



# Paying School Fee/ Lunch Deposits



## 1. Do you have an Infinite Campus Account?

- If NO, please fill out and return the Parent Agreement form to the School office or Diane Jass at the Central office. This form can be found at: [http://www.fdschools.org/documents/filelibrary/technology/infinitecampus/FDCSD\\_Infinite\\_Campus\\_Parent\\_Portal\\_C439D2FB1C49C.pdf](http://www.fdschools.org/documents/filelibrary/technology/infinitecampus/FDCSD_Infinite_Campus_Parent_Portal_C439D2FB1C49C.pdf)
- If YES, please log into your Infinite Campus account.

## 2. Go to *Payments Tab* on left side of screen.

## 3. Enter the payment amount and/or lunch deposit amount. Click continue to enter payment information

## 4. Select payment method

## 5. Click the *Continue* button to move to the next step (Add Payment Method).

## 6. 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. Clicking the red exclamation point will generate a separate window describing the error that has occurred. Use this information to correct the error.

## 7. 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.

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



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.

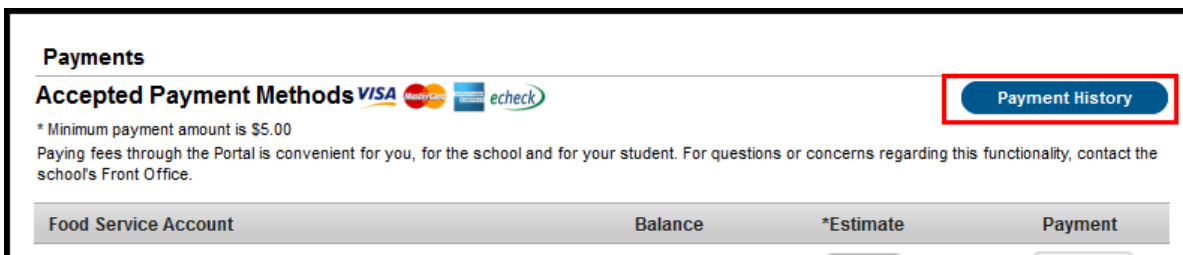
From this same location, entered payment information can be deleted.

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.

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



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

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.

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