

Recurring Payments (Portal)

Last Modified on 10/21/2024 8:21 am CDT

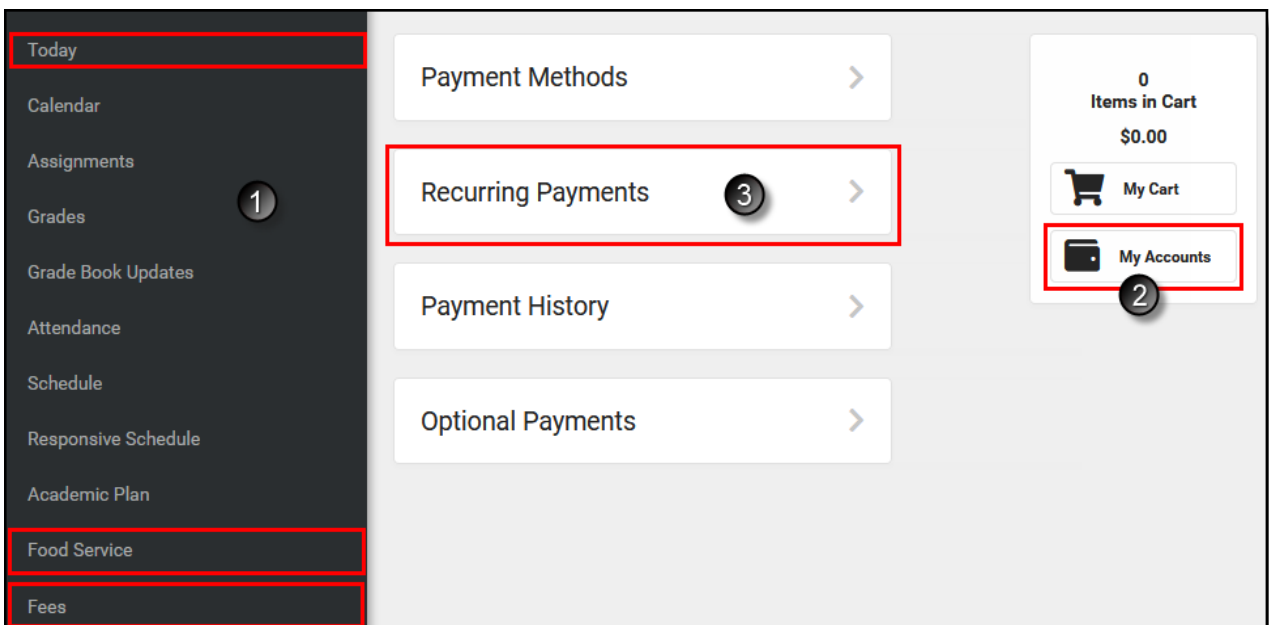
[Automatically Add Money to a Food Service Account](#) | [Set up Recurring Payments for Fees](#)

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

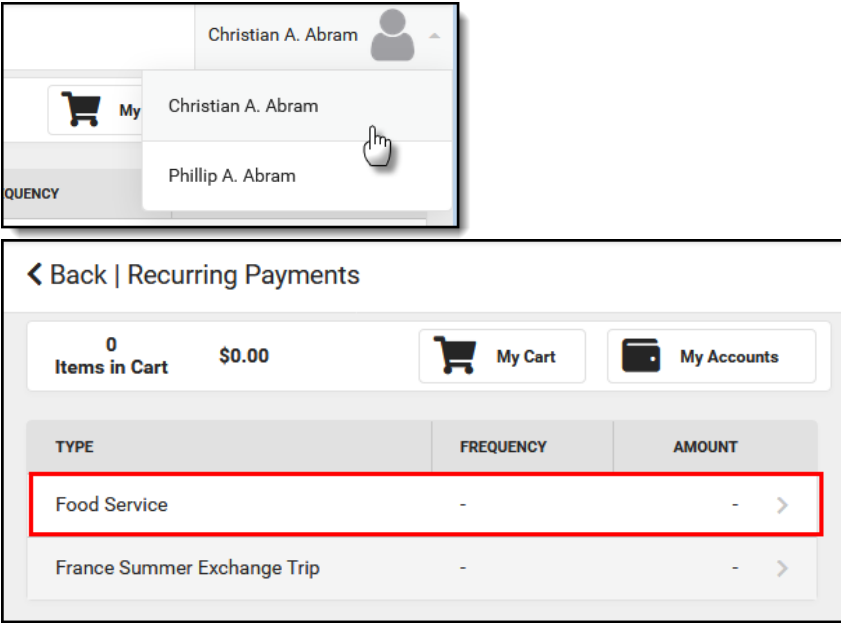
Complete the following steps to automatically add money to your Food Service account on a monthly basis or when it reaches a low balance.

