

Payment Methods

Last Modified on 08/05/2021 8:02 pm CDT

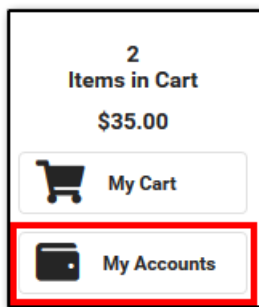
PATH: [My Accounts](#) > [Payment Methods](#)

This functionality is only available to districts who have purchased Online Payments.

The Payment Methods tool is where you add and delete methods for making payments in Campus. Depending on the payment methods your district accepts, you can pay by credit card, checking account, or savings account.

Where do I go to add a Payment Method?

The Payment Methods tool is part of My Accounts.



How do I add a Credit Card/Debit Card?

1. Click **Payment Methods**.
2. Click **New** at the bottom of the screen.
3. Select the **Credit Card/Debit Card** option. (This option only displays if your district also accepts payments from Checking and Savings accounts.)
4. Enter all required information.
5. Click **Save**.

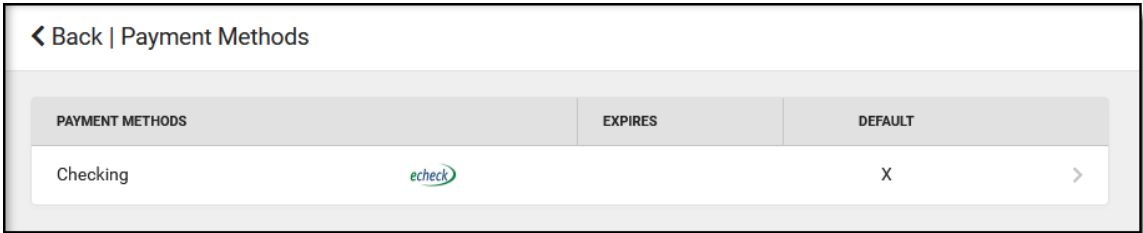

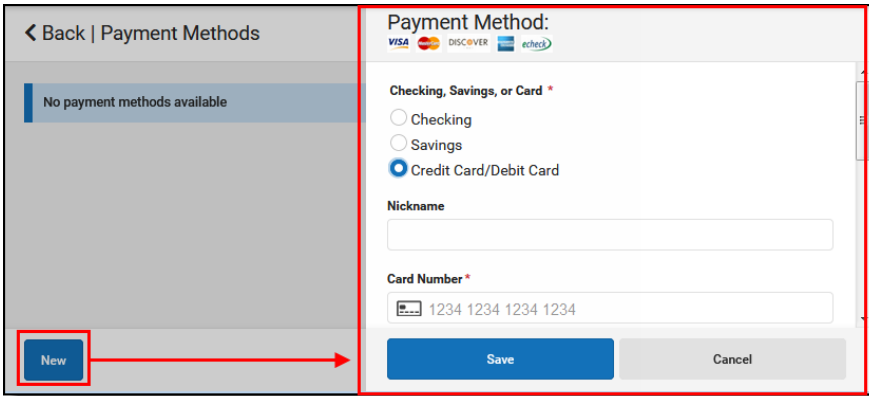
For more details, see the following [Add a Payment Method](#) section.


How do I add a Checking/Savings account?








1. Click **Payment Methods**.
2. Click **New** at the bottom of the screen.
3. Select the **Checking** option or the **Savings** option. (This option only displays if your district also accepts payments from Credit Cards/Debit Cards.)
4. Enter all required information.
5. Click **Save**.

For more details, see the following [Add a Payment Method](#) section.



Add a Payment Method

Step	Action
1	<p>Click Payment Methods.</p> <p>Result The Payment Method screen displays. If you previously added a payment method, it displays on this screen.</p> 
2	<p>Click  at the bottom of screen.</p> <p>Result The Payment Method Panel displays.</p> 
3	<p>Select one of the following options:</p> <ul style="list-style-type: none"> • Checking • Savings • Credit Card/Debit Card <p>These options only display if your district also accepts payments for all payment types.</p>

