

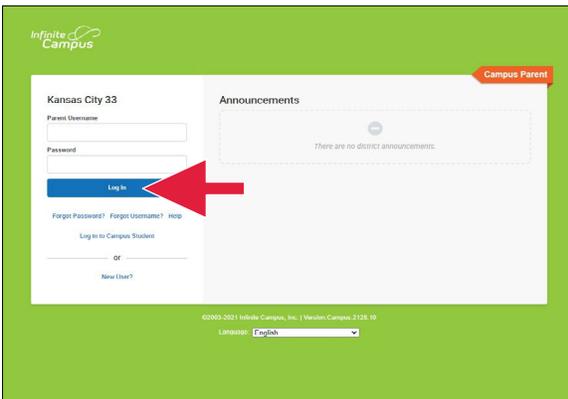
Paying Fees in Parent Portal

For Infinite Campus



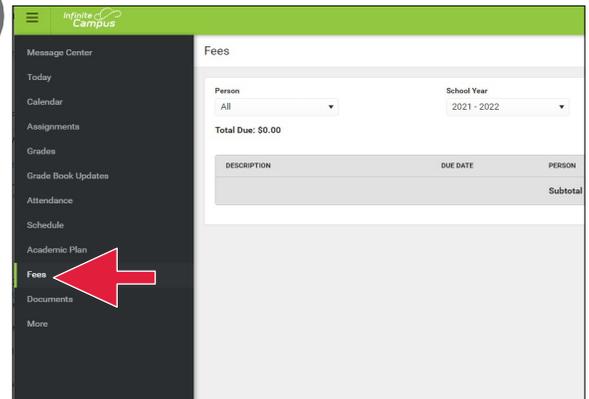
Paying Fees

1



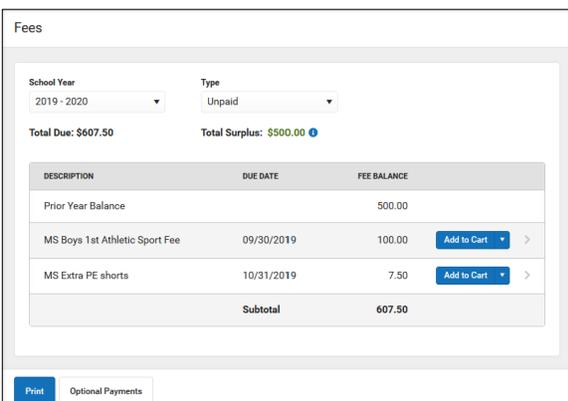
To begin, log into your Infinite Campus parent portal.

2



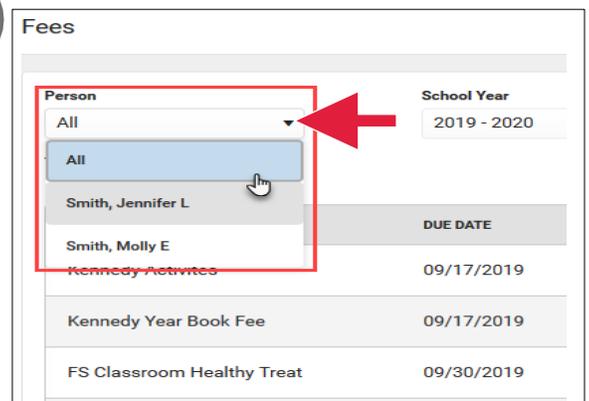
Click the **Fees** tab from the **main menu** to view any owed fees.

3



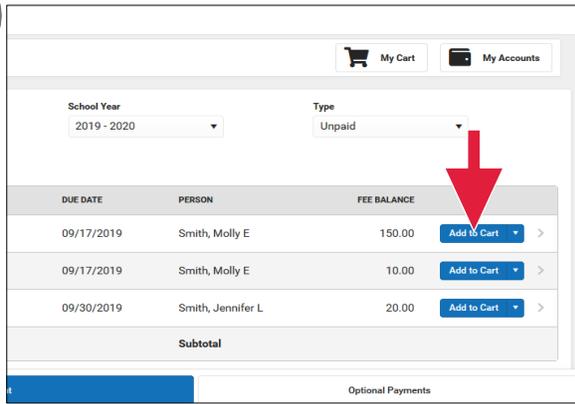
The **Fees** screen displays any unpaid fees for the current school year.

