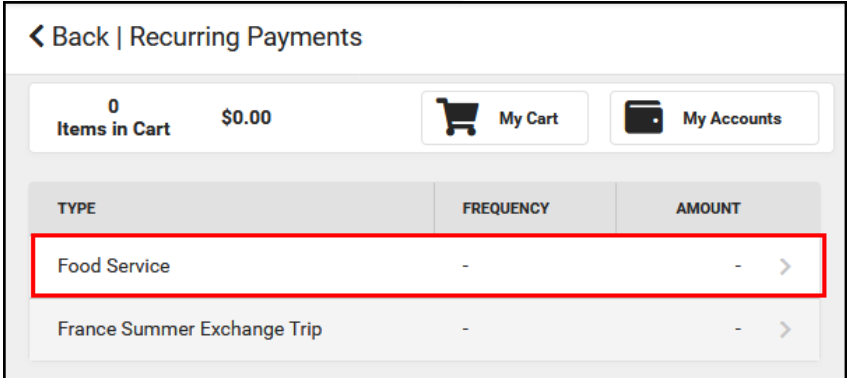4. Select **Save**.

Need more information?

See the following Set up Recurring Payments for Fees section for more details.

How do I edit my Recurring Payments?

1. Select **Recurring Payments**.
2. Select the fee or food service payment you want to edit.
3. Complete the required fields.
4. Select **Save**.

Automatically Add Money to a Food Service Account

Complete the following steps to automatically add money to your Food Service account on a monthly basis or when it reaches a low balance.
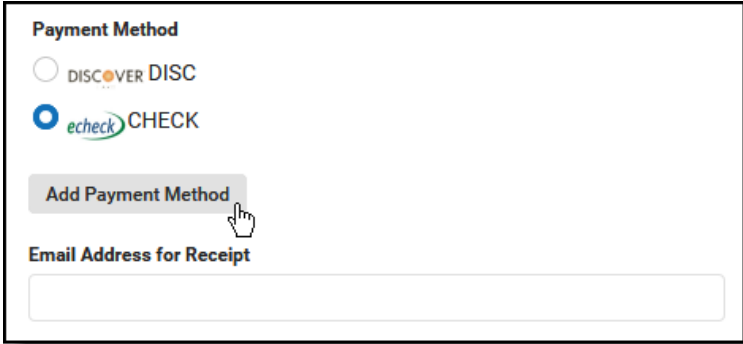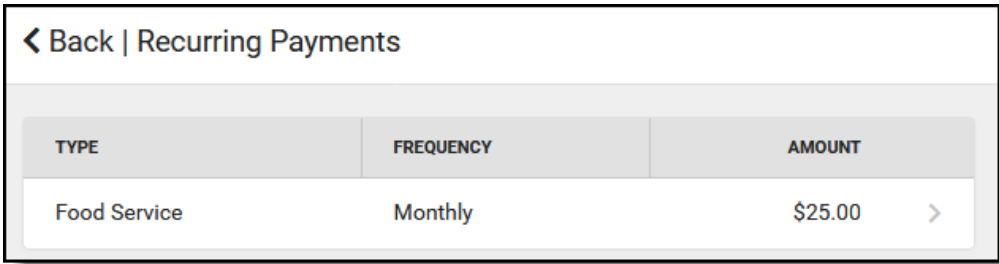
Step	Action
1	Select **Recurring Payments**. **Result** The Recurring Payments screen displays. If you are using Campus Parent and have access to multiple students, be sure to select the correct student in the student dropdown list displayed in the top right corner.

Step	Action
2	Select **Food Service**.

Result

The Food Service Panel displays.

