

Campus Payments Merchant Signup Public

Last Modified on 10/22/2022 10:07 am CDT

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➔ **Go to the Merchant Signup:** <https://portal.infinitecampuspayments.com/signup/public>

The online merchant agreement is the first step in implementing Campus Payments. Progress is not saved; do not stop until you have completed the form. The merchant signup form is comprised of four sections. Use the following information to complete each section.

Private and parochial schools should complete the [Campus Payments Merchant Signup Private](#).

- [Business](#)
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The underwriting process should take no more than 1-2 business days. You will receive updates through a support case. If you have any questions, please contact Campus Sales or your Client Relationship Manager.

Business

This section records information about your school district. Use the following field descriptions to complete the fields on this screen. Print the page if you want to retain a copy for your records then click **Next** when you are done.

▶ [Click here to expand...](#)

Field	Description
This is a public company	Indicates this a publicly traded company with shares traded on a public stock exchange.
Legal Business Name	The full legal name of the school district as registered with the IRS.

Field	Description
Business Statement Descriptor	<p>The name customers see on their bank and credit card statements. This field allows 25 characters or less.</p> <p>The descriptor must contain at least one letter. Letters are in ALL CAPS. The following special characters are allowed: & . , .</p> <p><i>This field can be made the same as the Legal Business Name by selecting the checkbox.</i></p>
EIN	The district's 9-digit business identification code as issued by the IRS. If the school is a sole proprietorship, leave this field empty if no EIN was issued.
Business Phone	The daytime phone number for the district's business contact. This phone number appears on customer's bank and credit card statements.
Business Email	The email address for the district's business contact.
Business Website	The address for the school district's website.

▶ [Click here to expand...](#)

Field	Description
Secondary Descriptor	Defines how payouts appear on your bank activity and statement. This field allows 25 characters or less.
Annual Processing Volume	The amount of sales the district expects to process in a year. This number is an estimate and does not need to be exact.
Average Transaction Amount	The average amount for most transactions. Campus districts have reported \$72 as an average transaction amount.
Address/City/State/Zip	The district address as it appears on tax records.

Owners

Owners are the business contacts with fiduciary responsibility for filling out this form. This screen is capturing the business contact's home address and contact information; however, public schools may use the district address instead.

Public school districts should only list one owner.

Use the following field descriptions to complete the fields on this screen.

Print the page if you want to retain a copy for your records then click **Next** when you are done.

▶ [Click here to expand...](#)

Field	Description
First Name	The business contact's first name.
Middle Name	The business contact's middle name.
Last Name	The business contact's last name.
Phone Number	The business contact's phone number. <i>The Business number entered on the prior step can be used by selecting the checkbox.</i>
Email Address	The business contact's email address. <i>The business email entered on the prior step can be used by selecting the checkbox.</i>
Citizenship	The business contact's country of which he or she is a citizen
DOB (mm-dd-yyyy)	The business contact's date of birth.
Business Title	The business contact's job title.
Significant Responsibility	Significant Responsibility means the business contact as an individual has the authority to enter into contracts and business relationships on behalf of the district.
Address/City/State/Zip	The business contact's home address.
Add Additional Owner	Do not add additional owners.

Bank

There are two ways to add bank information. Infinite Campus recommends using Option 1- **Link Existing Bank Account**. This method is secure and limits the ability to incorrectly enter your bank account number. You cannot use both methods.

How would you like for us to add your bank information?

LINK EXISTING BANK ACCOUNT

Fastest way to on-board

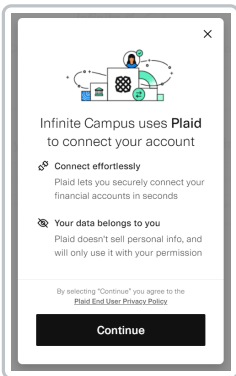
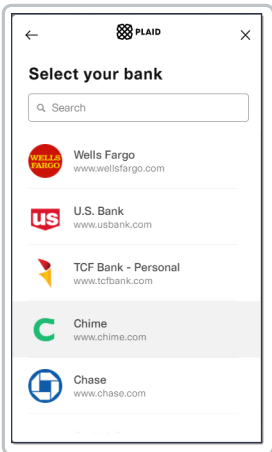
ENTER BANK INFO MANUALLY

