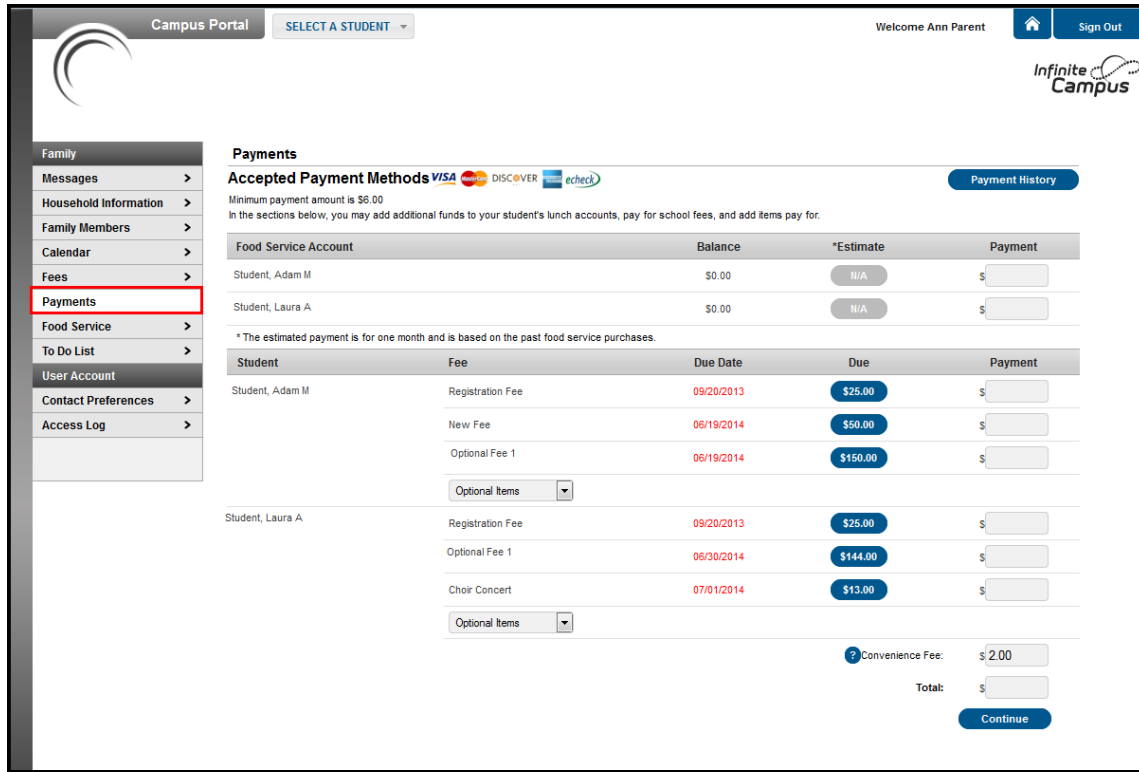


# Managing Payment Information

**PATH:** Portal > Payments

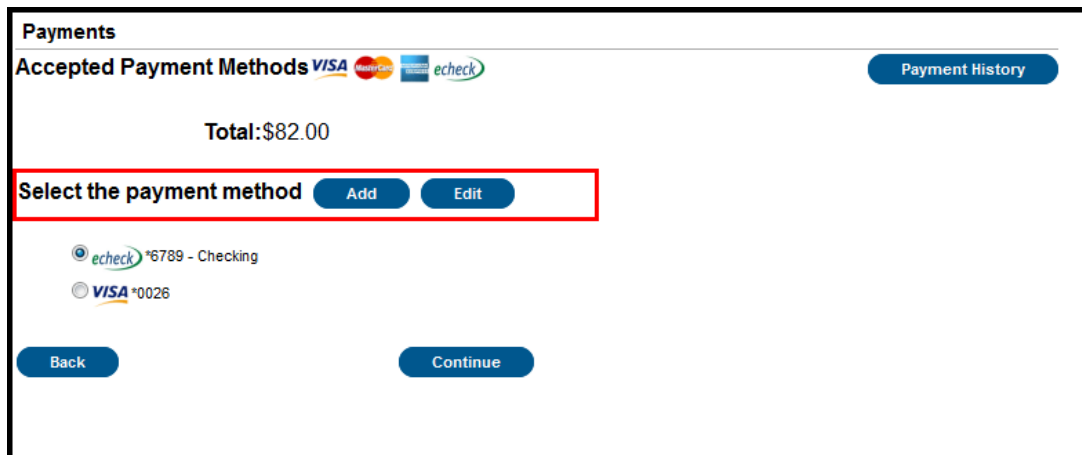
Online Payment functionality allows the ability to register, modify and delete payment methods. These tools enable a transaction to occur and provide users with the ability to manage their online accounts.