| 3 | Select one of the following **Frequency** options. |

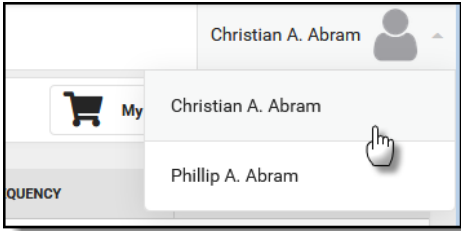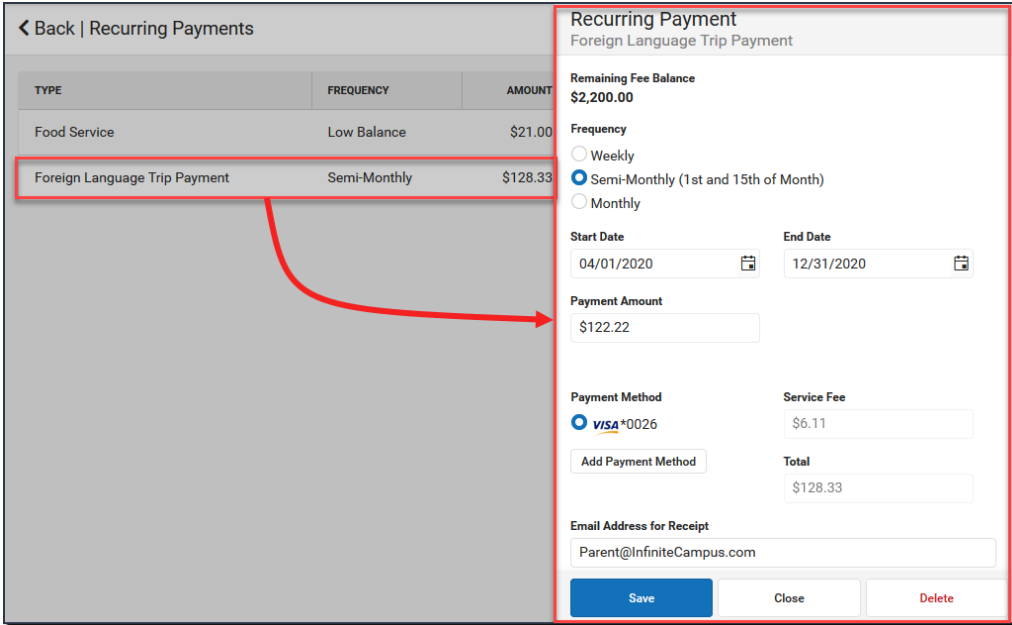| Option	Description
Weekly	This option adds money to the account every 7 days beginning on the Start Date you enter. When you select this option, you must also complete the following fields: • Start Date • End Date • Payment Amount
Semi-Monthly (1st and 15th of Month)	This option adds money to the account on the first and the 15th of the month. When you select this option, you must also complete the following fields: • Start Date • End Date • Payment Amount
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

Step	Action	Description
	Low Balance	This option automatically adds money to the account when the account reaches the **Low Balance Amount**.

When you select this option, you must also complete the following fields:

- Start Date
- End Date
- Low Balance Amount
- Payment Amount

4	Select the **Payment Method** you want to use and the **Email Address** for Campus to send the receipt.

Select the **Add Payment Method** button if the card or account you want to use is not set up. This option allows you to enter a new Payment Method then returns you to this screen.

Payment Method

○ DISCOVER DISC

● echeck CHECK

[Add Payment Method]

Email Address for Receipt

[   ]

| 5 | Select [Save] .

Result

The Recurring Payment displays on the Payments screen.

You can remove the recurring payment by selecting the payment and selecting **Delete**. You can only delete the recurring payment if you are logged in as the user who set up the payment. |
|---|---|

‹ Back | Recurring Payments

TYPE	FREQUENCY	AMOUNT	
Food Service	Monthly	$25.00	›

Set up Recurring Payments for Fees

Using recurring payments, you can pay installments for a fee or pay for recurring services from the district.

Before you can set up a Recurring Payment for an Optional Fee, you must first make a payment on the optional fee. After you make your first payment, Campus assigns the optional fee to the student and the fee

displays in the student's list of fees. After you make a payment and Campus assigns the fee to the student, you can use the Recurring Payments tool to schedule a recurring payment for that fee.

Step	Action
1	Select **Recurring Payments**. **Result** The Recurring Payments screen displays. If you are using Campus Parent and have access to multiple students, be sure to select the correct student in the student dropdown list displays in the top right corner.
2	Select the fee that you want to pay in installments. **Result** The Recurring Payments panel displays.
3	Select one of the following **Frequency** options.

Step	Action Option	Description
	Weekly	This option adds money to the account every 7 days beginning on the Start Date you enter. When you select this option, you must also complete the following fields: • Start Date • End Date • Payment Amount
	Semi-Monthly (1st and 15th of Month)	This option adds money to the account on the first and the 15th of the month. When you select this option, you must also complete the following fields: • Start Date • End Date • Payment Amount
	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
4		Complete the following fields: • **Start Date** • **End Date** - The Payment Amount field automatically updates based on the date you enter here to ensure the balance is paid in full. • **Payment Amount** - Campus calculates this amount by dividing the total amount due by the number of payments included in the Start and End dates. Campus does not allow you to overpay a fee. If the End Date or Payment Amount exceeds the Fee, Campus only charges your card or account until the Fee is paid in full. • **Payment Method** - The card or account you want to use each month. Select the **Add Payment Method** button if the card or account you want to use is not set up. This option allows you to enter a new Payment Method then returns you to this screen. • **Email Address for Receipt**
5		Select [Save] . **Result** The Recurring Payment displays on the Payments screen. You can remove the recurring payment by selecting the payment and selecting **Delete**. You can only delete the recurring payment if you are logged in as the user who set up the payment.

Step	Action

Back | Recurring Payments

TYPE	FREQUENCY	AMOUNT	
Food Service	Low Balance	$21.00	›
Foreign Language Trip Payment	Semi-Monthly	$128.33	›

See Also

- Add a Credit Card/Debit Card *(Payment Methods)*
- View your Payment History *(Payment History)*
- *Pay an Optional Fee* *(Optional Payments)*