# Recurring Payments (Portal)

Last Modified on 07/01/2025 9:30 am CDT

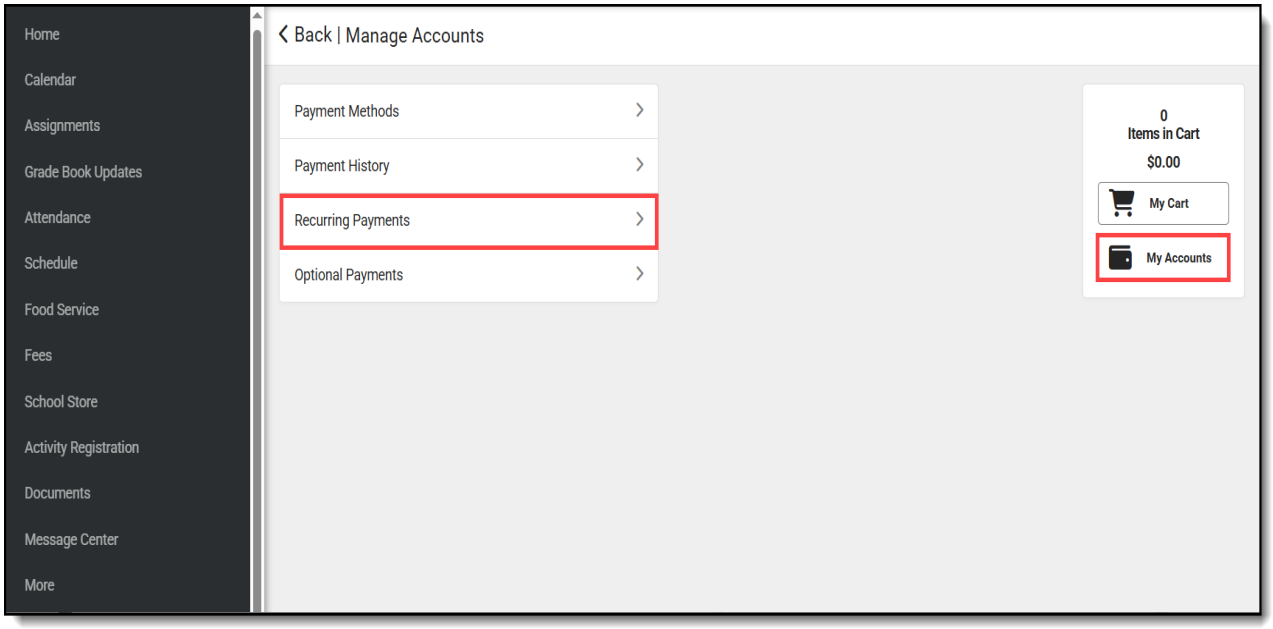
Automatically Add Money to a Food Service Account | Set up Recurring Payments for Fees

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 your Food Service account on a recurring basis or 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 Home, Food Service, Fees, School Store, and Activity Registration tools.




## How do I automatically add money to a Food Service account?

1. Select **Recurring Payments**.
2. Select **View** in Food Service.
3. Select a **Frequency Option**: *Weekly, Semi-Monthly (1st and 15th of Month), Monthly* or *Low Balance*.
4. Enter the **Dates**.
5. Enter the **Payment Amount**.
6. Select the **Payment Method** you want to use and the **Email Address** for Campus to send the receipt.
7. Select **Save**.

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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 **View** in 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 **View** in 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 alert.

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# Automatically Add Money to a Food Service Account

