

How to make an Online payment in the Campus Portal.

The Northland Pines School District Online payment system accepts: Visa, MasterCard and echeck, which allows you to use either a checking or saving account.

PATH: Login into the Campus Portal and select >Payments

Online Payment functionality allows the ability to register, modify and delete payment methods. These tools enable a transaction to occur and provide users with the ability to manage their online accounts.

Payments

Accepted Payment Methods VISA MasterCard DISCOVER echeck [Payment History](#)

Minimum payment amount is \$6.00
In the sections below, you may add additional funds to your student's lunch accounts, pay for school fees, and add items pay for.

Food Service Account	Balance	*Estimate	Payment
Student, Adam M	\$0.00	N/A	\$ <input type="text"/>
Student, Laura A	\$0.00	N/A	\$ <input type="text"/>

* The estimated payment is for one month and is based on the past food service purchases.

Student	Fee	Due Date	Due	Payment
Student, Adam M	Registration Fee	09/20/2013	\$25.00	\$ <input type="text"/>
	New Fee	06/19/2014	\$50.00	\$ <input type="text"/>
	Optional Fee 1	06/19/2014	\$150.00	\$ <input type="text"/>
Optional Items <input type="text"/>				
Student, Laura A	Registration Fee	09/20/2013	\$25.00	\$ <input type="text"/>
	Optional Fee 1	06/30/2014	\$144.00	\$ <input type="text"/>
	Choir Concert	07/01/2014	\$13.00	\$ <input type="text"/>
Optional Items <input type="text"/>				

? Convenience Fee: \$ 2.00

Total: \$




[Continue](#)

Registering / Modifying / Deleting Payment Information

Registering Payment Information

Before a user is able to make an online payment, a payment method needs to be established. Users have the option of paying by credit card, checking account or savings account. To begin registering a payment method, select the fees to pay and click the **Continue** button. On the next page, click the **Add** button next to **Select the Payment Method**.


Payments


Accepted Payment Methods   

[Payment History](#)

Total: \$82.00

Select the payment method [Add](#) [Edit](#)

 *6789 - Checking

 *0026

[Back](#) [Continue](#)

Registering a Payment Method

Registering Checking Information

Users have the ability to register and make payments via a checking account. To begin the registration process, select the **Checking** radio button.

Select the payment method [Add](#) [Edit](#)

Add Payment Method ✕

Billing Information

Name: (required)

Address: (required)

City: (required)

State / Zip: (required) /

Account Type

Checking Savings Credit/Debit Card

Routing Number:

Account Number:

[Back to Payments](#) [Save](#)

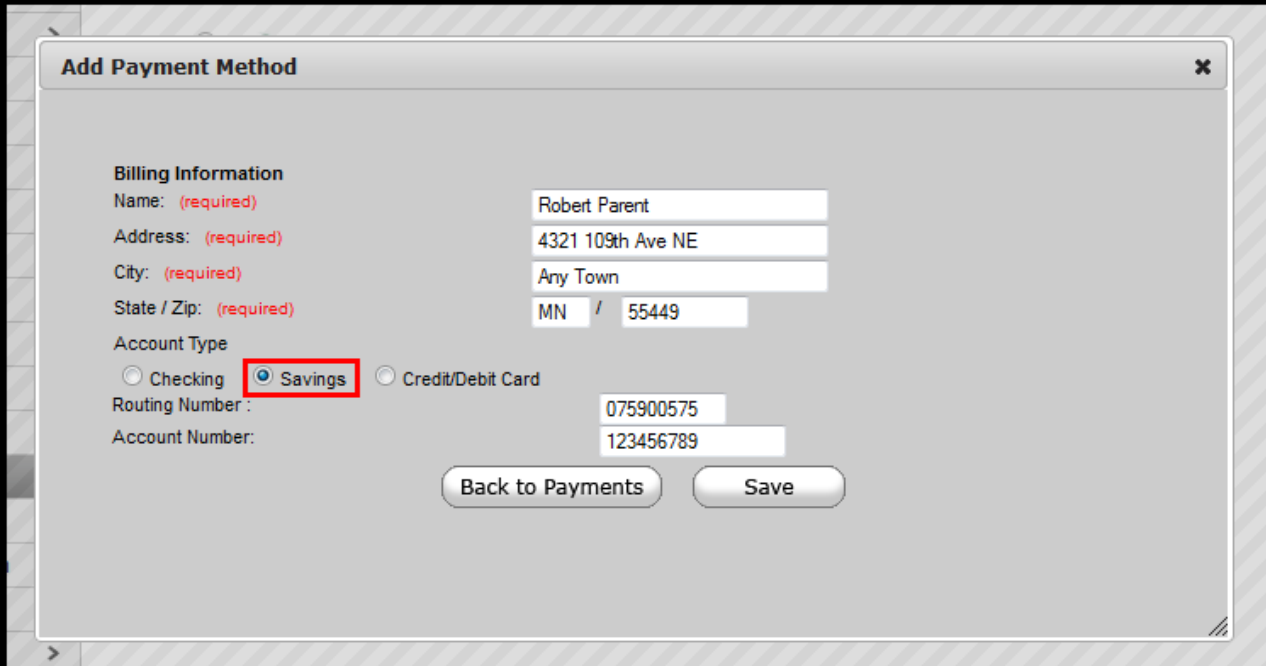
Registering a Checking Account Payment Method

