

Paying Fees in Parent Portal

For Infinite Campus

Paying Fees



To begin, log into your Infinite Campus parent portal.

Message Center	Fees		
	1		
Calendar	Person	School Year	
Assignments	Total Due: \$0.00	LOLI LOLL	
Grade Book Updates	DESCRIPTION	DUE DATE	
Schedule			
Academic Plan			
Fees			
Documents			

Click the Fees tab from the main menu to view any owed fees.



The Fees screen displays any unpaid fees for the current school year.



If you have multiple students, be sure to select the correct student in the Person dropdown list. Selecting All allows you to see Fees assigned to everyone in your household.

		My Cart	My Accounts
School Year		Туре	
2019 - 2020	•	Unpaid	•
DUE DATE	PERSON	FEE BALANCE	
09/17/2019	Smith, Molly E	150.00	Add to Cart 🔹
09/17/2019	Smith, Molly E	10.00	Add to Cart 💌
09/30/2019	Smith, Jennifer L	20.00	Add to Cart 🔻

Select Add to Cart next to the Fee you want to pay.

FEE BALANCE			
20.00 Add	i to Cart 🔹 >		
350.00 Add	I to Cart V		
	Kennedy A Payment Amou \$100.00	Activites	×
	Add to	Cart	I

If Partial payments apply to you click the dropdown arrow and select Partial Amount. Enter the amount you want to pay then click Add to Cart. *Note not all school have this option

8		-	My Cart	
	School Year 2019 - 2020	T	Type Unpaid	•
	DUE DATE	PERSON	FEE BALANCE	
	09/17/2019	Smith, Molly E	150.00	Add to C
	09/17/2019	Smith. Molly F	10.00	Add to C

Once you are ready to checkout, click My Cart. *4% credit card fee- .35 cent for e-check.



Select the Payment Method you want to use or add the one you need if it's not listed. Then enter an Email Address for Receipt. (email is optional)

1 \$150.00 Items in Cart			My Cart	
Person	School Year		Туре	
All 🔹	2019 - 2020	•	Unpaid	•
DESCRIPTION Kennedy Activites	DUE DATE	PERSON Smith, Molly E	FEE BALANCE	6
Kennedy Year Book Fee	09/17/2019	Smith, Molly E	10.00	Add
FS Classroom Healthy Treat	09/30/2019	Smith, Jennifer L	20.00	Add

The Fee is then added to your cart which updates the total items and cost.

Back Checkout			
2 Items in Cart \$160.00		H	
FEE	NAME	AMOUNT	
Kennedy Year Book Fee	Smith, Molly	\$10.00	×
Kennedy Activities	Smith, Molly	\$150.00	x
Payment Method	Subtotal:	\$160.00	
O VISA My Visa	Service	\$5.00	
echeck) My Checking	Total:	\$165.00	
Add Payment Method		0100.00	
Email Address for Receipt			
user@infinitecampus.com			

The Checkout screen will display. All items added to your cart will be shown.

Kennedy Year Book Fee	Smith, Molly	\$10.00	X
Kennedy Activities	Smith, Molly	\$150.00	X
Payment Method	Subtotal:	\$160.00	
🔾 visa My Visa	Service	\$5.00	
echeck My Checking	ree:	\$165.00	
Add Payment Method		\$105.00	
Email Address for Receipt			
user@infinitecampus.com			

Next, select Submit Payment. A confirmation message will display, click OK to finish.

Receipt		
0 \$0.00 Items in Cart	Т мус	art My Accounts
Thank you for your payme	ent	
Date: 09/19/2019 Reference #: Thank you for your payment. Credi processing, the vendor processes i	: 181701948 It/Debit card payments are processed simultaneous It as fast as they can but some are 24 48 hour windo	ly however, if using e-chec w to process.
PEL	NAME	AMOUN
Kennedy Year Book Fee	Smith, Molly	\$10.0
Kennedy Activites	Smith, Molly	\$150.0
Service Fee: \$5.00		
Total: \$165.00	_	
Payment Method:		
My Credit Card		

The Receipt screen will display. If you wish to print a copy of the receipt, click the Print button.

Optional payments: is where you able to add different fees that are optional example Yearbook.



How do I Pay an Optional Fee?

2. Click Add to Cart next to the fee you want to pay.

- 4. Select the Payment Method you want to use and enter an Email Address for Receipt (optional).
- 5. Click Submit Payment.

Reminders:

Step 6: might not be an option for your school but if it does apply to you, please see above how to do that.

Step 10: if you use an e-check it only charges flat .35cent charge where the credit card will charge 4% service fee.

If you don't see fees on your student panel, call the office to see if your portal is setup correctly. If you cannot log in or forgot your password, please call the office for a reset.

^{1.} Click Optional Payments.

^{3.} Click My Cart.