

Recurring Payments (Portal)

Last Modified on 10/22/2022 9:57 am CDT

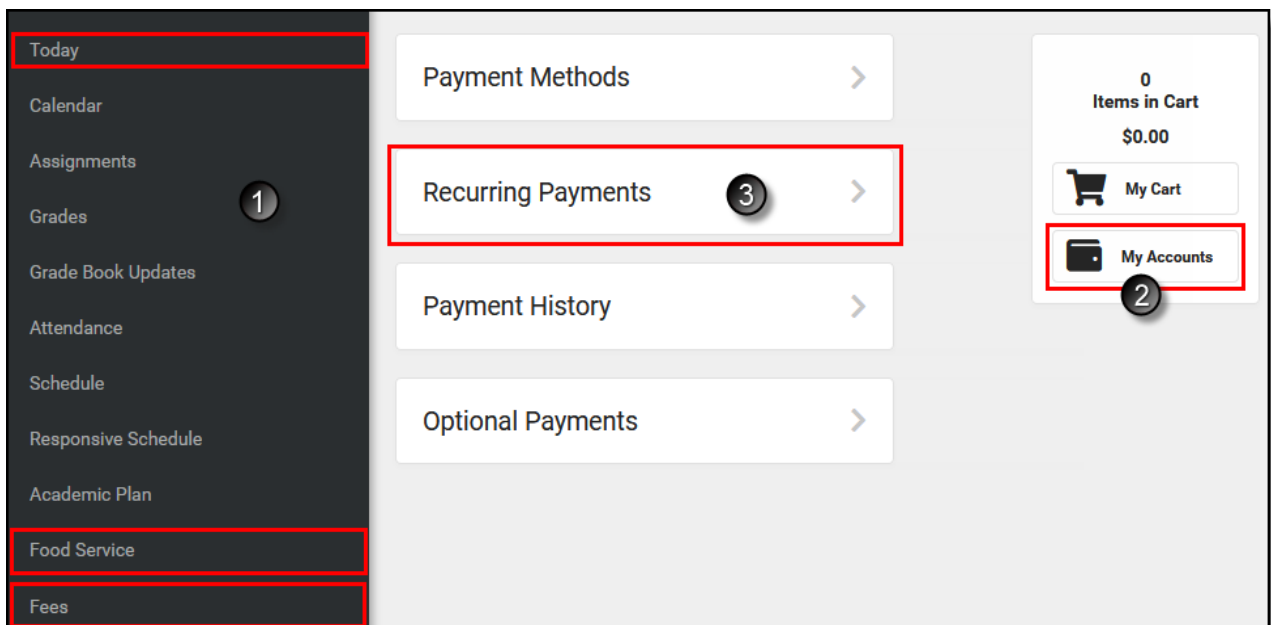
[Automatically Add Money to a Food Service Account](#) | [Set up Recurring Payments for Fees](#)

PATH: *My Accounts > Recurring Payments*

Using recurring payments, you can pay installments for a fee, pay for recurring services from the district, or automatically add money to a Food Service account when it reaches a low balance. Districts have the option to enable or disable Recurring Payments. Check with your district if this option is not available.

Where do I go to set up Recurring Payments?

The Recurring Payments tool is part of My Accounts. My Accounts appears on the screen when you are looking at the Today, Food Service, or Fees tools.



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

1. Select **Recurring Payments**.
2. Select **Food Service**.
3. Select a **Frequency Option**: *Weekly, Semi-Monthly (1st and 15th of Month), Monthly or Low Balance*.
4. Select the **Payment Method** you want to use and the **Email Address** for Campus to send the receipt.
5. Select **Save**.

[Need more information?](#)

See the following [Automatically Add Money to a Food Service Account](#) section for more details.

How do I set up Recurring Payments for Fees?

1. Select **Recurring Payments**.
2. Select the fee that you want to pay in installments.
3. Complete the required fields.
4. Select **Save**.

Need more information?

See the following [Set up Recurring Payments for Fees](#) section for more details.

How do I edit my Recurring Payments?

1. Select **Recurring Payments**.
2. Select the fee or food service payment you want to edit.
3. Complete the required fields.
4. Select **Save**.

Automatically Add Money to a Food Service Account

Complete the following steps to automatically add money to your Food Service account on a monthly basis or when it reaches a low balance.

Step	Action
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Step 1 **Action**

1 Select **Recurring Payments**.

Result
The Recurring Payments screen displays.

If you are using Campus Parent and have access to multiple students, be sure to select the correct student in the student dropdown list displayed in the top right corner.

TYPE	FREQUENCY	AMOUNT
Food Service	-	- >
France Summer Exchange Trip	-	- >

Step 2 **Action**

2 Select **Food Service**.

Result
The Food Service Panel displays.