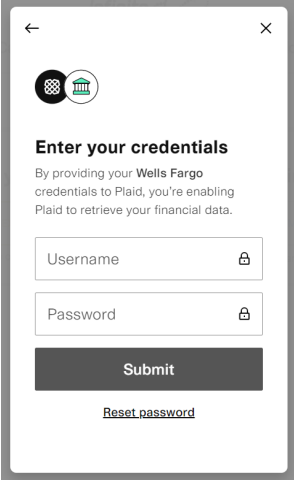
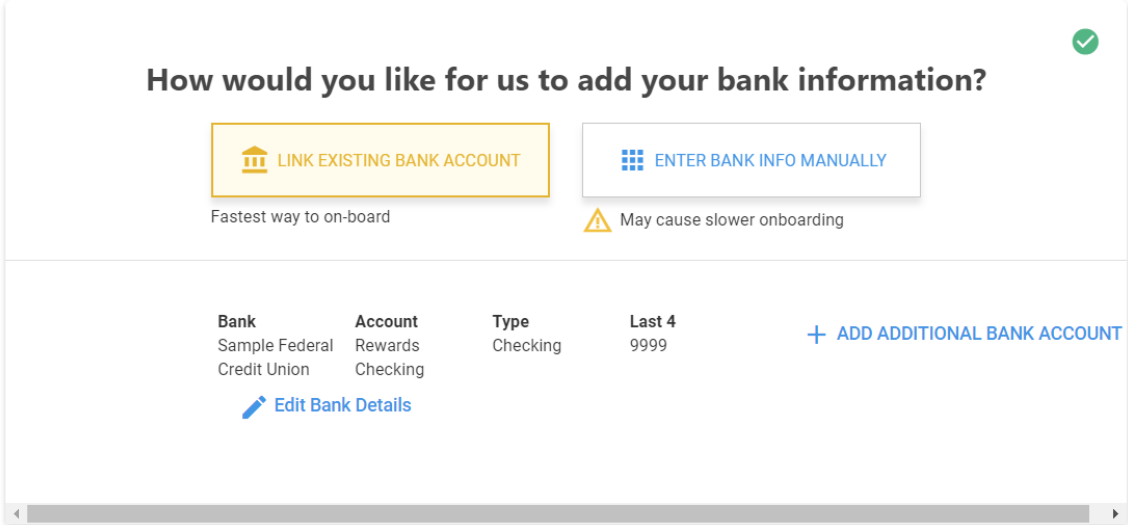
May cause slower onboarding

BACK

NEXT

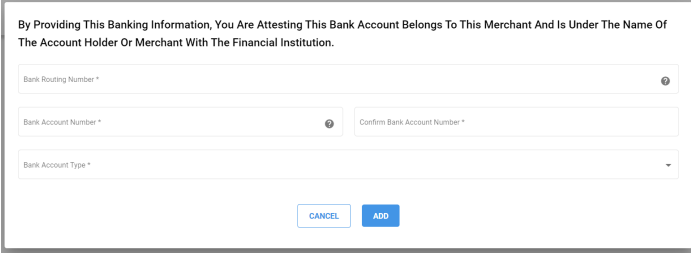
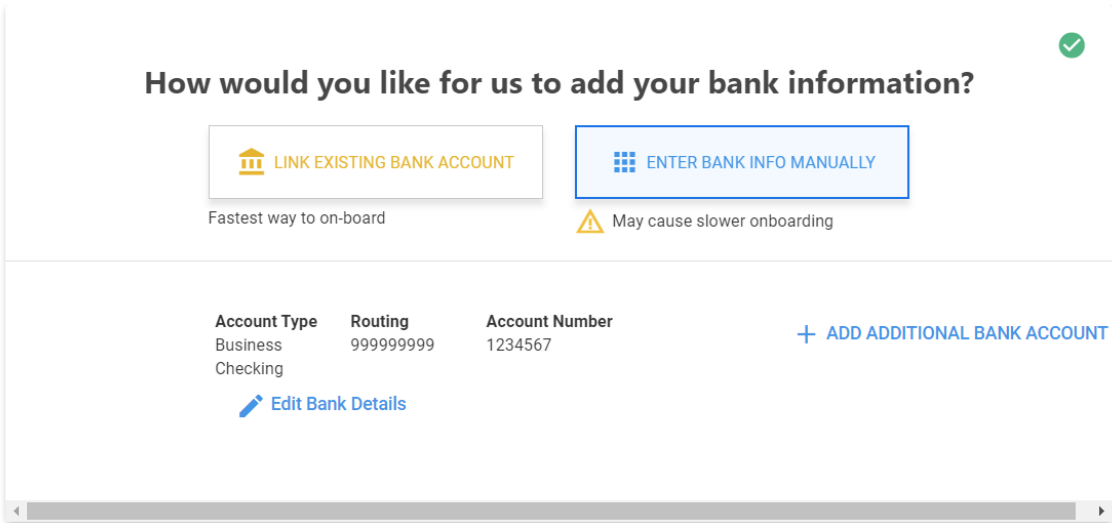
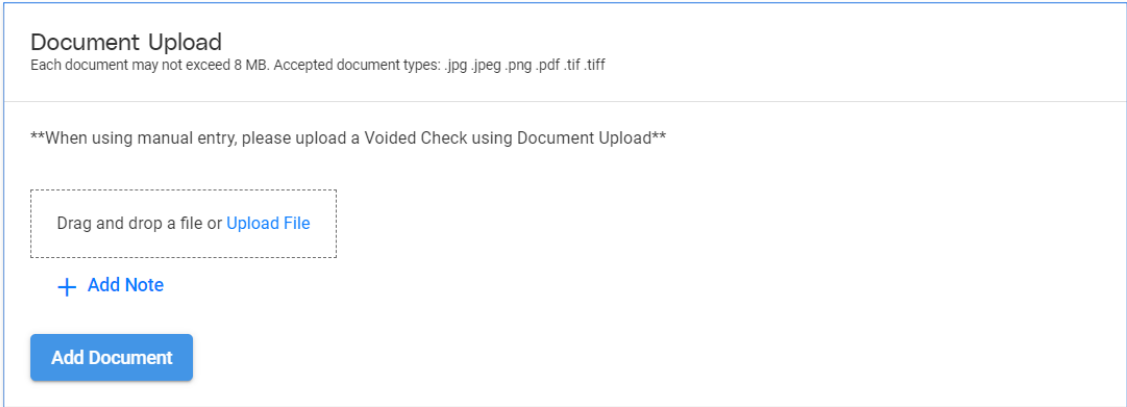
Option 1- Link Existing Bank Account

