

Payment Methods

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

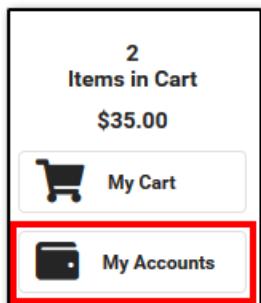
This functionality is only available to districts who have purchased Online Payments.

New Payment Processor (Stripe)

The Payment Methods tool is where you add and delete methods for making payments in Campus. Depending on the payment methods your district accepts, you can pay by credit card, checking account, or savings account.

Where do I go to add a Payment Method?

The Payment Methods tool is part of My Accounts.



How do I add a Credit Card/Debit Card?

1. Click **Payment Methods**.
2. Click **New** at the bottom of the screen.
3. Select the **Card** option.
4. Enter all required information.
5. Click **Save**.

For more details, see the following [Add a Payment Method](#) section.

How do I add a Bank account?

1. Click **Payment Methods**.
2. Click **New** at the bottom of the screen.
3. Select the **US bank account** option and select one of two options:
 - a. **Automatic bank validation**
 1. Search for or select your bank. A secure payment vendor screen will open.

Payment Method

Accepted Payment Methods: VISA, DISCOVER, etes

Nickname:

Use as Default Payment Method:

All fields below are required

Card US bank account

Email

Q. Search for your bank

CHASE Bank of America WELLS FARGO
Capital One NAVY FEDERAL Credit Union US bank

Enter bank details manually instead (takes 1-2 business days)

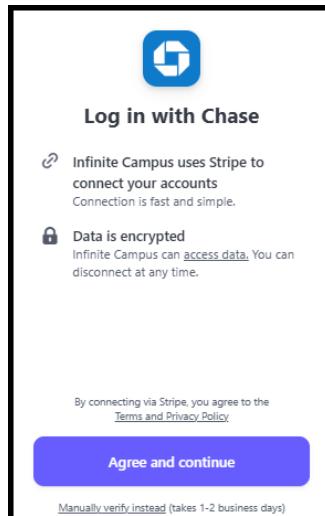
Full name

Country or region

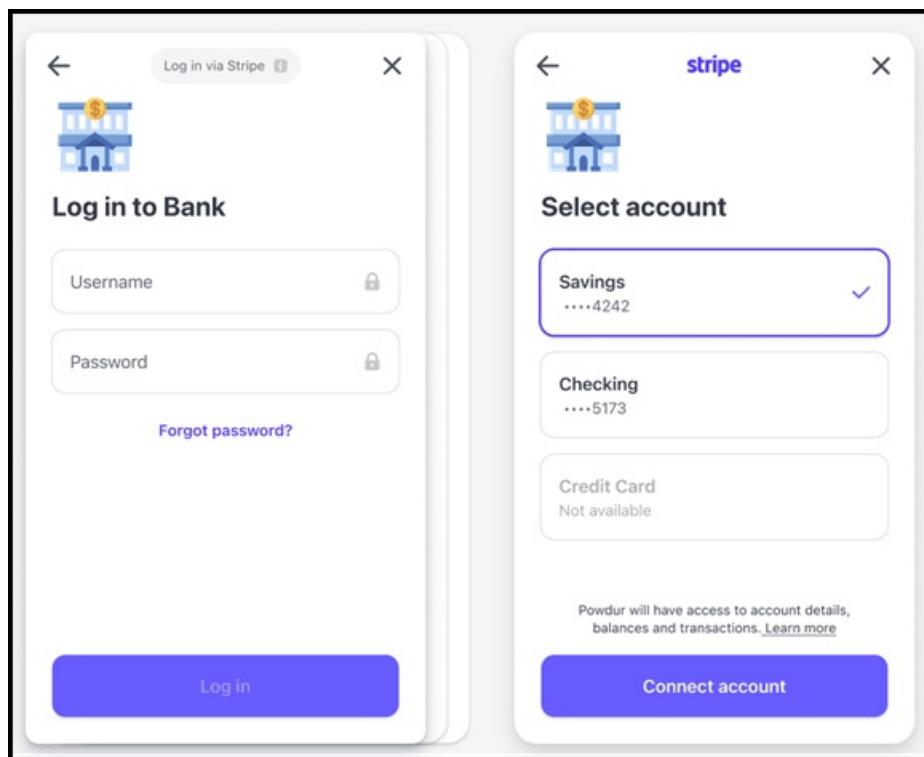
Address

Save Cancel

2. Carefully follow the on-screen prompts to log into your bank account and select the account for your payment method.



3. During this process, users must add their bank login credentials.



b. Enter bank details manually.

