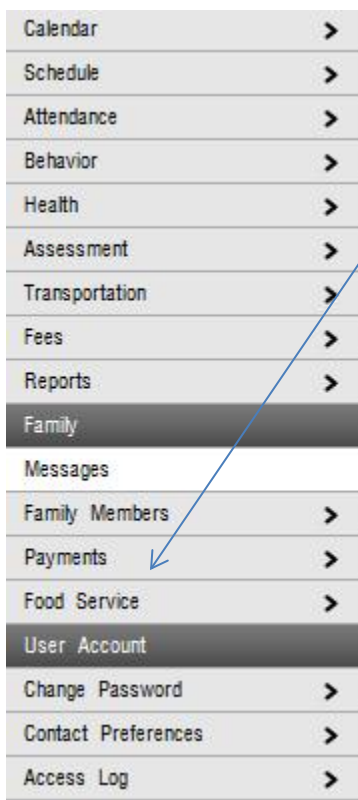


## Online Payments are now available on the Infinite Campus Parent Portal

You can now pay your student(s) school fees or school lunch bill online with a credit card or bank account using the Infinite Campus parent portal. The school district does not charge a convenience fee for this service. Once a payment is posted for lunch fees, the money is available for the student to access immediately.




Once logged into the portal, look for the Payments link on the index bar



Calendar	>
Schedule	>
Attendance	>
Behavior	>
Health	>
Assessment	>
Transportation	>
Fees	>
Reports	>
Family	
Messages	
Family Members	>
Payments	>
Food Service	>
User Account	
Change Password	>
Contact Preferences	>
Access Log	>

When the payment screen is launched, Infinite Campus will display all Food Service Accounts for your associated students, as well as any outstanding school fees (by student).

To apply money to a Food Service account, simply enter the amount you wish to pay per student and click the "CONTINUE" button. If you wish to make a payment on an outstanding school fee, select the fee and enter a payment amount. NOTE: A minimum of \$10.00 per session is required, the "CONTINUE" button will remain grayed out if the minimum is not met.

**Accepted Payment Methods**    [About Online Payments ▶](#)

\* Minimum payment amount is \$5.00

Food Service	<a href="#">View details</a>	Balance	*Estimate	Payment	
Samantha N Hess		\$16.90	\$25.00	\$ <input type="text"/>	<input type="button" value="Select estimated amount"/>
Wayne Hess		\$1.40	N/A	\$ <input type="text"/>	<input type="button" value="Select estimated amount"/>

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

Fees	Description	Due	*Payment
<b>There are no Fees available.</b>			

[Register your credit cards and banking information](#)  
[Modify your credit cards and banking information](#)  
[View your online payment history](#)

**Total: \$0.00**

If you have not already set up a payment method, click “ADD” and follow the prompts entering your information where required. Infinite Campus will display your demographic information (required fields are listed in red). You will need to fill out your credit card or bank account information and click “SAVE”.

The screenshot shows a form titled "Billing Information" with the following fields and options:

- Name: (required) Wayne Hess
- Address: (required) 312 Arapahoe Ct
- City: (required) Junction City
- State / Zip: (required) KS / 66441
- Account Type:  Checking,  Savings,  Credit/Debit Card
- Routing Number: [Redacted]
- Account Number: [Redacted]

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

You will be prompted to confirm the information. Once confirmed, you will be taken back to the previous screen containing the “CONTINUE” button. Click “CONTINUE” to make the payment.

The screenshot shows the "Accepted Payment Methods" screen with the following elements:

- Logos for VISA, MasterCard, and DISCOVER.
- A link: "About Online Payments ▶"
- Total: \$5.00
- Section header: "Select the payment method"
- A selected payment method:  XXXXXXXXXXXX0463 VISA
- Links: "Register your credit cards and banking information" and "Modify your credit cards and banking information"
- Buttons: "Cancel" and "Continue..."

A *sample* payment screen is shown above. (NOTE that Cleveland Heights – University Heights requires a minimum of **\$10.00** per session)

If you wish to receive a receipt via email, enter your email address in the box provided. The receipt will be sent by: [icmessenger@chuh.org](mailto:icmessenger@chuh.org).

Should you have a question about a transaction, please contact your school office for assistance.