Step	Action
4	<p>Enter all required information. Optional information includes the following:</p> <ul style="list-style-type: none"> • Nickname - This is an optional name that appears on the Payment Methods screen to help you identify the Payment Method. If you choose not to enter a Nickname, part of the account number displays instead. • Default Payment Method - If you mark the Use as default checkbox, Campus makes this card your default Payment Method. <div data-bbox="274 517 911 1805" style="border: 1px solid black; padding: 10px;"> <h3 style="background-color: #f2f2f2; margin: 0; padding: 5px;">Payment Method</h3> <p>Accepted Payment Methods</p>  <p>Checking, Savings, or Card *</p> <p><input type="radio"/> Checking</p> <p><input type="radio"/> Savings</p> <p><input checked="" type="radio"/> Credit Card/Debit Card</p> <p>Nickname</p> <input style="width: 100%;" type="text"/> <p>Card Number *</p> <input style="width: 100%;" type="text" value="0000 0000 0000 0000"/> <p>Card Expiration * CVV *</p> <input style="width: 50%;" type="text" value="00 00"/> <input style="width: 50%;" type="text" value="123"/> <p>Name on Card *</p> <input style="width: 100%;" type="text" value="JOHN SMITH"/> <p>Contact Information *</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Address _____</p> <p>City _____</p> <p>State _____</p> <p>Zip _____</p> </div> <p>Default Payment Method</p> <p><input checked="" type="checkbox"/> Use as default</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Save Cancel </div> </div>

Step	Action									
5	<p>Click .</p> <p>Result The Payment Method appears in the table of Payment Methods.</p> <p>If you entered something in error, changes cannot be made. Instead, delete the card and re-enter everything as a new Payment Method.</p> <div data-bbox="274 517 1214 748" style="border: 1px solid black; padding: 5px;"> <p>← Back Payment Methods</p> <table border="1"> <thead> <tr> <th data-bbox="279 595 758 636">PAYMENT METHODS</th> <th data-bbox="758 595 917 636">EXPIRES</th> <th data-bbox="917 595 1209 636">DEFAULT</th> </tr> </thead> <tbody> <tr> <td data-bbox="279 636 758 680">xxxx6789 </td> <td data-bbox="758 636 917 680"></td> <td data-bbox="917 636 1209 680" style="text-align: right;">></td> </tr> <tr style="border: 2px solid red;"> <td data-bbox="279 680 758 741">Credit Card </td> <td data-bbox="758 680 917 741">06/21</td> <td data-bbox="917 680 1209 741" style="text-align: right;">X ></td> </tr> </tbody> </table> </div>	PAYMENT METHODS	EXPIRES	DEFAULT	xxxx6789 		>	Credit Card 	06/21	X >
PAYMENT METHODS	EXPIRES	DEFAULT								
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Credit Card 	06/21	X >								

Food Service (My Cart)

 (/help/pdfexport/id/5eb608b98e121c3510ea1728)

Last Modified on 10/27/2022 10:05 am CDT

Where do I go to view and add money to my Food Service Account? | How do I add money to my Food Service account? | How do I automatically add money to my Food Service account? | How do I view what I have purchased?

The **Food Service** tool allows you to see what meals and food items were purchased as well as add money to your Food Service account.

From here you can view also view

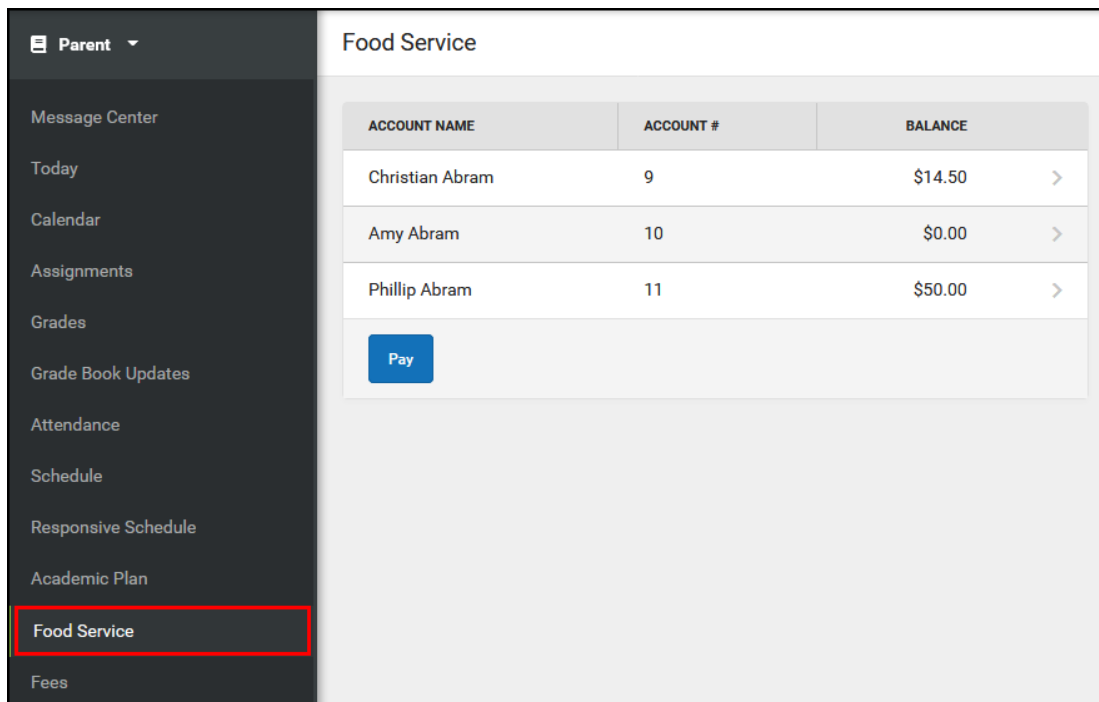
- current account balances,
- money in and money out, and
- adjustments made to your account by the school office.