1. Click **Enter bank details manually instead**.

2. Enter your routing and account number.

Enter bank details

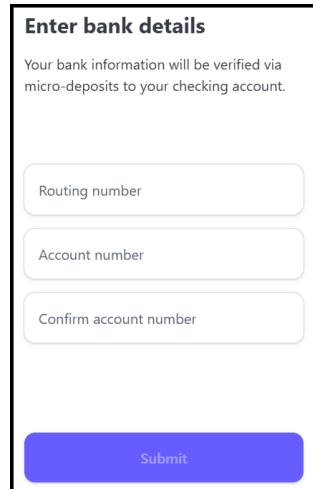
Your bank information will be verified via micro-deposits to your checking account.

Routing number

Account number

Confirm account number

Submit



3. Click **Submit**.
4. If you would like to save the bank account with Link, enter your email address and click **Save with Link**. If not, click **Not now**.

stripe X

Save account with Link

Share your account faster everywhere
Link is accepted.

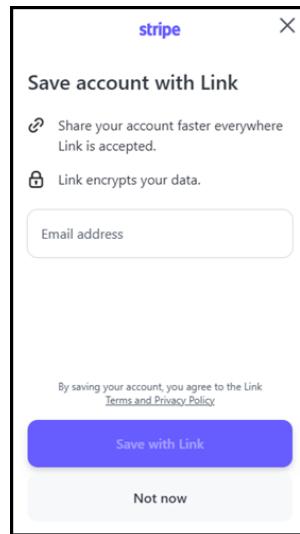
Link encrypts your data.

Email address

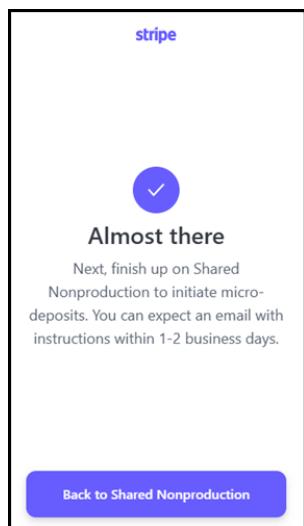
By saving your account, you agree to the Link
[Terms and Privacy Policy](#)

Save with Link

Not now



5. It will take 1-2 business days for micro-deposits to be sent to your bank account. A verification code will be within the descriptor that will need to be entered within the payment method to verify the bank account. Click the back button to return to the Payment Method side panel.



4. Enter all required information.
5. Click **Save**. This bank account will then be listed as ACTION REQUIRED and cannot be used until the account has been verified.

PAYMENT METHODS	EXPIRES	DEFAULT
6789 ACTION REQUIRED 		>

6. To verify the account, you can find instructions in the email you received, or you can log into your bank account, locate the micro-deposit, and find the 6-digit code in the statement descriptor for that deposit. The account can be verified through the email, or you can return to Campus to verify the account by entering the 6-digit code:

Payment Method

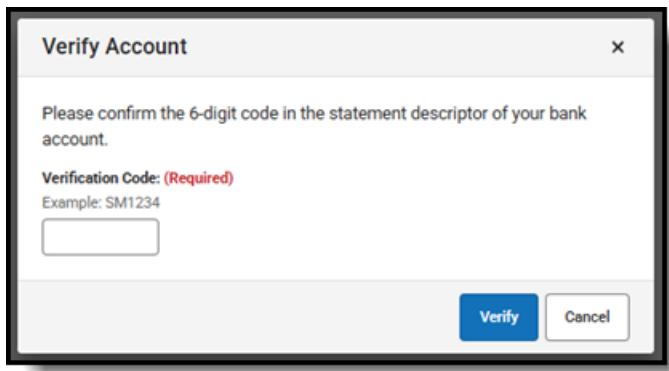
Account Verification Required Verify

Nickname

Use as Default Payment Method:

