

Vendor Information (Payments Setup)

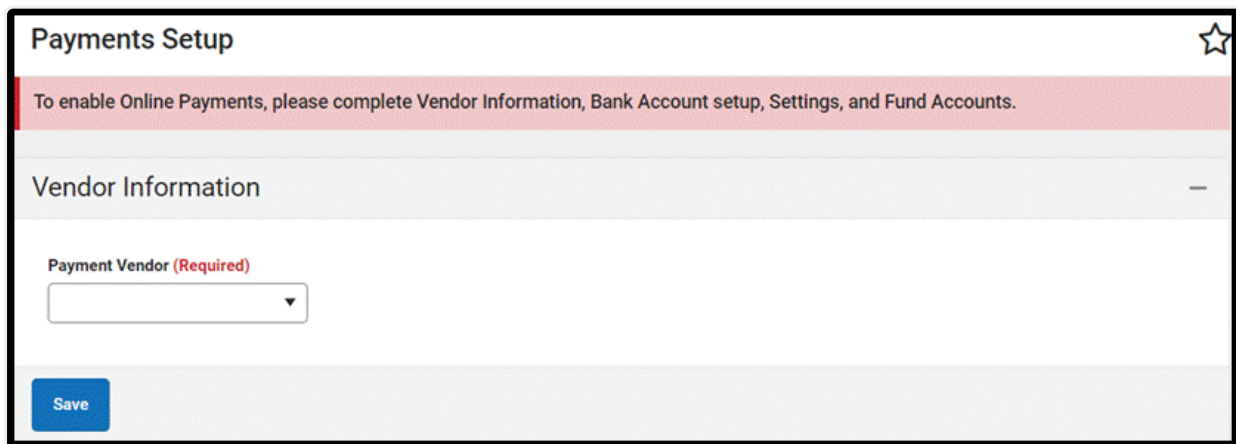
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[Important Information about this Tool](#) | [Add District Credentials](#)

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?
<ul style="list-style-type: none"> Add District Credentials 	<ul style="list-style-type: none"> Important Information about this Tool



The screenshot shows the 'Payments Setup' interface. At the top, there is a red notification bar that reads: 'To enable Online Payments, please complete Vendor Information, Bank Account setup, Settings, and Fund Accounts.' Below this is the 'Vendor Information' section, which contains a dropdown menu labeled 'Payment Vendor (Required)'. A blue 'Save' button is located at the bottom left of the panel.

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.