Registering / Modifying / Deleting Payment Information

## Registering Payment Information

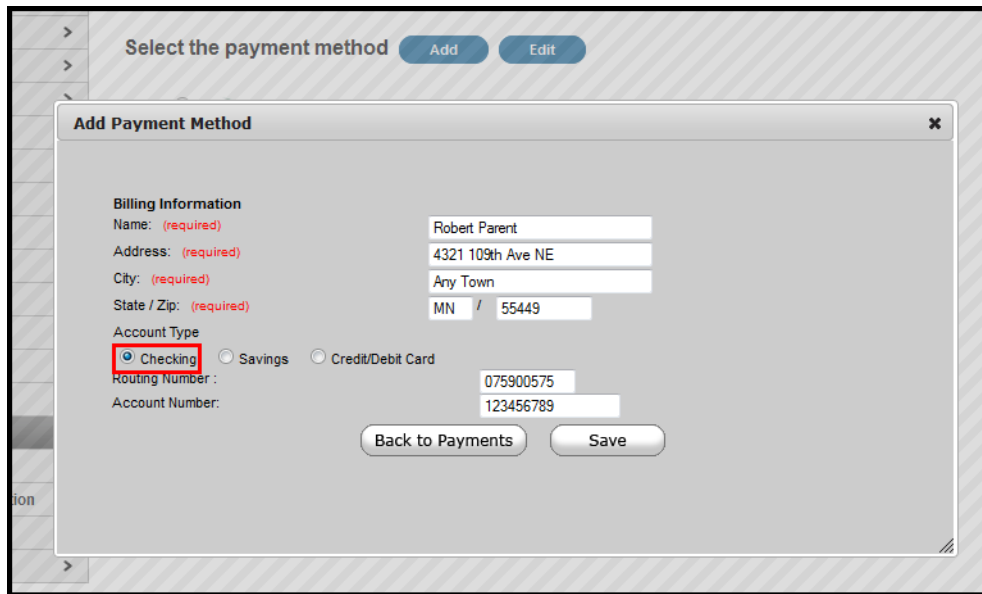
Before a user is able to make an online payment, a payment method needs to be established. Users have the option of paying by credit card, checking account or savings account. To begin registering a payment method, select the fees to pay and click the **Continue** button. On the next page, click the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



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.



The screenshot shows a web interface with a dialog box titled "Add Payment Method". The dialog box 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
  - Credit/Debit Card
- Routing Number: 075900575
- Account Number: 123456789

Buttons: "Back to Payments" and "Save".

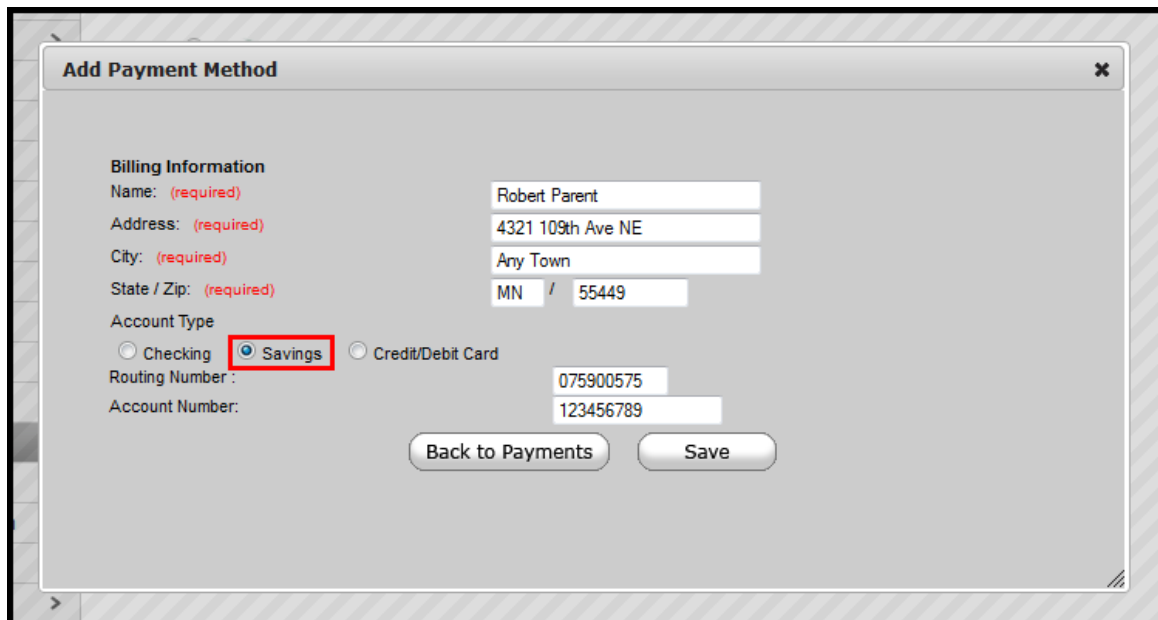
*Registering a Checking Account Payment Method*

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 the same "Add Payment Method" dialog box as above, but with the "Savings" radio button selected. The "Checking" radio button is now unselected.

- Account Type:**
  - Checking
  - Savings
  - Credit/Debit Card

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.