Step 1 **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.



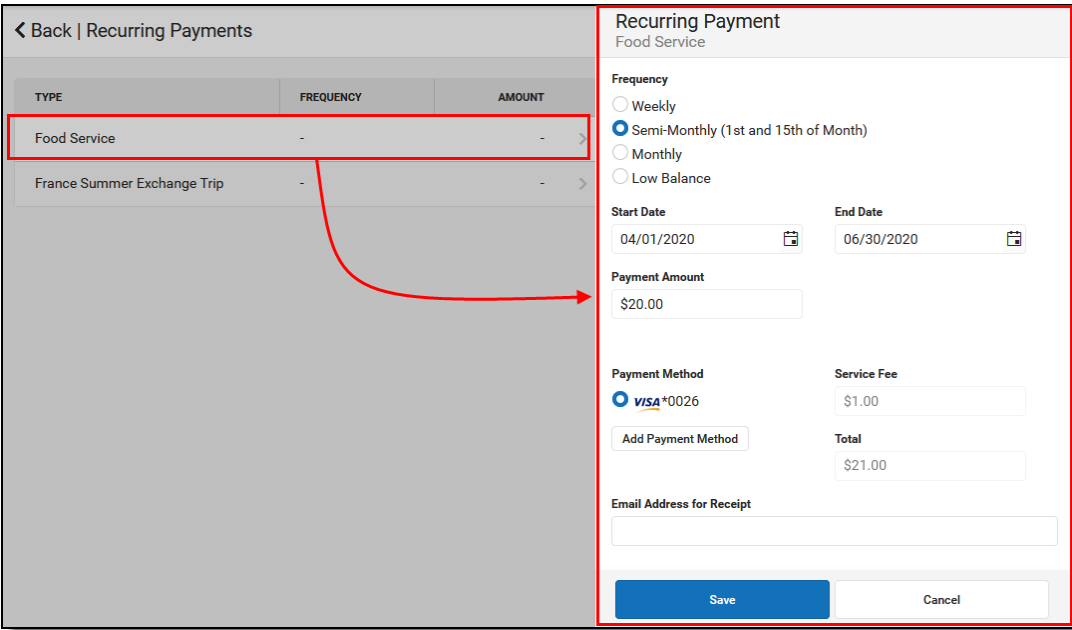
The screenshot shows a user interface for managing recurring payments. At the top, there is a student selection dropdown menu currently set to 'Christian A. Abram'. Below this, a table lists recurring payments:

TYPE	FREQUENCY	AMOUNT
Food Service	-	-
France Summer Exchange Trip	-	-

Step 2 **Action**

2 Select **Food Service**.

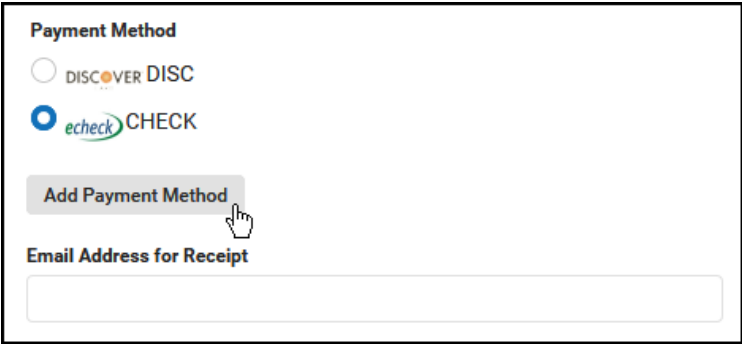

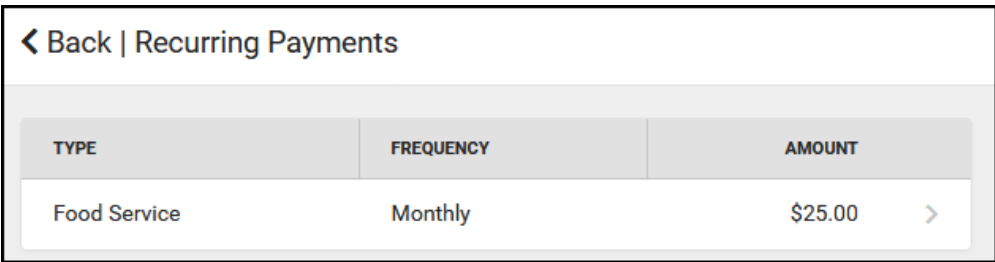
Result
The Food Service Panel displays.