Step	Action
1	<p>Click the LINK EXISTING BANK ACCOUNT button.</p> <p>Result: The notification for Plaid displays.</p> 
2	<p>Click Continue.</p> <p>Result: The Bank Selection screen displays.</p> 

Step	Action
3	<p>Select your bank. If you do not see your bank, try using the Search instead. Result: The Enter your Credentials screen displays</p> 
4	<p>Enter your bank login credentials and complete the steps in Plaid. Result: You are returned to the Add Bank Account screen and your bank account displays.</p> 
5	<p>Print the page if you want to retain a copy for your records then click Next and continue to the Terms and Conditions.</p>

Option 2 - Enter Bank Info Manually

Manual entry of bank account details may result in delays and require upload of bank statements and other supporting documentation before you can process. Infinite Campus recommends using Option 1 - **Link Existing Bank Account**.

Step	Action
1	<p>Click ENTER BANK INFO MANUALLY. Result: A window displays where you can enter your bank account details.</p> 
2	<p>Enter your bank account information in the following fields:</p> <ul style="list-style-type: none"> • Bank Routing Number • Bank Account Number • Confirm Bank Account Number • Bank Account Type
4	<p>Click ADD. Result: You are returned to the Add Bank Account screen and your bank account displays.</p> 
5	<p>Use the Document Upload to upload a voided check, bank statement or other bank letter that contains the bank name, account number and district name and address.</p> 

Step	Action
6	Print the page if you want to retain a copy for your records then click Next and continue to the Terms and Conditions .

Terms & Conditions

Review and print or save the **Bank Disclosure** and the **Merchant Terms and Conditions**.

You must left-click these links to enable the confirmation checkboxes on this screen.

Print each page if you want to retain a copy for your records.

Digitally sign the agreement by using your mouse on the screen then click **SIGN UP** when you are done. After you click **SIGN UP** a confirmation screen displays and says "Your application to become a Campus Payments/Payrix merchant has been successfully submitted."

If there are any questions related to your application, Infinite Campus Support will reach out to you for clarification. Infinite Campus will provide you with additional information on how to get Campus configured to start using your new merchant account with Campus Payments. You will receive updates through a support case. If you have any questions, please contact Campus Sales or your Client Relationship Manager.

****YOU MUST "CLICK" ON THE LINKS IN ORDER TO SIGN THE AGREEMENT****

Please Review, and Print, or Save the documents provided in links below.

By clicking **I agree** , I hereby confirm:

- Have Read, Agreed and Consented to the [Bank Disclosure Page \(CLICK HERE\)](#) provided.
- Have Read, Agree and Consented to the [Merchant Terms and Conditions \(CLICK HERE\)](#) provided.

I Agree to the above information

I attest that the information provided in this application is correct to the best of my knowledge as an authorized signer for this business

Please Sign Here.

CLEAR

BACK

SIGN UP

Go to the Merchant Signup: <https://portal.infinitecampuspayments.com/signup/public>