

# Recurring Payments (Portal)

Last Modified on 03/13/2024 12:49 pm CDT

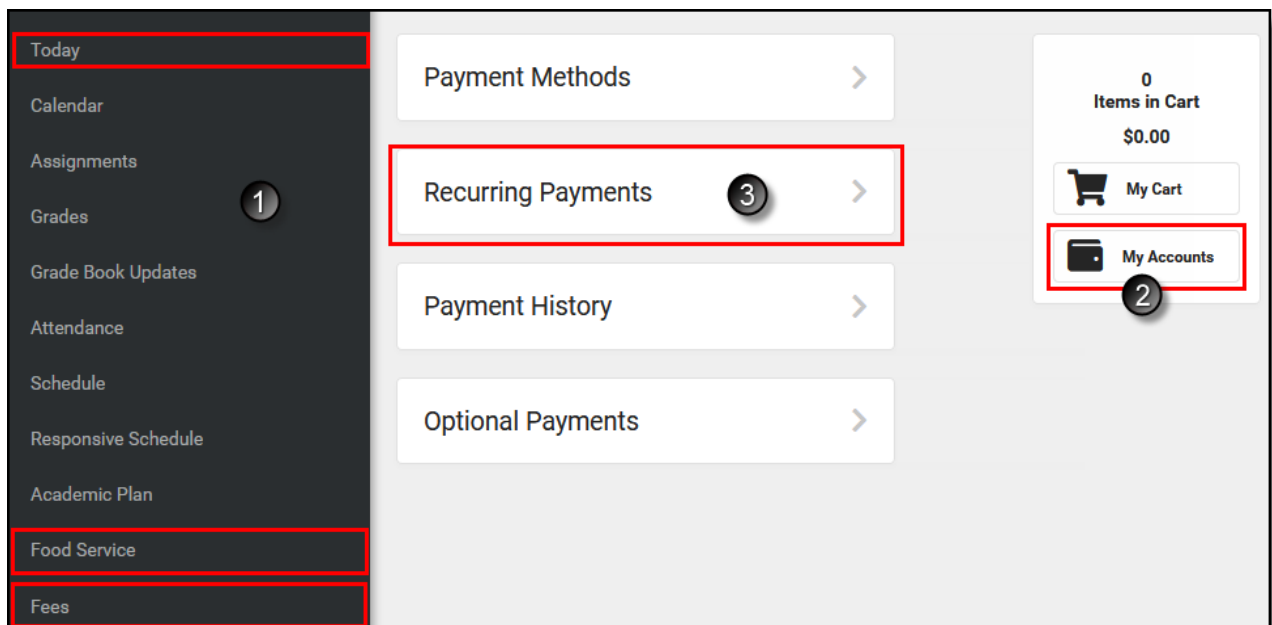
[Automatically Add Money to a Food Service Account](#) | [Set up Recurring Payments for Fees](#)

Tool Search: 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**.

## How to Delete a Recurring Payment

Recurring payments do not end upon enrollment end date. If a student has an active recurring payment at the time of their enrollment ending for any reason, the recurring payment will only be ended if a parent logs into Parent Portal and deletes the recurring payment. For this reason, it is recommended that parents temporarily retain access to the Portal following a student's enrollment end date to modify or cancel a recurring payment as needed.

1. Select **Recurring Payments**.
2. Select the fee or food service payment you want to delete.
3. Select **Delete**.
4. Select **Delete** in the Confirm Delete popup.

## 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.

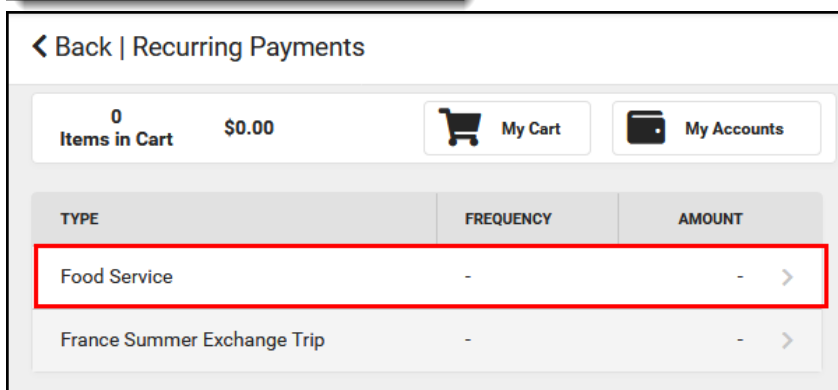
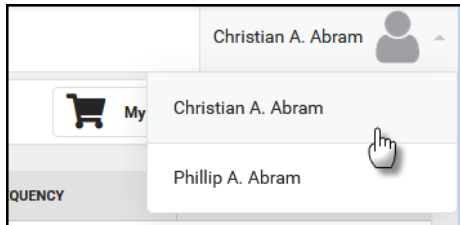
## Step Action

1 Select **Recurring Payments**.

### Result

The Recurring Payments screen displays.