Account Number
6789

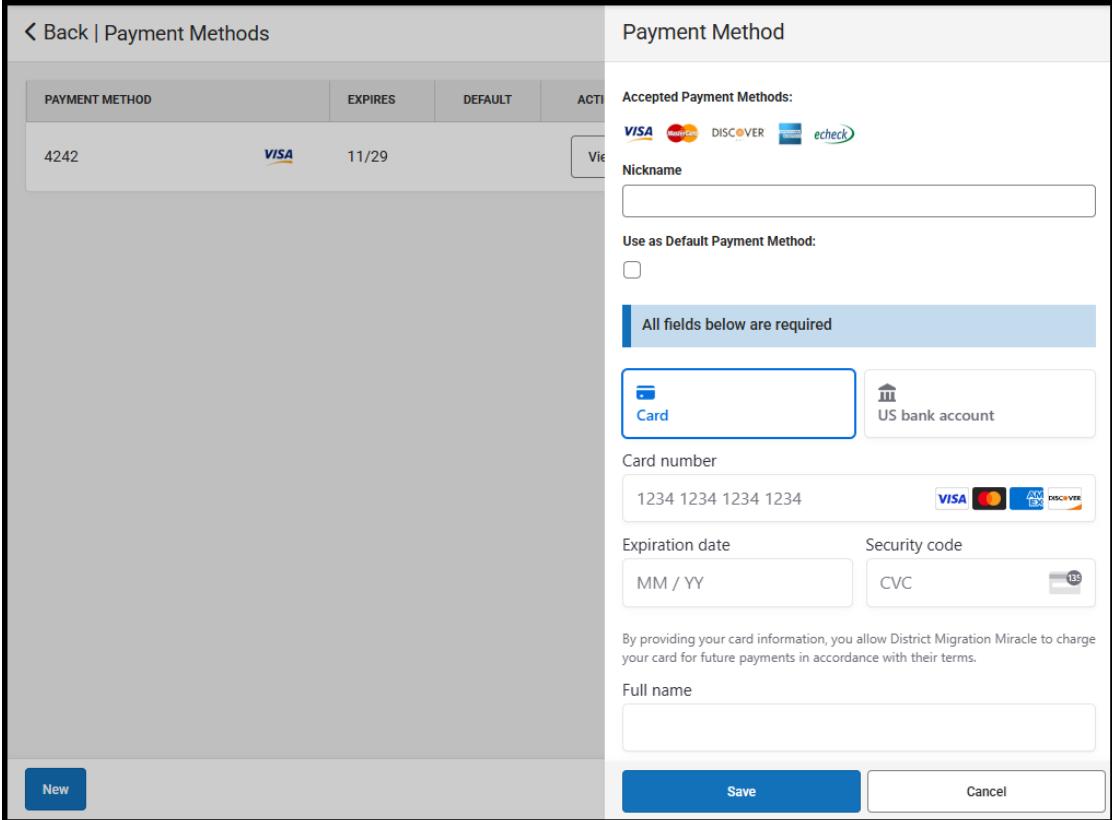
Routing Number
110000000

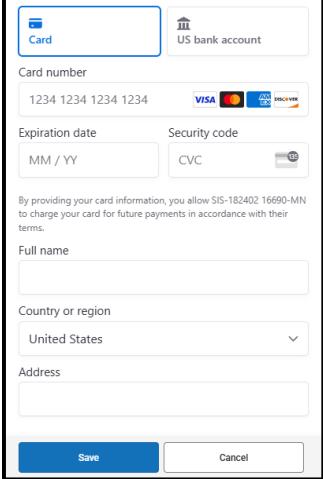
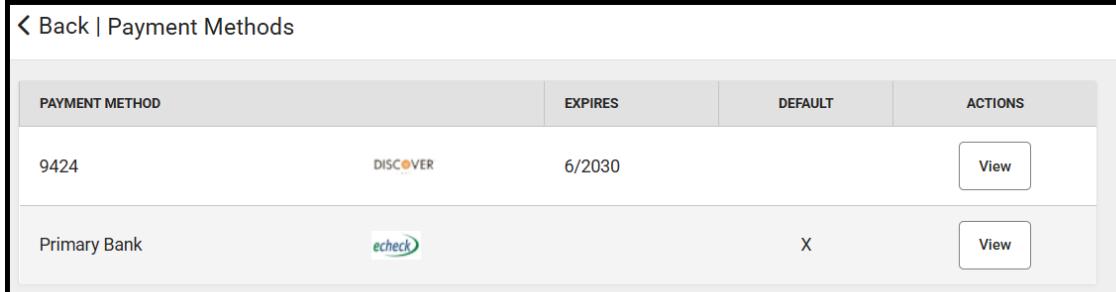


For more details, see the following [Add a Payment Method](#) section.

