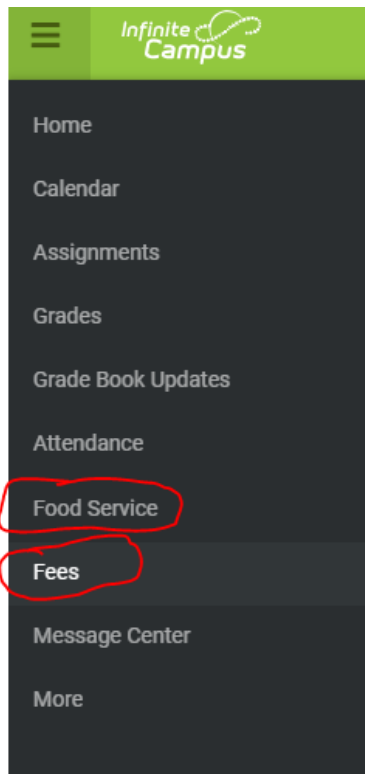
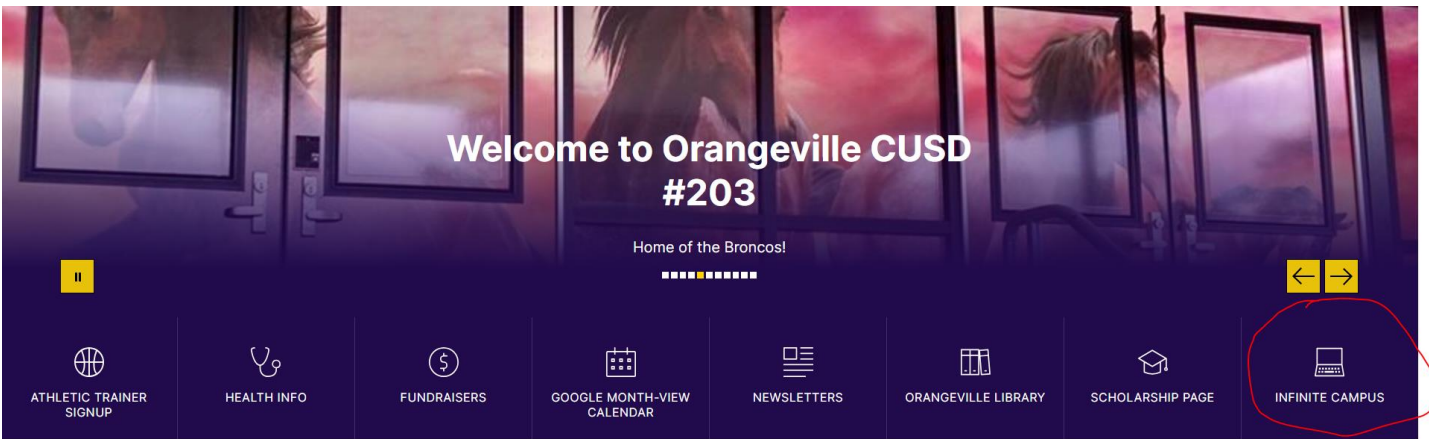




*Infinite Campus* has the option to pay online in the parent portal for fees and lunch. Following are instructions how to use this feature. PLEASE NOTE – If you decide to use the online pay option, there is a **service fee charged of 4.53%**. The district never requires you to pay online, as we will accept cash or checks in either school office. The service fee is a user convenience fee for utilizing the online pay system. Also please keep in mind this is new for us, so if you believe there was an error, let us know as soon as possible so we can try to troubleshoot the situation.

Each primary guardian should already have access to the Parent Portal. For more information, or to get to the login links, go to our website, [www.orangevillecusd.com](http://www.orangevillecusd.com) and click the Infinite Campus button to take you to the Infinite Campus information page.



Once logged in to your Parent Portal, two of the tools you can access (left side) are Food Service, and Fees.

The Food Service tool allows you to access the following food service information:

- Current account balances
- Transactions (food item purchases, account deposits of cash, check, and card)
- Account History (historical transaction records)
- Account Adjustments (debits and credits)