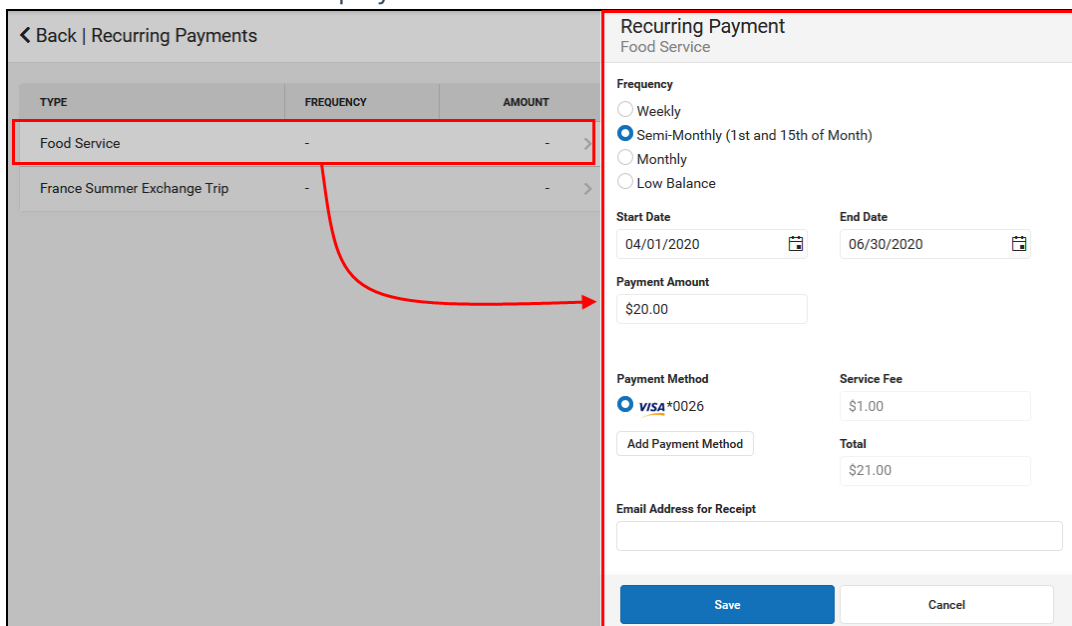
If you are using Campus Parent and have access to multiple students, be sure to select the correct student in the student dropdown list displayed in the top right corner.





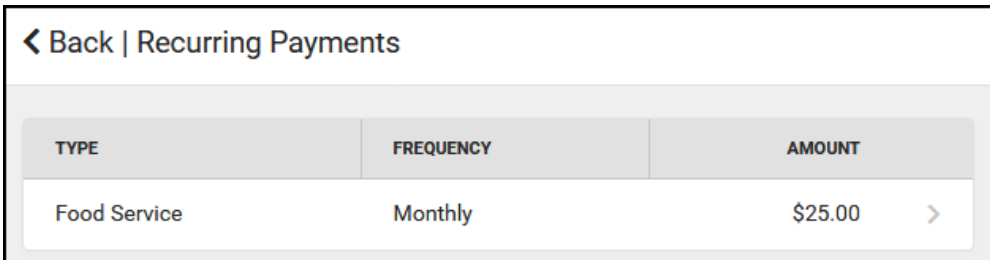
2 Select **Food Service**.

### Result

The Food Service Panel displays.



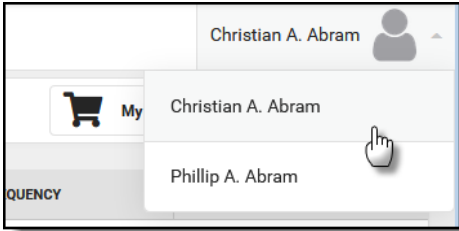
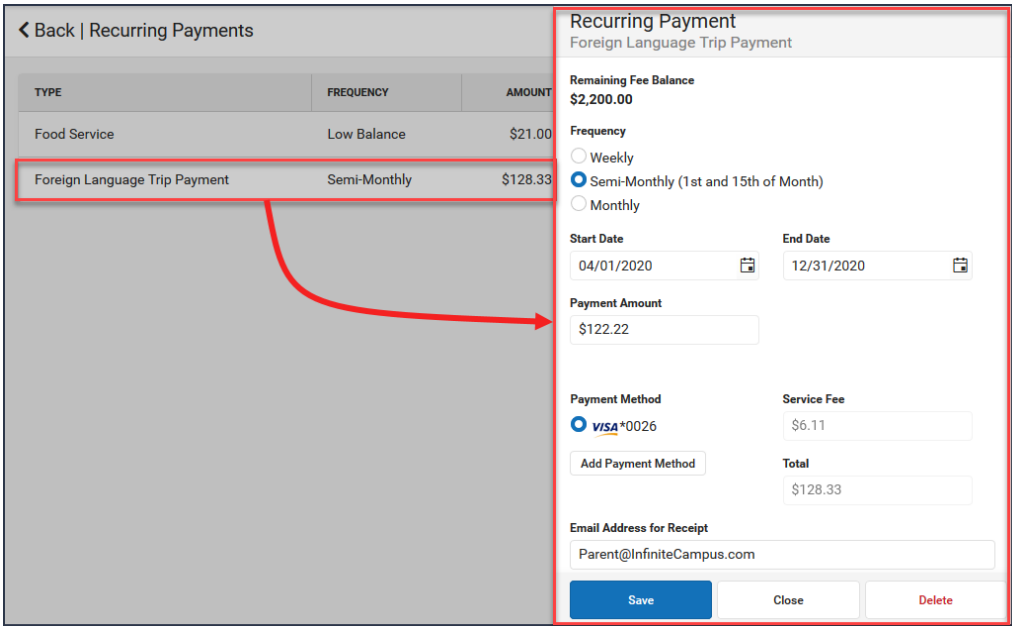
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4	<p>Select the <b>Payment Method</b> you want to use and the <b>Email Address</b> for Campus to send the receipt.</p> <p>Select the <b>Add Payment Method</b> button if the card or account you want to use is not set up. This option allows you to enter a new Payment Method then returns you to this screen.</p> 
5	<p>Select  .</p> <p><b>Result</b> The Recurring Payment displays on the Payments screen.</p> <p>You can remove the recurring payment by selecting the payment and selecting <b>Delete</b>. 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 <b>Recurring Payments</b>.</p> <p><b>Result</b> 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><b>Result</b> The Recurring Payments panel displays.</p> 

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