4



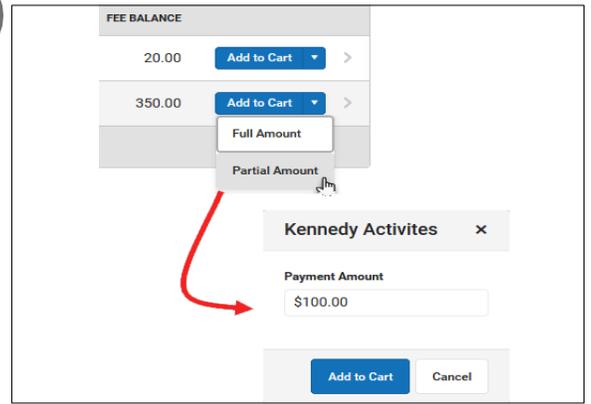
If you have **multiple students**, be sure to select the correct student in the **Person** dropdown list. Selecting **All** allows you to see Fees assigned to everyone in your household.

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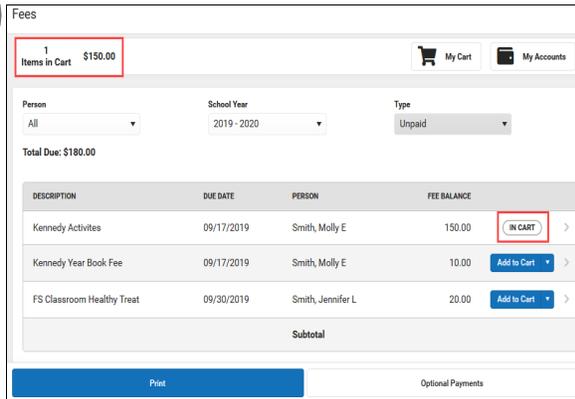
Select **Add to Cart** next to the Fee you want to pay.

6



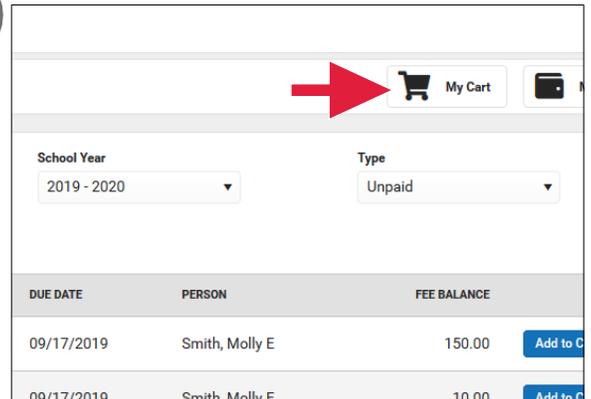
If Partial payments apply to you click the dropdown arrow and select **Partial Amount**. Enter the amount you want to pay then click **Add to Cart**. *Note not all school have this option

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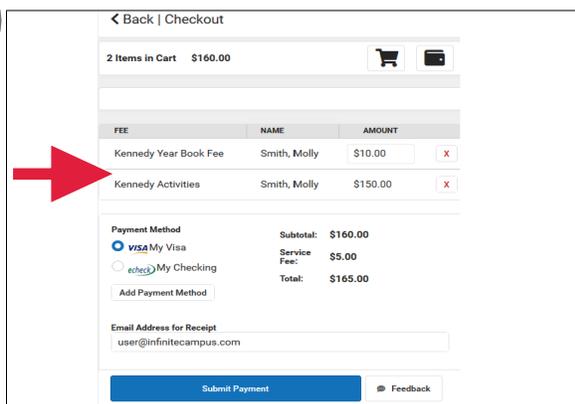
The **Fee** is then added to your cart which updates the total items and cost.

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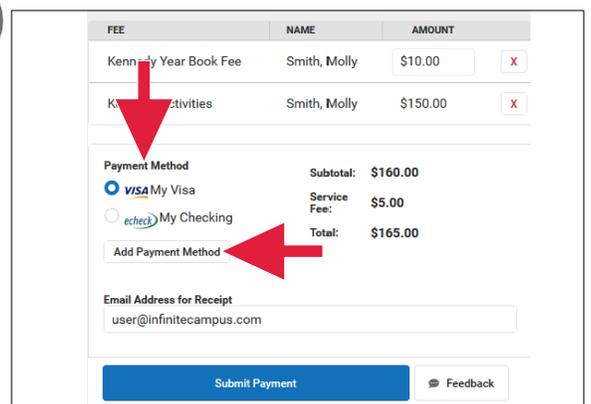
Once you are ready to checkout, click **My Cart**. *4% credit card fee- .35 cent for e-check.

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

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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)

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

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.

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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?

1. Click **Optional Payments**.
2. Click **Add to Cart** next to the fee you want to pay.
3. Click **My Cart**.
4. Select the **Payment Method** you want to use and enter an **Email Address for Receipt** (optional).
5. Click **Submit Payment**.