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

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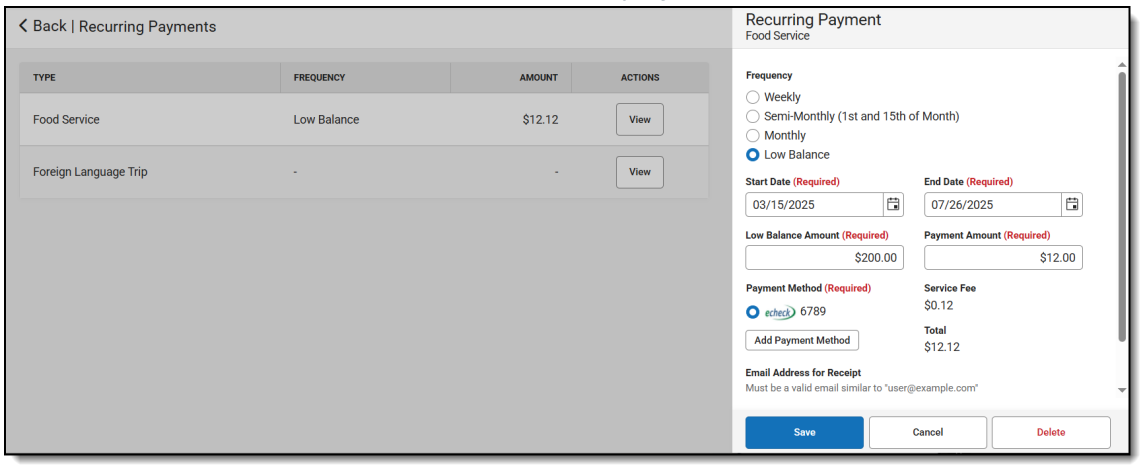
| Step | Action |
|---|---|
| 1 | Select **Recurring Payments**. The Recurring Payments screen displays.<br><br>If you are using Campus Parent and have access to multiple students, be sure to select the correct student in the student dropdown list displayed in the top right corner. |
| 2 | Select **Food Service**. The Food Service Panel displays.<br>  <br> |

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| Step | Action |
|---|---|
| 3 | Select one of the following **Frequency** options. |

| Option | Description |
|---|---|
| **Weekly** | This option adds money to the account every 7 days beginning on the Start Date you enter.<br>When you select this option, you must also complete the following fields:<br>• Start Date<br>• End Date<br>• Payment Amount |
| **Semi-Monthly (1st and 15th of Month)** | This option adds money to the account on the first and the 15th of the month. When you select this option, you must also complete the following fields:<br>• Start Date<br>• End Date<br>• Payment Amount |
| **Monthly** | 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.<br><br>When you select this option, you must also complete the following fields:<br>• Start Date<br>• End Date<br>• Payment Amount |
| **Low Balance** | This option automatically adds money to the account when the account reaches the **Low Balance Amount**.<br><br>When you select this option, you must also complete the following fields:<br>• Start Date<br>• End Date<br>• Low Balance Amount<br>• Payment Amount |

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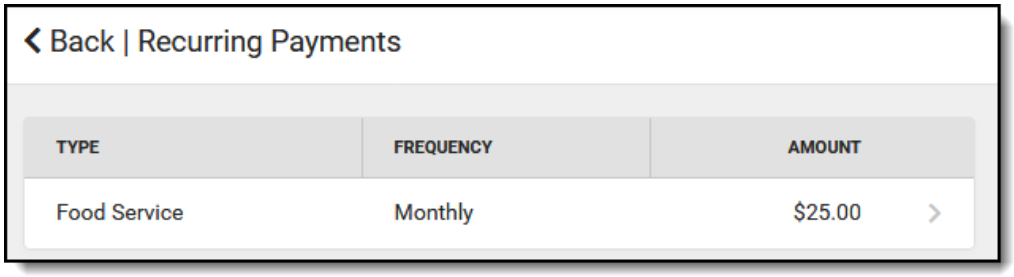
| Step | Action |
|---|---|
| 4 | Select the **Payment Method** you want to use and the **Email Address** for Campus to send the receipt.<br><br>If the card or account you want to use is not set up, click the **Add Payment Method** button. This option allows you to enter a new Payment Method and then returns you to the Recurring Payment menu. See Payment Methods for more information.<br> |
| 5 | Click **Save**. The Recurring Payment displays on the Payments screen.<br>You can remove the recurring payment by selecting the payment and clicking **Delete**.<br>You can only delete the recurring payment if you are logged in as the user who set up the payment.<br>  |

