Payment Methods

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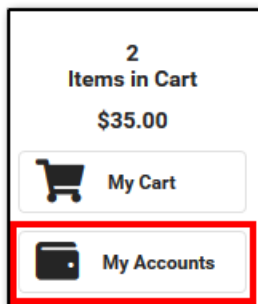How do I add a Credit Card/Debit Card? | How do I add a Checking/Savings account? | Add a Payment Method

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**.

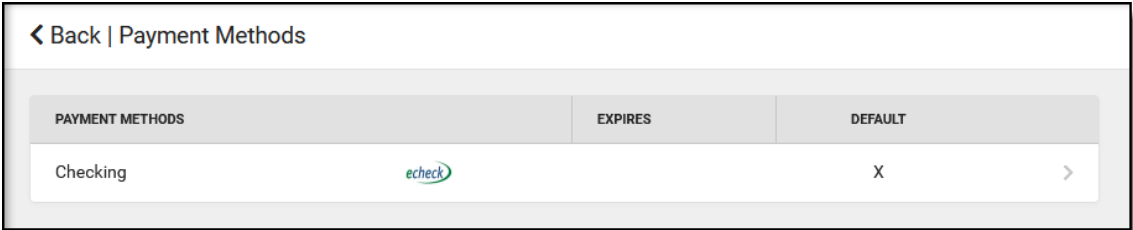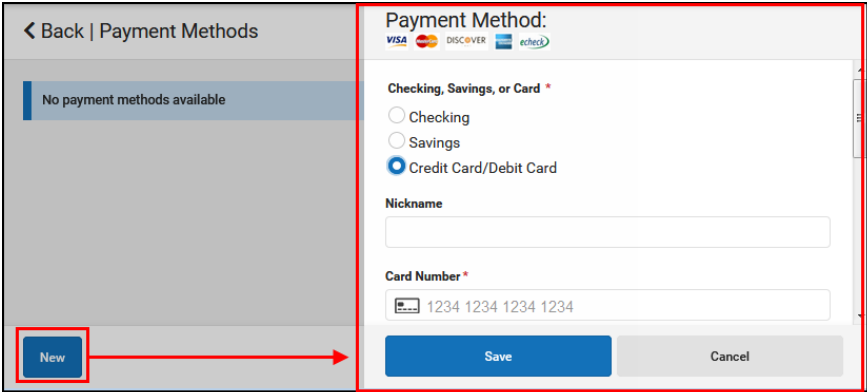> For more details, see the following Add a Payment Method section.

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	Click **Payment Methods**. **Result** The Payment Method screen displays. If you previously added a payment method, it displays on this screen.
2	Click **New** at the bottom of screen. **Result** The Payment Method Panel displays.
3	Select one of the following options: • **Checking** • **Savings** • **Credit Card/Debit Card** These options only display if your district also accepts payments for all payment types.

Step	Action
4	Enter all required information. Optional information includes the following: • **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. **Payment Method** **Accepted Payment Methods** VISA DISCOVER echeck **Checking, Savings, or Card** * ○ Checking ○ Savings ◉ Credit Card/Debit Card **Nickname** [ ] **Card Number** * [0000 0000 0000 0000] **Card Expiration** * **CVV** * [00 00] [123] **Name on Card** * [JOHN SMITH] **Contact Information** * Address City State Zip **Default Payment Method** ☑ Use as default [Save] [Cancel]

Step	Action
5	Click **Save** . **Result** The Payment Method appears in the table of Payment Methods. If you entered something in error, changes cannot be made. Instead, delete the card and re-enter everything as a new Payment Method.

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PAYMENT METHODS		EXPIRES	DEFAULT	
xxxx6789	echeck			›
Credit Card	VISA	06/21	X	›