Food Service

ACCOUNT NAME	ACCOUNT #	BALANCE
Dave Echard	4219	\$0.00
Cassa Echard	6209	\$45.00

Pay

< Back

Cassa Echard

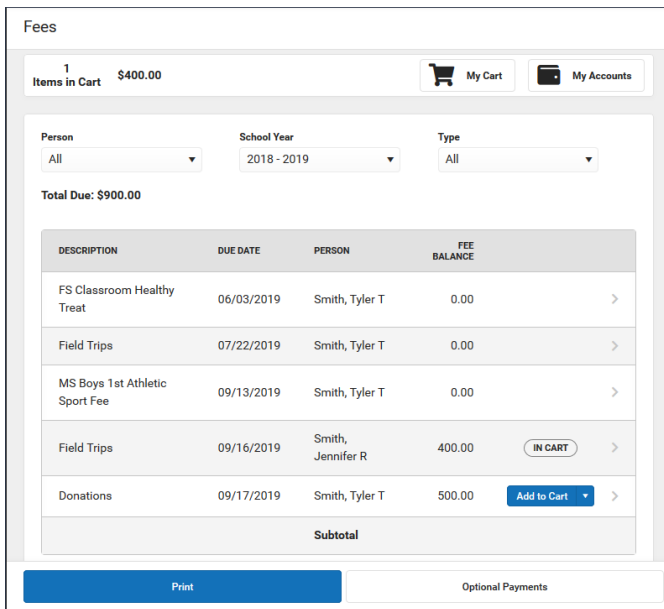
Time Frame: Last 7 days

Totals for selected time frame

Current Balance:	\$35.75	Starting Balance:	\$45.00
Money In:	\$0.00	Money out:	\$9.25

Date	Description	Amount
10/04/2018	Lunch 7-12	\$1.75
	Nachos	\$5.00
10/05/2018	Yogurt	\$0.75
10/05/2018	Lunch 7-12	\$1.75

Print



The Fees tool provides a list of all fees assigned to a person. Fees that are still owed, have been paid, or were made void appear in this list, followed by the ongoing balance for these fees. The School Years dropdown list [once we have more than one year in the system] will allow you to view fees according to the school year in which they were assigned.

From this screen, you can click the Pay button and it will take you to your Cart.

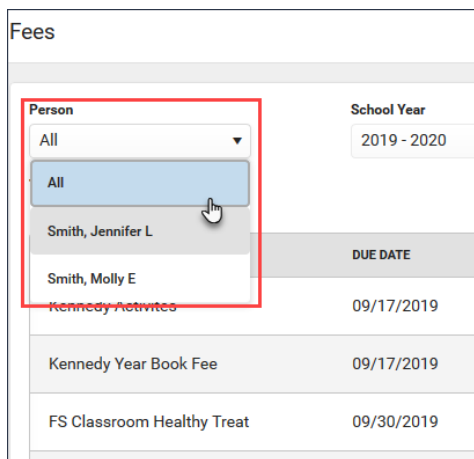
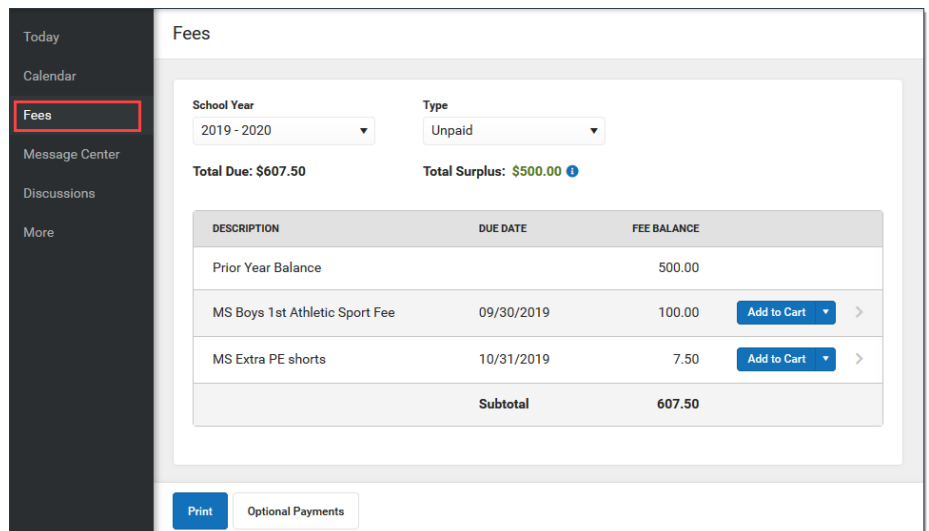
In My Cart, you pay fees and add money to your food service account. You can add items to My Cart from Food Service, Fees, or Optional Payments.

First, we will talk about how to add a Payment Method. The place to add a Payment Method is to go to My Accounts (if you look at the fees photo on the left, it is the top right button).

To add a Payment Method, click My Accounts, then Payment Methods, and New at the bottom. You can select Credit Card/Debit card and enter the required information and click Save. If you enter more than one Payment Method, you can add a Nickname to help you identify which Payment Method you are using. If you mark the Default Payment Method checkbox, Infinite Campus will make that your default Payment Method. Once you Save, these will appear in the table of Payment Methods.