The number of accounts that appear on this screen depend on whether you are a student, a parent, or a parent with access to multiple students.

The link to the Food Service tool does not display for everyone. Specific school operations and settings determine whether this link displays. Similarly, the option to add money to your Food Service account is only available if your school uses this feature.

Where do I go to view and add money to my Food Service Account?

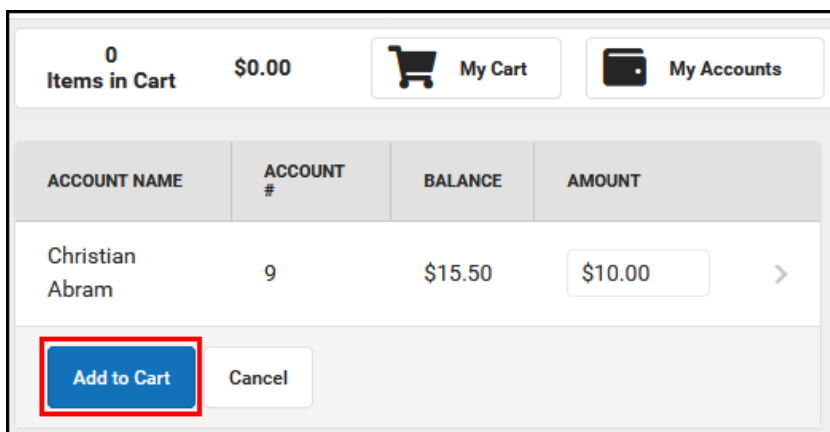
The Food Service tool is available in the outline on the left.



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How do I add money to my Food Service account?

1. Select **Pay**.
2. Enter the amount you want to add in the **Amount** field. If a box is not available for you to enter an amount, your account may not be active and you may need to contact your school.
3. Select **Add to Cart**.



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4. Select **My Cart**. The Checkout Screen displays.
5. Select the **Payment Method** you want to use and enter an **Email Address for Receipt** (optional).
6. Select **Submit Payment**.

How do I automatically add money to my Food Service account?

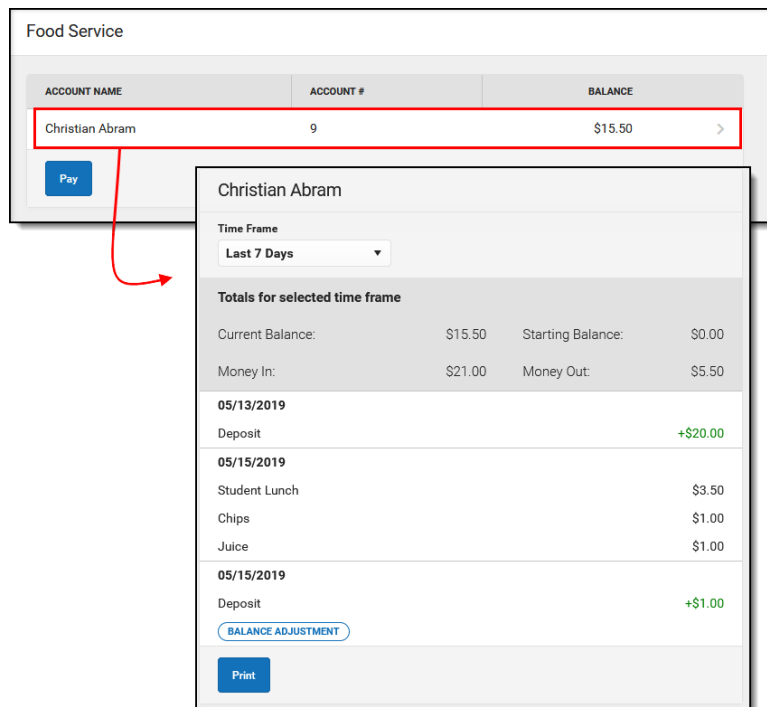
To automatically add money to your Food Service account on a monthly basis or when it reaches a low balance, use the **Recurring Payments** tool—this is NOT part of the Food Service tool.

Need more information?

See the Recurring Payments (/help/recurring-payments-portal) article for more information.

How do I view what I have purchased?

To see a list of items that you have purchased, select your account name. A screen displays with all of your account's details, including any deposits or adjustments.



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