The screenshot shows the 'Recurring Payment' configuration panel for 'Food Service'. The 'Food Service' row in the table from the previous step is highlighted with a red box, and a red arrow points from it to the configuration panel. The configuration panel includes the following fields:

- Frequency:** Radio buttons for Weekly, Semi-Monthly (1st and 15th of Month) (selected), Monthly, and Low Balance.
- Start Date:** 04/01/2020
- End Date:** 06/30/2020
- Payment Amount:** \$20.00
- Payment Method:** Radio buttons for VISA*0026 (selected) and Add Payment Method.
- Service Fee:** \$1.00
- Total:** \$21.00
- Email Address for Receipt:** (empty field)
- Buttons:** Save and Cancel.

Step	Action										
3	<p data-bbox="277 264 879 297">Select one of the following Frequency options.</p> <table border="1" data-bbox="277 315 1422 1778"> <thead> <tr> <th data-bbox="277 315 432 376">Option</th> <th data-bbox="432 315 1422 376">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="277 376 432 651"> Weekly </td> <td data-bbox="432 376 1422 651"> <p data-bbox="448 394 1342 461">This option adds money to the account every 7 days beginning on the Start Date you enter.</p> <p data-bbox="448 468 1385 501">When you select this option, you must also complete the following fields:</p> <ul data-bbox="480 508 735 613" style="list-style-type: none"> • Start Date • End Date • Payment Amount </td> </tr> <tr> <td data-bbox="277 651 432 927"> Semi-Monthly (1st and 15th of Month) </td> <td data-bbox="432 651 1422 927"> <p data-bbox="448 669 1347 736">This option adds money to the account on the first and the 15th of the month.</p> <p data-bbox="448 743 1385 777">When you select this option, you must also complete the following fields:</p> <ul data-bbox="480 784 644 889" style="list-style-type: none"> • Start Date • End Date • Payment Amount </td> </tr> <tr> <td data-bbox="277 927 432 1391"> Monthly </td> <td data-bbox="432 927 1422 1391"> <p data-bbox="448 945 1398 1124">This option adds money to the account on a monthly basis. Your payment will automatically occur on the same day every month beginning on the Start Date you select. If the recurring payment is on the 31st, Campus adjusts the payment to the last day of the month if the month does not have 31 days.</p> <p data-bbox="448 1169 1378 1202">When you select this option, you must also complete the following fields:</p> <ul data-bbox="480 1247 735 1352" style="list-style-type: none"> • Start Date • End Date • Payment Amount </td> </tr> <tr> <td data-bbox="277 1391 432 1778"> Low Balance </td> <td data-bbox="432 1391 1422 1778"> <p data-bbox="448 1408 1362 1476">This option automatically adds money to the account when the account reaches the Low Balance Amount.</p> <p data-bbox="448 1520 1378 1554">When you select this option, you must also complete the following fields:</p> <ul data-bbox="480 1599 783 1740" style="list-style-type: none"> • Start Date • End Date • Low Balance Amount • Payment Amount </td> </tr> </tbody> </table>	Option	Description	Weekly	<p data-bbox="448 394 1342 461">This option adds money to the account every 7 days beginning on the Start Date you enter.</p> <p data-bbox="448 468 1385 501">When you select this option, you must also complete the following fields:</p> <ul data-bbox="480 508 735 613" style="list-style-type: none"> • Start Date • End Date • Payment Amount 	Semi-Monthly (1st and 15th of Month)	<p data-bbox="448 669 1347 736">This option adds money to the account on the first and the 15th of the month.</p> <p data-bbox="448 743 1385 777">When you select this option, you must also complete the following fields:</p> <ul data-bbox="480 784 644 889" style="list-style-type: none"> • Start Date • End Date • Payment Amount 	Monthly	<p data-bbox="448 945 1398 1124">This option adds money to the account on a monthly basis. Your payment will automatically occur on the same day every month beginning on the Start Date you select. If the recurring payment is on the 31st, Campus adjusts the payment to the last day of the month if the month does not have 31 days.</p> <p data-bbox="448 1169 1378 1202">When you select this option, you must also complete the following fields:</p> <ul data-bbox="480 1247 735 1352" style="list-style-type: none"> • Start Date • End Date • Payment Amount 	Low Balance	<p data-bbox="448 1408 1362 1476">This option automatically adds money to the account when the account reaches the Low Balance Amount.</p> <p data-bbox="448 1520 1378 1554">When you select this option, you must also complete the following fields:</p> <ul data-bbox="480 1599 783 1740" style="list-style-type: none"> • Start Date • End Date • Low Balance Amount • Payment Amount
Option	Description										
Weekly	<p data-bbox="448 394 1342 461">This option adds money to the account every 7 days beginning on the Start Date you enter.</p> <p data-bbox="448 468 1385 501">When you select this option, you must also complete the following fields:</p> <ul data-bbox="480 508 735 613" style="list-style-type: none"> • Start Date • End Date • Payment Amount 										
Semi-Monthly (1st and 15th of Month)	<p data-bbox="448 669 1347 736">This option adds money to the account on the first and the 15th of the month.</p> <p data-bbox="448 743 1385 777">When you select this option, you must also complete the following fields:</p> <ul data-bbox="480 784 644 889" style="list-style-type: none"> • Start Date • End Date • Payment Amount 										
Monthly	<p data-bbox="448 945 1398 1124">This option adds money to the account on a monthly basis. Your payment will automatically occur on the same day every month beginning on the Start Date you select. If the recurring payment is on the 31st, Campus adjusts the payment to the last day of the month if the month does not have 31 days.</p> <p data-bbox="448 1169 1378 1202">When you select this option, you must also complete the following fields:</p> <ul data-bbox="480 1247 735 1352" style="list-style-type: none"> • Start Date • End Date • Payment Amount 										
Low Balance	<p data-bbox="448 1408 1362 1476">This option automatically adds money to the account when the account reaches the Low Balance Amount.</p> <p data-bbox="448 1520 1378 1554">When you select this option, you must also complete the following fields:</p> <ul data-bbox="480 1599 783 1740" style="list-style-type: none"> • Start Date • End Date • Low Balance Amount • Payment Amount 										