Add a Payment Method

Step	Action
1	<p>Click Payment Methods. The Payment Method screen displays. If you previously added a payment method, it displays on this screen.</p>  A screenshot of the 'Payment Methods' screen. At the top is a back button 'Back' and a title 'Payment Methods'. Below is a table with four columns: 'PAYMENT METHOD', 'EXPIRES', 'DEFAULT', and 'ACTIONS'. A single row is shown, representing a card with the number '9424', the brand 'DISCOVER', the expiration date '6/2030', and a 'View' button in the 'ACTIONS' column.

Step	Action
2	<p>Click New. The Payment Method panel displays.</p> 
3	<p>You may enter the optional information fields:</p> <ul style="list-style-type: none">• Nickname - This is an optional name that appears on the Payment Methods screen to help you identify the Payment Method. If you choose not to enter a Nickname, part of the account number displays instead.• Default Payment Method - If you mark the Use as default checkbox, Campus makes this card your default Payment Method.
3	<p>Select one of the following options:</p> <ul style="list-style-type: none">• Card• US bank account. For more detailed information, review How do I add a Bank account?

Step	Action
4	Enter all required information. 
5	Click Save . The Payment Method appears in the table of Payment Methods.  <p>If you entered something in error, changes cannot be made. Instead, delete the card and re-enter everything as a new Payment Method.</p>

Delete a Payment Method

1. Click **My Accounts**.
2. Select Payment Methods.
3. Select the Payment Method that will be deleted.
4. Click **Delete**. A Confirm Delete message will appear.

Payment Method

Accepted Payment Methods:    

Nickname: Primary Card

Use as Default Payment Method:

Card Number: 9424

Expiration Date: 5/2030

Name on Account: John Ericson

Address: 4321 109th Avenue Northeast

City: Blaine

State: MN

Zip Code: 55449

Save **Delete** **Cancel**

5. Click **Delete**. A Deletion Successful message will appear.

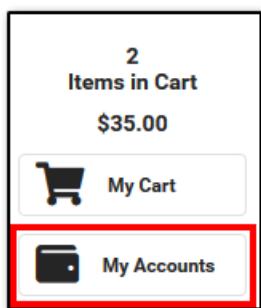
Previous Payment Processor

- ▶ [Click here to expand...](#)

The Payment Methods tool is where you add and delete methods for making payments in Campus. Depending on the payment methods your district accepts, you can pay by credit card, checking account, or savings account.

Where can I go to add a Payment Method?

The Payment Methods tool is part of My Accounts.



How can I add a Credit Card/Debit Card?

1. Click **Payment Methods**.
2. Click **New** at the bottom of the screen.
3. Select the **Credit Card/Debit Card** option. (This option only displays if your district also accepts payments from Checking and Savings accounts.)

4. Enter all required information.
5. Click **Save**.

For more details, see the following [Add a Payment Method](#) section.

How can I add a Checking/Savings account?

1. Click **Payment Methods**.
2. Click **New** at the bottom of the screen.
3. Select the **Checking** option or the **Savings** option. (This option only displays if your district also accepts payments from Credit Cards/Debit Cards.)
4. Enter all required information.
5. Click **Save**.

For more details, see the following [Add a Payment Method](#) section.

