

Vendor Information (Payments Setup)

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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?
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Payments Setup

To enable Online Payments, please complete Vendor Information, Bank Account setup, Settings, and Fund Accounts.

Vendor Information

Payment Vendor (Required)

Save

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.

Add District Credentials

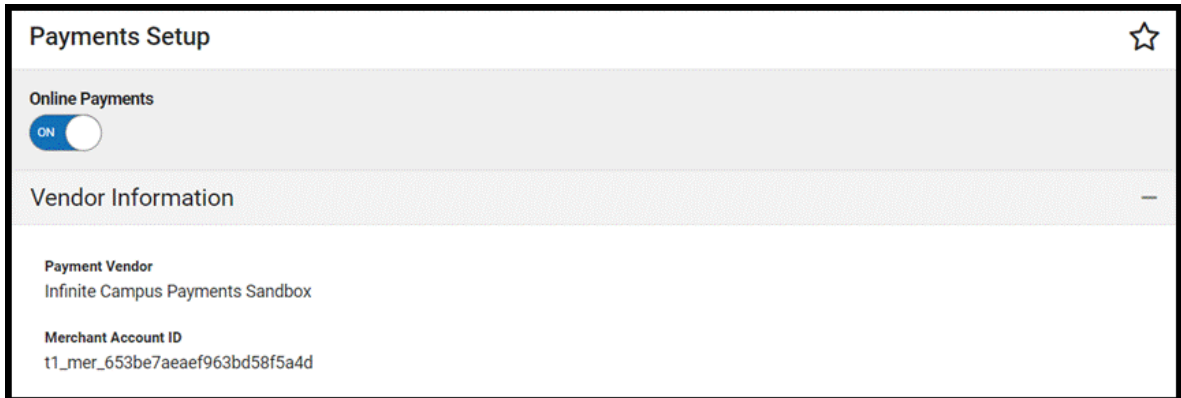
- Select **All Schools** in the **School** dropdown list.
- Select your payment platform in the Payment Vendor dropdown list.
- Enter the **Merchant Account ID** for your district.

This ID is provided by the payment vendor.

4. Click the **Save** button.

Result

Vendor Information is saved and visible on the Online Payments Setup screen.



The screenshot shows the 'Payments Setup' screen. At the top, there is a title bar with 'Payments Setup' and a star icon. Below this, there is a section for 'Online Payments' with a toggle switch set to 'ON'. Underneath, there is a section for 'Vendor Information' with a minus sign icon. The 'Vendor Information' section is expanded, showing the following details:

Field	Value
Payment Vendor	Infinite Campus Payments Sandbox
Merchant Account ID	t1_mer_653be7aeaf963bd58f5a4d