Recurring Payment
Food Service

Frequency

- Weekly
- Semi-Monthly (1st and 15th of Month)
- Monthly
- Low Balance

Start Date **End Date**

04/01/2020 06/30/2020

Payment Amount

\$20.00

Payment Method **Service Fee**

VISA*0026 \$1.00

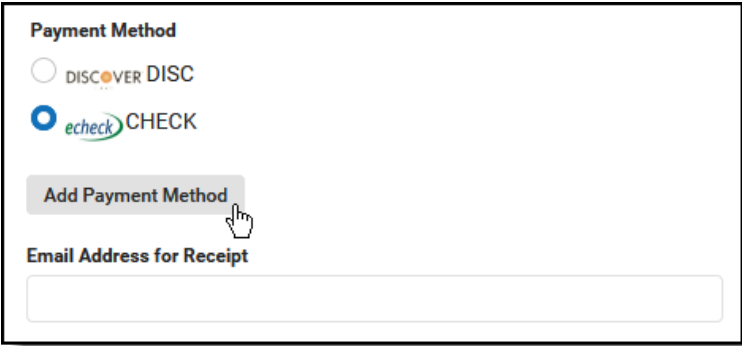

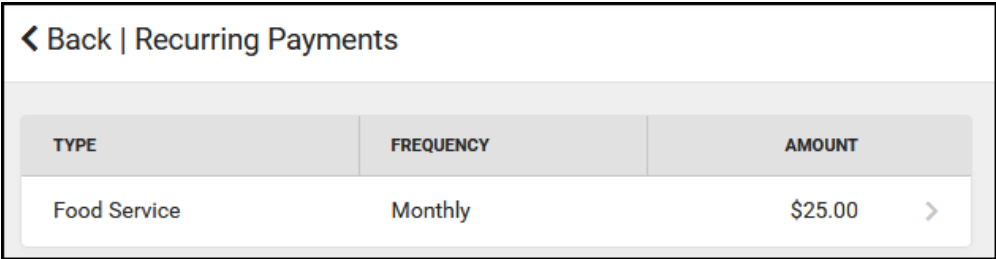
Total

\$21.00

Email Address for Receipt

Save Cancel

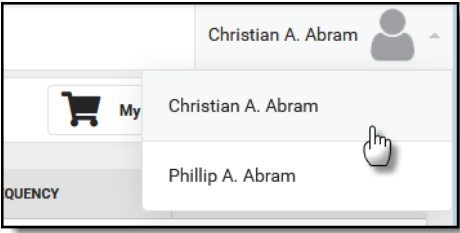
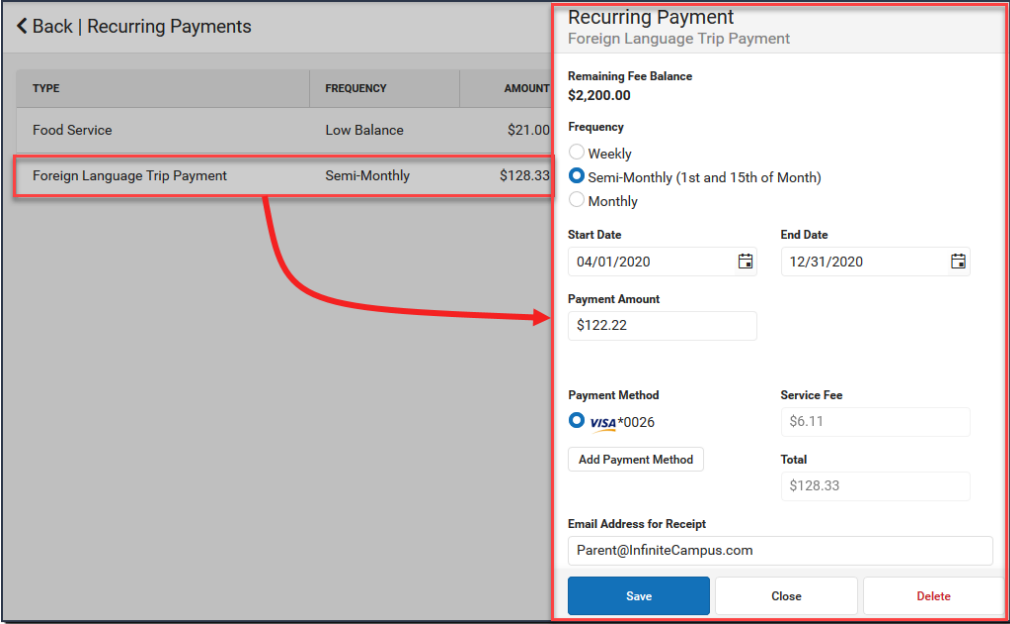
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5	<p>Select  .</p> <p>Result The Recurring Payment displays on the Payments screen.</p> <p>You can remove the recurring payment by selecting the payment and selecting Delete. You can only delete the recurring payment if you are logged in as the user who set up the payment.</p> 


Set up Recurring Payments for Fees

Using recurring payments, you can pay installments for a fee or pay for recurring services from the district.

Before you can set up a Recurring Payment for an [Optional Fee](#), you must first make a payment on the optional fee. After you make your first payment, Campus assigns the optional fee to the student and the fee displays in the student's list of fees. After you make a payment and Campus assigns the fee to the student, you can use the Recurring Payments tool to schedule a recurring payment for that fee.

Step	Action
1	<p>Select Recurring Payments.</p> <p>Result The Recurring Payments screen displays.</p> <p>If you are using Campus Parent and have access to multiple students, be sure to select the correct student in the student dropdown list displays in the top right corner.</p> 
2	<p>Select the fee that you want to pay in installments.</p> <p>Result The Recurring Payments panel displays.</p> 

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