Adding Payment Method

Step	Action						
1	<p>Click Payment Methods.</p> <p>Result</p> <p>The Payment Method screen displays. If you previously added a payment method, it displays on this screen.</p> <div style="border: 1px solid black; padding: 10px;"> <p>◀ Back Payment Methods</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">PAYMENT METHODS</th> <th style="width: 25%;">EXPIRES</th> <th style="width: 25%;">DEFAULT</th> </tr> </thead> <tbody> <tr> <td>Checking</td> <td>echeck</td> <td>X ></td> </tr> </tbody> </table> </div>	PAYMENT METHODS	EXPIRES	DEFAULT	Checking	echeck	X >
PAYMENT METHODS	EXPIRES	DEFAULT					
Checking	echeck	X >					
2	<p>Click New at the bottom of screen.</p> <p>Result</p> <p>The Payment Method Panel displays.</p> <div style="display: flex; align-items: flex-start;"> <div style="flex: 1; padding-right: 20px;"> <p>◀ Back Payment Methods</p> <p>No payment methods available</p> </div> <div style="border: 1px solid red; padding: 10px; flex: 1;"> <p>Payment Method:</p> <p><input checked="" type="radio"/> Checking</p> <p><input type="radio"/> Savings</p> <p><input type="radio"/> Credit Card/Debit Card</p> <p>Nickname <input type="text"/></p> <p>Card Number * <input type="text" value="1234 1234 1234 1234"/></p> <p style="text-align: center;"> <input type="button" value="Save"/> <input type="button" value="Cancel"/> </p> </div> </div>						

Step	Action
3	<p>Select one of the following options:</p> <ul style="list-style-type: none">• Checking• Savings• Credit Card/Debit Card <p>These options only display if your district also accepts payments for all payment types.</p>
4	<p>Enter all required information. Optional information includes the following:</p> <ul style="list-style-type: none">• Nickname - This is an optional name that appears on the Payment Methods screen to help you identify the Payment Method. If you choose not to enter a Nickname, part of the account number displays instead.• Default Payment Method - If you mark the Use as default checkbox, Campus makes this card your default Payment Method.

Step	Action																
	<p>Payment Method</p> <p>Accepted Payment Methods    </p> <p>Checking, Savings, or Card *</p> <p><input type="radio"/> Checking</p> <p><input type="radio"/> Savings</p> <p><input checked="" type="radio"/> Credit Card/Debit Card</p> <p>Nickname <input type="text"/></p> <p>Card Number * <input type="text" value="0000 0000 0000 0000"/></p> <p>Card Expiration * <input type="text" value="00 00"/> CVV * <input type="text" value="123"/></p> <p>Name on Card * <input type="text" value="JO"/> Save</p> <p>Cancel Information *</p> <p>The Payment Method appears in the table of Payment Methods.</p> <p>If you entered something in error, changes cannot be made. Instead, delete the card and re-enter everything as a new Payment Method.</p>																
5	<p>Click Save.</p> <p>Result</p> <p>The Payment Method appears in the table of Payment Methods.</p> <p>If you entered something in error, changes cannot be made. Instead, delete the card and re-enter everything as a new Payment Method.</p> <table border="1"> <thead> <tr> <th colspan="2">PAYMENT METHODS</th> <th>EXPIRES</th> <th>DEFAULT</th> </tr> </thead> <tbody> <tr> <td>xxxx6789</td> <td></td> <td>></td> <td></td> </tr> <tr> <td>Credit Card</td> <td></td> <td>06/21</td> <td>X ></td> </tr> <tr> <td colspan="4"> <input type="checkbox"/> Set as default </td> </tr> </tbody> </table>	PAYMENT METHODS		EXPIRES	DEFAULT	xxxx6789		>		Credit Card		06/21	X >	<input type="checkbox"/> Set as default			
PAYMENT METHODS		EXPIRES	DEFAULT														
xxxx6789		>															
Credit Card		06/21	X >														
<input type="checkbox"/> Set as default																	

Deleting Payment Method

1. Click **My Accounts**.
2. Select **Payment Methods**.
3. Select the Payment Method that will be deleted.
4. Click **Delete**. A Confirm Delete message will appear.

Back | Payment Methods

PAYMENT METHODS	EXPIRES	DEFAULT
Primary Payment Method	 11/29	X >

Payment Method

Accepted Payment Methods
   

Nickname
Primary Payment Method

Card Number *

Card Expiration *

First Name * Last Name *
Donald Abegg

Address *
4321 109th Ave NE

Zip Code *
55449

Default Payment Method
 Use as default

Save **Delete** **Cancel**

5. Click **Delete**. A Deletion Successful message will appear.