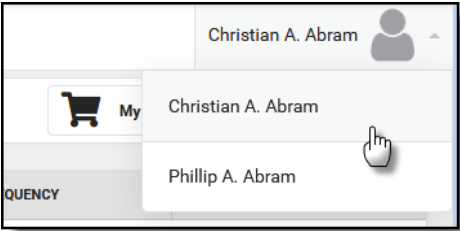
Step	Action
4	<p>Select the Payment Method you want to use and the Email Address for Campus to send the receipt.</p> <p>Select the Add Payment Method button if the card or account you want to use is not set up. This option allows you to enter a new Payment Method then returns you to this screen.</p>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

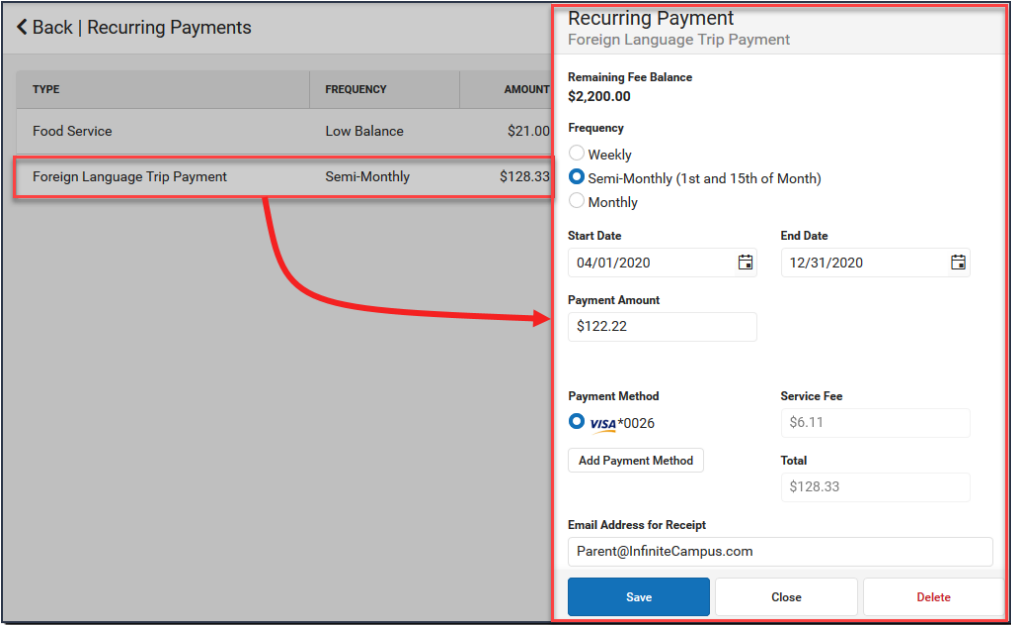
Set up Recurring Payments for Fees

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 Recurring Payments.</p> <p>Result 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>Result The Recurring Payments panel displays.</p> 
---	---

Step	Action								
3	<p data-bbox="276 264 879 297">Select one of the following Frequency options.</p> <table border="1" data-bbox="276 315 1422 1391"> <thead> <tr> <th data-bbox="276 315 432 376">Option</th> <th data-bbox="432 315 1422 376">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="276 376 432 656"> <p data-bbox="295 394 408 427">Weekly</p> </td> <td data-bbox="432 376 1422 656"> <p data-bbox="448 394 1342 465">This option adds money to the account every 7 days beginning on the Start Date you enter.</p> <p data-bbox="448 470 1390 504">When you select this option, you must also complete the following fields:</p> <ul data-bbox="480 508 735 616" style="list-style-type: none"> <li data-bbox="480 508 639 542">• Start Date <li data-bbox="480 546 632 580">• End Date <li data-bbox="480 584 735 616">• Payment Amount </td> </tr> <tr> <td data-bbox="276 656 432 936"> <p data-bbox="295 669 408 853">Semi-Monthly (1st and 15th of Month)</p> </td> <td data-bbox="432 656 1422 936"> <p data-bbox="448 669 1350 741">This option adds money to the account on the first and the 15th of the month.</p> <p data-bbox="448 745 1390 779">When you select this option, you must also complete the following fields:</p> <ul data-bbox="480 784 639 891" style="list-style-type: none"> <li data-bbox="480 784 639 817">• Start Date <li data-bbox="480 822 632 855">• End Date <li data-bbox="480 860 735 891">• Payment Amount </td> </tr> <tr> <td data-bbox="276 936 432 1391"> <p data-bbox="295 949 408 983">Monthly</p> </td> <td data-bbox="432 936 1422 1391"> <p data-bbox="448 949 1398 1133">This option adds money to the account on a monthly basis. Your payment will automatically occur on the same day every month beginning on the Start Date you select. If the recurring payment is on the 31st, Campus adjusts the payment to the last day of the month if the month does not have 31 days.</p> <p data-bbox="448 1173 1382 1207">When you select this option, you must also complete the following fields:</p> <ul data-bbox="480 1247 735 1355" style="list-style-type: none"> <li data-bbox="480 1247 639 1281">• Start Date <li data-bbox="480 1285 632 1319">• End Date <li data-bbox="480 1323 735 1355">• Payment Amount </td> </tr> </tbody> </table>	Option	Description	<p data-bbox="295 394 408 427">Weekly</p>	<p data-bbox="448 394 1342 465">This option adds money to the account every 7 days beginning on the Start Date you enter.