# 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 |
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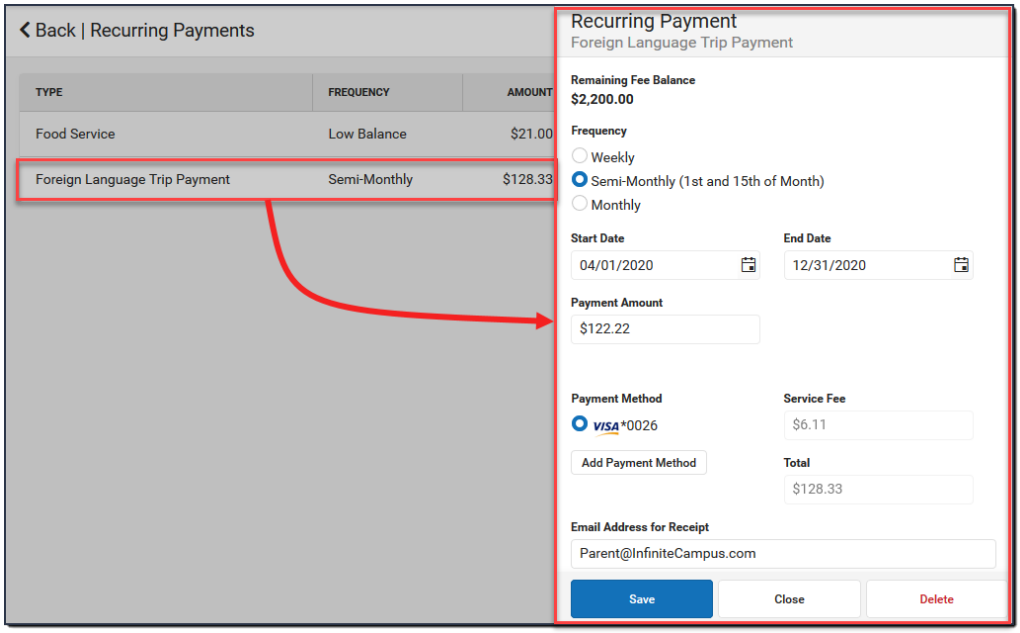
| Step | Action |
|---|---|
| 1 | Select **Recurring Payments**. The Recurring Payments screen displays.<br><br>If you are using Campus Parent and have access to multiple students, be sure to select the correct student in the student dropdown list displays in the top right corner. |
| 2 | Select the fee that you want to pay in installments. The Recurring Payments panel displays.<br>  <br> |

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<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>3</td><td>Select one of the following Frequency options.
<table>
<tr><th>Option</th><th>Description</th></tr>
<tr><td>Weekly</td><td>This option adds money to the account every 7 days beginning on the Start Date you enter.<br>When you select this option, you must also complete the following fields:<ul><li>Start Date</li><li>End Date</li><li>Payment Amount</li></ul></td></tr>
<tr><td>Semi-Monthly (1st and 15th of Month)</td><td>This option adds money to the account on the first and the 15th of the month.<br>When you select this option, you must also complete the following fields:<ul><li>Start Date</li><li>End Date</li><li>Payment Amount</li></ul></td></tr>
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</table></td></tr>
<tr><td>4</td><td>Complete the following fields:<ul><li>Start Date - The date payments start.</li><li>End Date - The Payment Amount field automatically updates based on the date you enter here to ensure the balance is paid in full.</li><li>Payment Amount - Campus calculates this amount by dividing the total amount due by the number of payments included in the Start and End dates. 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.</li><li>Payment Method - The card or account you want to use each month. 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 Recurring Payment menu.</li><li>Email Address for Receipt - The email address of the receipt will be sent to.</li></ul></td></tr>
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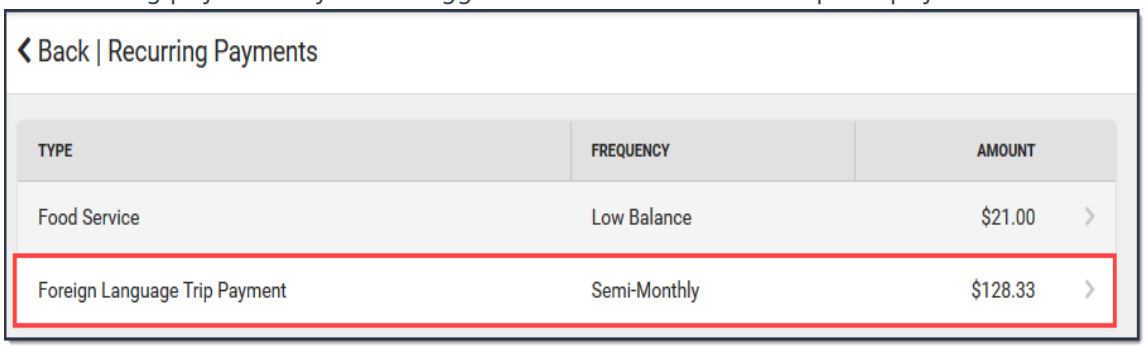
| Step | Action |
| --- | --- |
| 5 | Click **Save**. The Recurring Payment displays on the Payments screen. You can remove the recurring payment by selecting the payment and clicking **Delete**. You can only delete the recurring payment if you are logged in as the user who set up the payment.   |

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