Enter all required Billing Information as well as the checking account's **Routing Number** and **Account Number**. Once information has been entered, select the **Save** button. Users will be directed to a confirmation screen.

Carefully read and determine if all displayed information is correct. If so, select the **Save** button. The payment method is now saved within Infinite Campus and can now be used to make transactions. If information is incorrect, select the **Back** button. Users will be redirected back to the previous page, allowing for information to be adjusted.

Registering Savings Information

Users have the ability to register and make payments via a savings account. To begin the registration process, select the **Savings** radio button.



The screenshot shows a dialog box titled "Add Payment Method" with a close button (X) in the top right corner. The form contains the following fields and options:

- Billing Information:**
 - Name: (required) Robert Parent
 - Address: (required) 4321 109th Ave NE
 - City: (required) Any Town
 - State / Zip: (required) MN / 55449
- Account Type:**
 - Checking
 - Savings (highlighted with a red box)
 - Credit/Debit Card
- Routing Number: 075900575
- Account Number: 123456789

At the bottom of the form are two buttons: "Back to Payments" and "Save".

Registering a Savings Account Payment Method

Enter all required Billing Information as well as the saving account's **Routing Number** and **Account Number**. Once information has been entered, select the **Save** button. Users will be directed to a confirmation screen.

Carefully read and determine if all displayed information is correct. If so, select the **Save** button. The payment method is now saved within Infinite Campus and can now be used to make transactions. If information is incorrect, select the **Back** button. Users will be redirected back to the previous page, allowing for information to be adjusted.

Registering Credit Card Information

Users have the ability to register and make payments via a major credit/debit card. To begin the registration process, select the **Credit/Debit Card** radio button.

Add Payment Method

Billing Information

Name: (required) Robert Parent

Address: (required) 4321 109th Ave NE

City: (required) Any Town

State / Zip: (required) MN / 55449

Account Type

Checking Savings Credit/Debit Card

Card Number: 4012000033330026

Expiration Date: (mm yy) 05 / 16

Name Of Cardholder: Robert E Parent

Back to Payments Save

Registering a Credit Card Payment Method

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. Selecting the red exclamation point will generate a separate window describing the error that has occurred.

Once correct information has been entered, select the **Save** icon. The credit card is now established and may be used for transactions.