</p> <p data-bbox="448 470 1390 504">When you select this option, you must also complete the following fields:</p> <ul data-bbox="480 508 735 616" style="list-style-type: none"> <li data-bbox="480 508 639 542">• Start Date <li data-bbox="480 546 632 580">• End Date <li data-bbox="480 584 735 616">• Payment Amount 	<p data-bbox="295 669 408 853">Semi-Monthly (1st and 15th of Month)</p>	<p data-bbox="448 669 1350 741">This option adds money to the account on the first and the 15th of the month.</p> <p data-bbox="448 745 1390 779">When you select this option, you must also complete the following fields:</p> <ul data-bbox="480 784 639 891" style="list-style-type: none"> <li data-bbox="480 784 639 817">• Start Date <li data-bbox="480 822 632 855">• End Date <li data-bbox="480 860 735 891">• Payment Amount 	<p data-bbox="295 949 408 983">Monthly</p>	<p data-bbox="448 949 1398 1133">This option adds money to the account on a monthly basis. Your payment will automatically occur on the same day every month beginning on the Start Date you select. If the recurring payment is on the 31st, Campus adjusts the payment to the last day of the month if the month does not have 31 days.</p> <p data-bbox="448 1173 1382 1207">When you select this option, you must also complete the following fields:</p> <ul data-bbox="480 1247 735 1355" style="list-style-type: none"> <li data-bbox="480 1247 639 1281">• Start Date <li data-bbox="480 1285 632 1319">• End Date <li data-bbox="480 1323 735 1355">• Payment Amount
Option	Description								
<p data-bbox="295 394 408 427">Weekly</p>	<p data-bbox="448 394 1342 465">This option adds money to the account every 7 days beginning on the Start Date you enter.</p> <p data-bbox="448 470 1390 504">When you select this option, you must also complete the following fields:</p> <ul data-bbox="480 508 735 616" style="list-style-type: none"> <li data-bbox="480 508 639 542">• Start Date <li data-bbox="480 546 632 580">• End Date <li data-bbox="480 584 735 616">• Payment Amount 								
<p data-bbox="295 669 408 853">Semi-Monthly (1st and 15th of Month)</p>	<p data-bbox="448 669 1350 741">This option adds money to the account on the first and the 15th of the month.</p> <p data-bbox="448 745 1390 779">When you select this option, you must also complete the following fields:</p> <ul data-bbox="480 784 639 891" style="list-style-type: none"> <li data-bbox="480 784 639 817">• Start Date <li data-bbox="480 822 632 855">• End Date <li data-bbox="480 860 735 891">• Payment Amount 								
<p data-bbox="295 949 408 983">Monthly</p>	<p data-bbox="448 949 1398 1133">This option adds money to the account on a monthly basis. Your payment will automatically occur on the same day every month beginning on the Start Date you select. If the recurring payment is on the 31st, Campus adjusts the payment to the last day of the month if the month does not have 31 days.</p> <p data-bbox="448 1173 1382 1207">When you select this option, you must also complete the following fields:</p> <ul data-bbox="480 1247 735 1355" style="list-style-type: none"> <li data-bbox="480 1247 639 1281">• Start Date <li data-bbox="480 1285 632 1319">• End Date <li data-bbox="480 1323 735 1355">• Payment Amount 								

