Vendor Information (Payments Setup)

Last Modified on 12/14/2025 8:45 pm CST

[Important Information about this Tool](#) | [Add District Credentials](#)

Tool Search: 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.
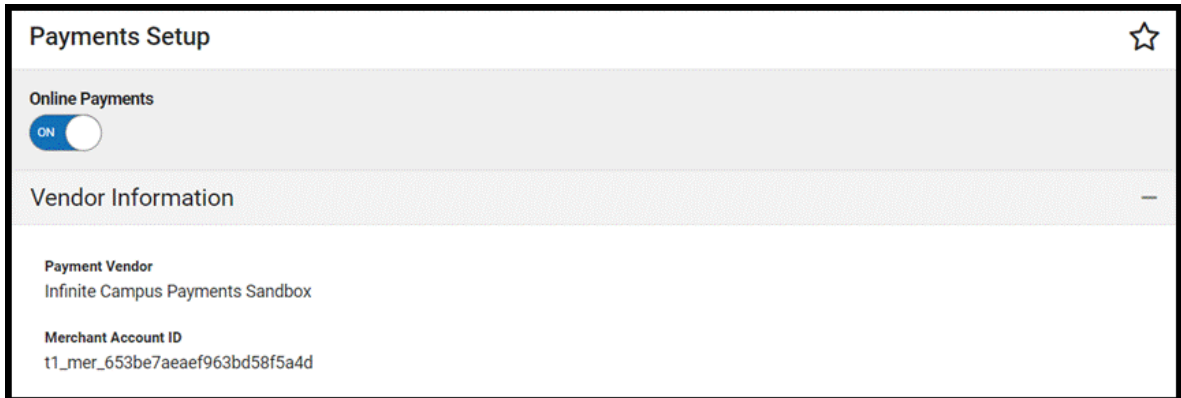
Add District Credentials

1. Select **All Schools** in the **School** dropdown list.
2. Select your payment platform in the Payment Vendor dropdown list.
3. 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.