Next, we will talk about paying Fees.

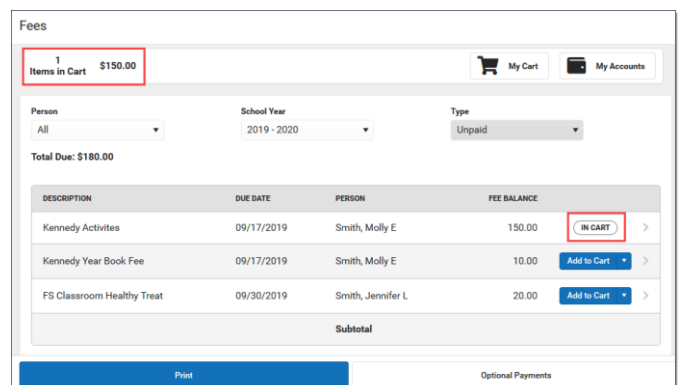
If you wish to pay fees, select Fees, and in the Type dropdown, choose Unpaid. This will show you what items are still due.



If you have more than one student, you can choose which student's fees to view in the dropdown, or if you choose All, it will show the entire household's fees. Next, select Add to Cart next to the fee you want to pay [just as if the fee were an item you were shopping for]. You can add more than one fee to your cart if you wish. You can also add Food Service payments or Optional Payments

before checking out. Infinite Campus will put the Fee in your cart and update the total items and cost at the top of the screen.

Currently, we do not have any Optional Payments, but if we would add these in the future [examples of an optional payment item would be a parking pass, or PE uniform], those will be added by clicking the Optional Payments button at the bottom of the Fees screen, and clicking Add to Cart next to the optional items you want to add – just like regular fees.



We are quickly going to hop over to Food Service, because you are able to add food service items along with your fee payments, if you wish.

Select Food Service tool on the left. It will show all balances if you have more than one student. Select Pay, enter the amount you want to add in the Amount field, then select Add to Cart.

ACCOUNT NAME	ACCOUNT #	BALANCE	AMOUNT
Christian Abram	9	\$15.50	\$10.00

ACCOUNT NAME	ACCOUNT #	BALANCE
Christian Abram	9	\$14.50
Amy Abram	10	\$0.00
Phillip Abram	11	\$50.00

*\*Note, there is an option to add money to your Food Service account automatically when it reaches a low balance, you will have to use the Recurring Payments tool, but this is NOT part of the Food Service tool. We will talk about this more below.*

Finally, once you have all the items (fees and food service) in your Cart that you wish to pay, select My Cart. The checkout screen will display. You can click the Remove button if there is an item you have decided not to pay at this time. If there is an item that allows partial payment [for example, tuition], you can change how much you wish to pay in the Amount field.

If you are satisfied with the items in your cart, select the Payment Method you want to use and enter an Email Address for Receipt (if you wish). *Again, remember that any fees you pay will also include the 4.53% service fee.* Finally, click Submit Payment. A confirmation message will display, then click OK. A Now you've paid! A receipt screen will display, and if you wish, you can click Print to print your receipt.

NAME	FOOD SERVICE ACCOUNT	AMOUNT
Abram, Christian	9	\$10.00
Abram, Phillip	11	\$10.00

NAME	FEE	AMOUNT
Abram, Christian	Instrument Rental	\$25.00

NAME	OPTIONAL FEE	AMOUNT
Abram, Phillip	Educational Resource Fee Full	\$30.00

Subtotal: \$75.00  
 Service Fee: \$2.00  
 Total: \$77.00

Payment Method:  CHECK

Email Address for Receipt: user@example.com

**RECURRING PAYMENTS** - A different tool that you may be interested in is the Recurring Payment tool, which can be useful for automatically paying low lunch accounts. To set up Recurring Payments, go to My Accounts. This displays on the screen if you are in the tools for Food Service, Fees, or Today. After clicking My Accounts, click Recurring Payments. Select Food Service, then select a frequency option, the payment method, and email address for the receipt. Then click Save. You can edit this, or stop this at any time. More information about Recurring Payments can be found by clicking this link to view the Infinite Campus knowledgebase: <https://kb.infinitecampus.com/help/recurring-payments-portal>

**Final Notes: The minimum payment allowed for online payment is \$3.00. Again, remember that anytime you pay online, you will be subject to the 4.53% service fee, regardless of how small or large your payment is. Also, if at any time you are owed a refund, this will not come back to your card. The district will issue you a refund via check, or apply it to a different fee, at your discretion.**

If you have trouble, please let us know asap so we can try to help you. Thank you!