Vendor Information (Payments Setup)

Important Information about this Tool | Add District Credentials

Classic View: System Administration > Payments > Payment Setup > Vendor Information

Search Terms: Payments Setup

The Vendor Information editor is used to identify your district's credentials and determine which payment methods your district accepts.

What can I do?	What do I need to know?
• Add District Credentials	• Important Information about this Tool

Vendor Information Panel
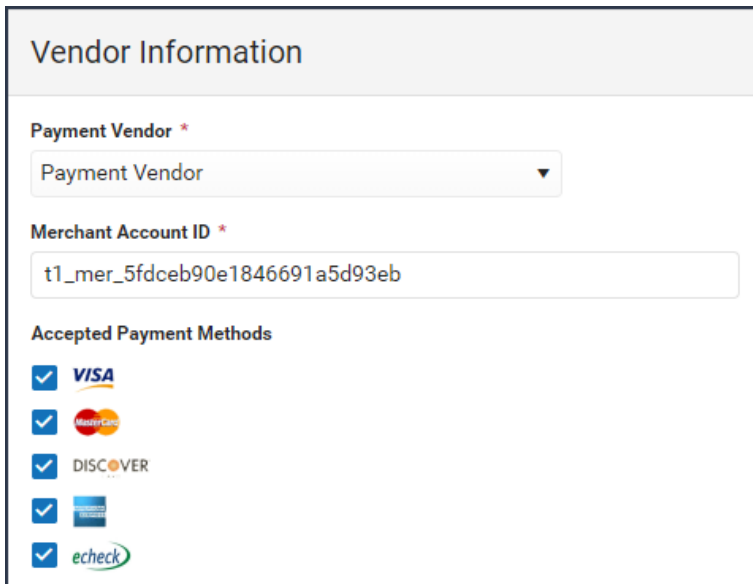
Important Information about this Tool

- Before you can add Vendor Information, you must have your Merchant ID from your payment platform vendor.
- Vendor Information is established at the district level. That means you must select **All Schools** and **All calendars** in the Campus toolbar to use the Vendor Information tool.
- When you remove an accepted Payment Method by clearing the checkbox next to it, Campus does NOT delete the registered payment information from the portal user or prevent the user from using that Payment Method. Clearing the checkbox prevents users from registering payment information for that Payment Method.

Add District Credentials

1. Select **All Schools** in the **School** dropdown list.
2. Click the **Edit** button.
   Result
   The Vendor Information panel displays.

3. Select your payment platform in the Payment Vendor dropdown list.

4. Enter the **Merchant Account ID** for your district.

> This ID is provided by the payment vendor.

5. Mark the checkboxes next to the payment methods you want to accept.
6. Click the **Save** button.
   Result
   Vendor Information is saved and visible on the Online Payments Setup screen.