Step	Action												
4	<p>Complete the following fields:</p> <ul style="list-style-type: none"> • Start Date • End Date - The Payment Amount field automatically updates based on the date you enter here to ensure the balance is paid in full. • Payment Amount - Campus calculates this amount by dividing the total amount due by the number of payments included in the Start and End dates. <p>Campus does not allow you to overpay a fee. If the End Date or Payment Amount exceeds the Fee, Campus only charges your card or account until the Fee is paid in full.</p> <ul style="list-style-type: none"> • Payment Method - The card or account you want to use each month. <p>Select the Add Payment Method 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> <ul style="list-style-type: none"> • Email Address for Receipt 												
5	<p>Select  .</p> <p>Result The Recurring Payment displays on the Payments screen.</p> <p>You can remove the recurring payment by selecting the payment and selecting Delete. You can only delete the recurring payment if you are logged in as the user who set up the payment.</p> <div data-bbox="284 1205 1425 1534" style="border: 1px solid black; padding: 10px;"> <p>◀ Back Recurring Payments</p> <table border="1"> <thead> <tr> <th data-bbox="288 1312 852 1373">TYPE</th> <th data-bbox="852 1312 1139 1373">FREQUENCY</th> <th data-bbox="1139 1312 1401 1373">AMOUNT</th> <th></th> </tr> </thead> <tbody> <tr> <td data-bbox="288 1373 852 1447">Food Service</td> <td data-bbox="852 1373 1139 1447">Low Balance</td> <td data-bbox="1139 1373 1401 1447">\$21.00</td> <td data-bbox="1401 1373 1425 1447">></td> </tr> <tr style="border: 2px solid red;"> <td data-bbox="288 1447 852 1523">Foreign Language Trip Payment</td> <td data-bbox="852 1447 1139 1523">Semi-Monthly</td> <td data-bbox="1139 1447 1401 1523">\$128.33</td> <td data-bbox="1401 1447 1425 1523">></td> </tr> </tbody> </table> </div>	TYPE	FREQUENCY	AMOUNT		Food Service	Low Balance	\$21.00	>	Foreign Language Trip Payment	Semi-Monthly	\$128.33	>
TYPE	FREQUENCY	AMOUNT											
Food Service	Low Balance	\$21.00	>										
Foreign Language Trip Payment	Semi-Monthly	\$128.33	>										