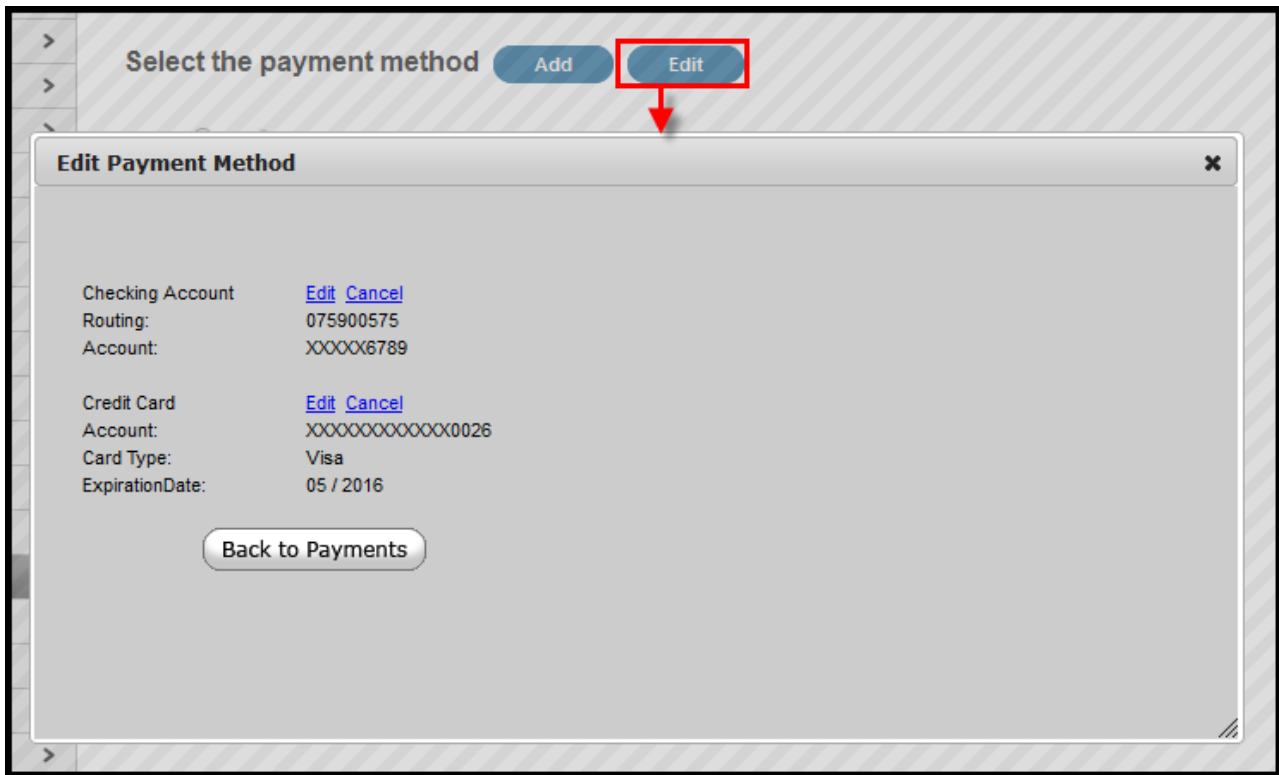
Modifying Payment Information

PATH: *Portal > Payments*

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

You should only use the Edit button to update information for the same payment method; in other words, the account number is not changing. For example, you can edit the payment method to update the billing address or expiration date for a credit card.

If the payment method is being completely replaced to use a completely different credit card or bank account, delete the existing payment method and add a new payment method.



Modifying a Registered Payment Method

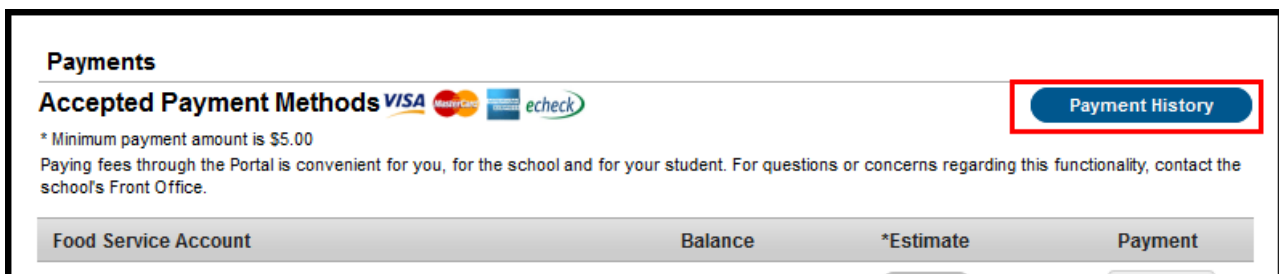
Once selected, users are directed to a new screen displaying all registered payment methods. To edit a payment method, select the corresponding **Edit** button. Make the required adjustments and click the **Save** button.

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.

Viewing Online Payment History

PATH: *Portal > Payments*

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





Viewing Online Payment History

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

Payments

Transaction History

Date Range -

Date	Payment Method	Reference #	Amount
<input type="checkbox"/> 2013-08-07 10:57:17.933	 *0026	16088206	\$52.00
Fee Payment Justin (Parking Fee SrH)			\$50.00
Convenience Fee			\$2.00
<input type="checkbox"/> 2013-08-07 09:49:07.91	 *0026	16088204	\$38.00
Fee Payment Justin (Book fine)			\$35.00
Convenience Fee			\$3.00

Payment History Detail

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.

Payments

Transaction History

Date Range 06/07/2013 - 08/07/2013

Go

Print

Date	Payment Method	Reference #	Amount
2013-08-07 10:57:17.933	VISA *0026	16088206	\$52.00
			\$50.00
			\$2.00
			\$38.00
			\$35.00
			\$3.00

paymentHistory.fop - Mozilla Firefox

https://ie.infinitecampus.com/ie/portal/payments/paymentHistory.fop?x=calendar.Calendar-reportTitle&x=fi

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District		Payment History Report	
Generated on 08/07/2013 02:35:27 PM Page 1 of 1		06/07/2013 - 08/07/2013	
Date	Payment Method	Transaction Reference	Amount
2013-08-07 10:57:17	Via *0026	16088206	\$52.00
Fee Payment			
Justis (Parking Fee Str)			\$50.00
Convenience Fee			\$2.00
2013-08-07 09:49:07	Via *0026	16088204	\$38.00
Fee Payment			
Justis (Book Fee)			\$35.00
Convenience Fee			\$3.00

Online Transaction Report