The screenshot shows a web form titled "Add Payment Method" with a close button (X) in the top right corner. The form is divided into two main sections: "Billing Information" and "Account Type".

**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 (highlighted with a red box)

**Card Information:**

- Card Number: 4012000033330026
- Expiration Date: (mm yy) 05 / 16
- Name Of Cardholder: Robert E Parent

At the bottom of the form are two buttons: "Back to Payments" and "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 within Infinite Campus and may be used for transactions.

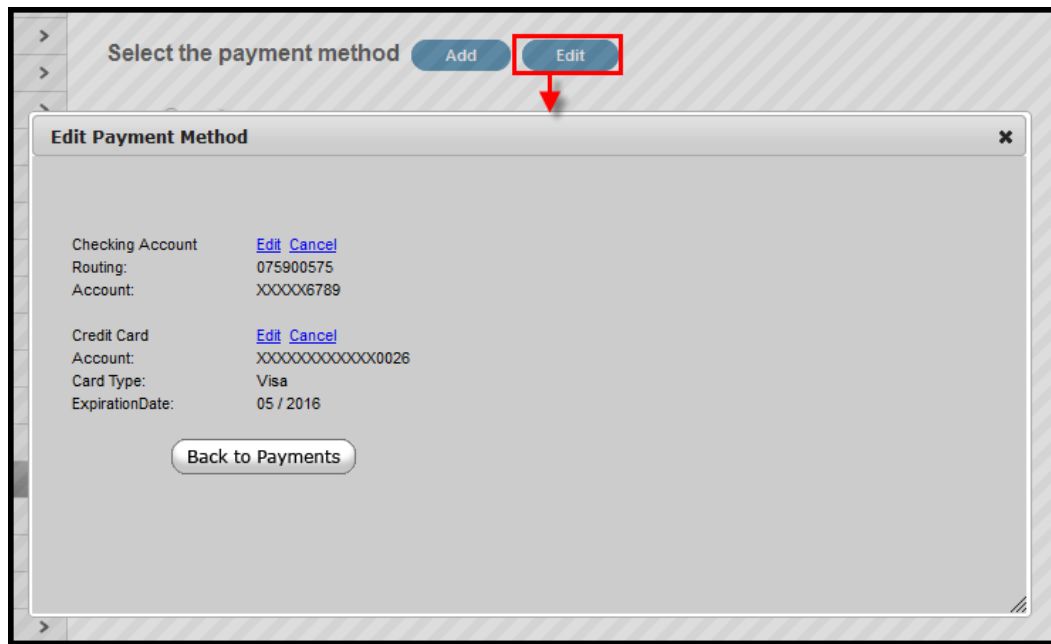
## Modifying Payment Information

**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

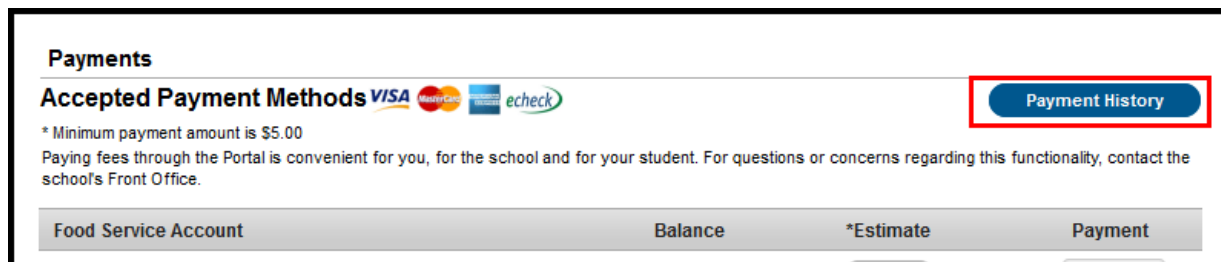
Once selected, users are directed to a new screen displaying all registered payment methods. To edit a payment method, select the corresponding **Edit** button. Make the required adjustments and click the **Save** button.

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
2013-08-07 10:57:17.933	VISA *0026	16088206	\$52.00
<b>Fee Payment</b>			
Justin (Parking Fee SrH)			\$50.00
Convenience Fee			\$2.00
2013-08-07 09:49:07.91	VISA *0026	16088204	\$38.00
<b>Fee Payment</b>			
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  -

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

paymentHistory.fop - Mozilla Firefox

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

Page: 1 of 1 Automatic Zoom

District		Payment History Report	
06/07/2013 03:38:27 PM Page 1 of 1		06/07/2013 - 08/07/2013	
Date	Payment Method	Transaction Reference	Amount
2013-08-07 10:57:17	VISA *0026	16088206	\$52.00
<b>Fee Payment</b>			
Justin (Parking Fee SrH)			\$50.00
Convenience Fee			\$2.00
2013-08-07 09:49:07	VISA *0026	16088204	\$38.00
<b>Fee Payment</b>			
Justin (Book fine)			\$35.00
Convenience Fee			\$3.00

*Online Transaction Report*