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.
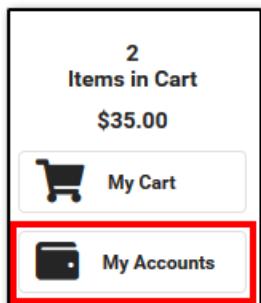
How do I add a Credit Card/Debit Card?

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.

2. Carefully follow the on-screen prompts to log into your bank account and select the account for your payment method.
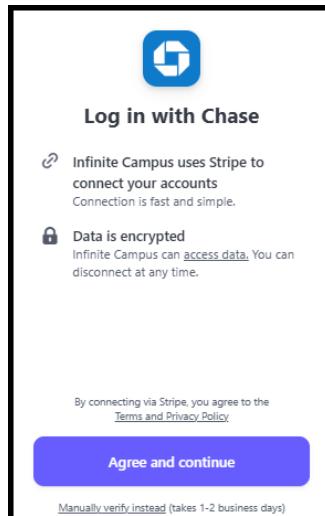
3. During this process, users must add their bank login credentials.
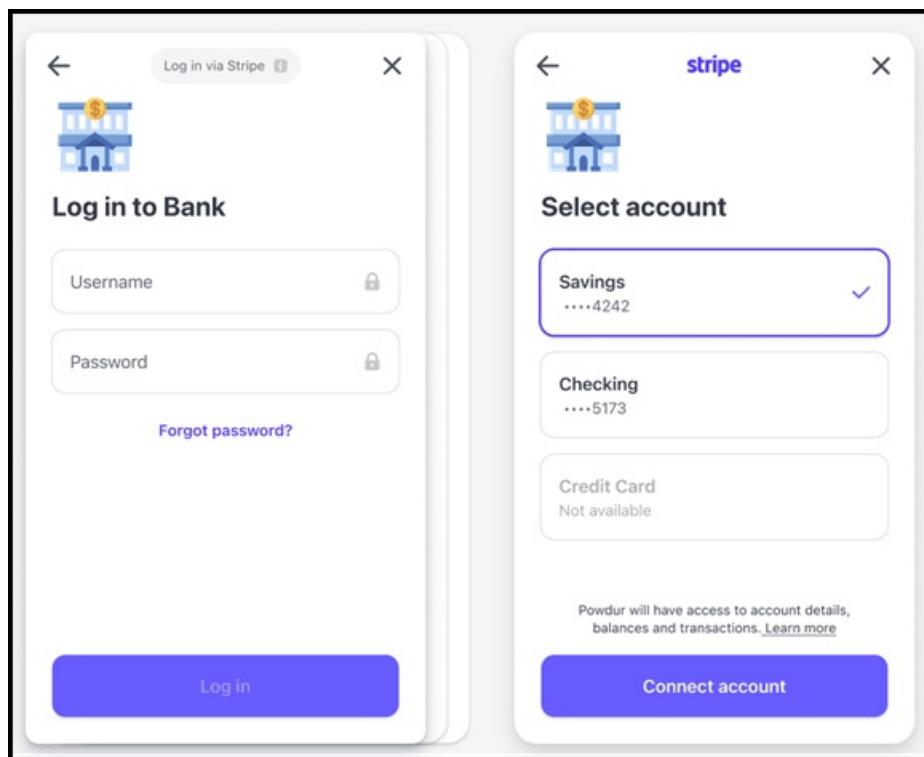
b. **Enter bank details manually**.
1. Click **Enter bank details manually instead**.

2. Enter your routing and account number.
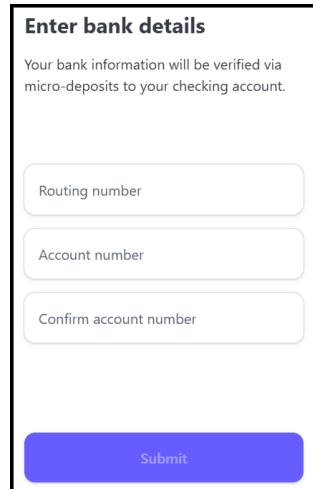
3. Click **Submit**.
4. If you would like to save the bank account with Link, enter your email address and click **Save with Link**. If not, click Not now.
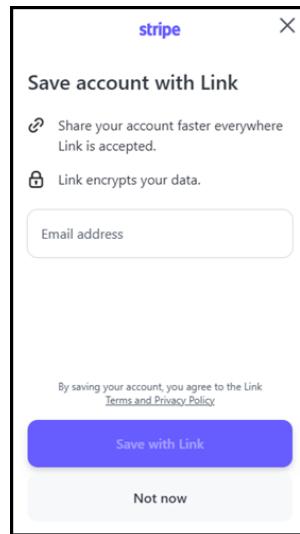
5. It will take 1-2 business days for micro-deposits to be sent to your bank account. A verification code will be within the descriptor that will need to be entered within the payment method to verify the bank account. Click the back button to return to the Payment Method side panel.
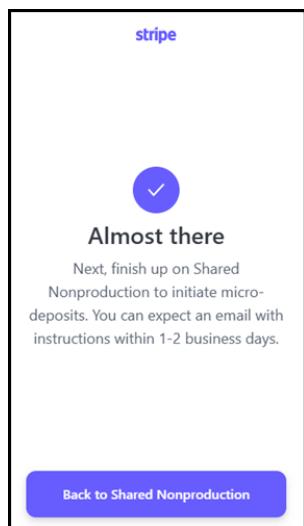
4. Enter all required information.
5. Click **Save**. This bank account will then be listed as ACTION REQUIRED and cannot be used until the account has been verified.

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:
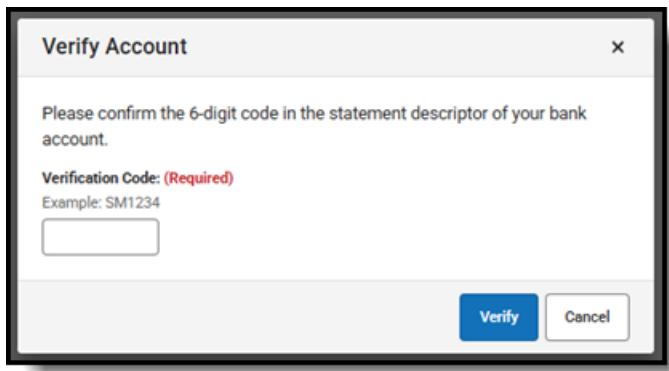
For more details, see the following Add a Payment Method section.

Add a Payment Method

Step	Action
1	Click **Payment Methods**. The Payment Method screen displays. If you previously added a payment method, it displays on this screen.

Step	Action
2	Click **New**. The Payment Method panel displays.
3	You may enter the optional information fields: • **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	Select one of the following options: • Card • US bank account. For more detailed information, review How do I add a Bank account?
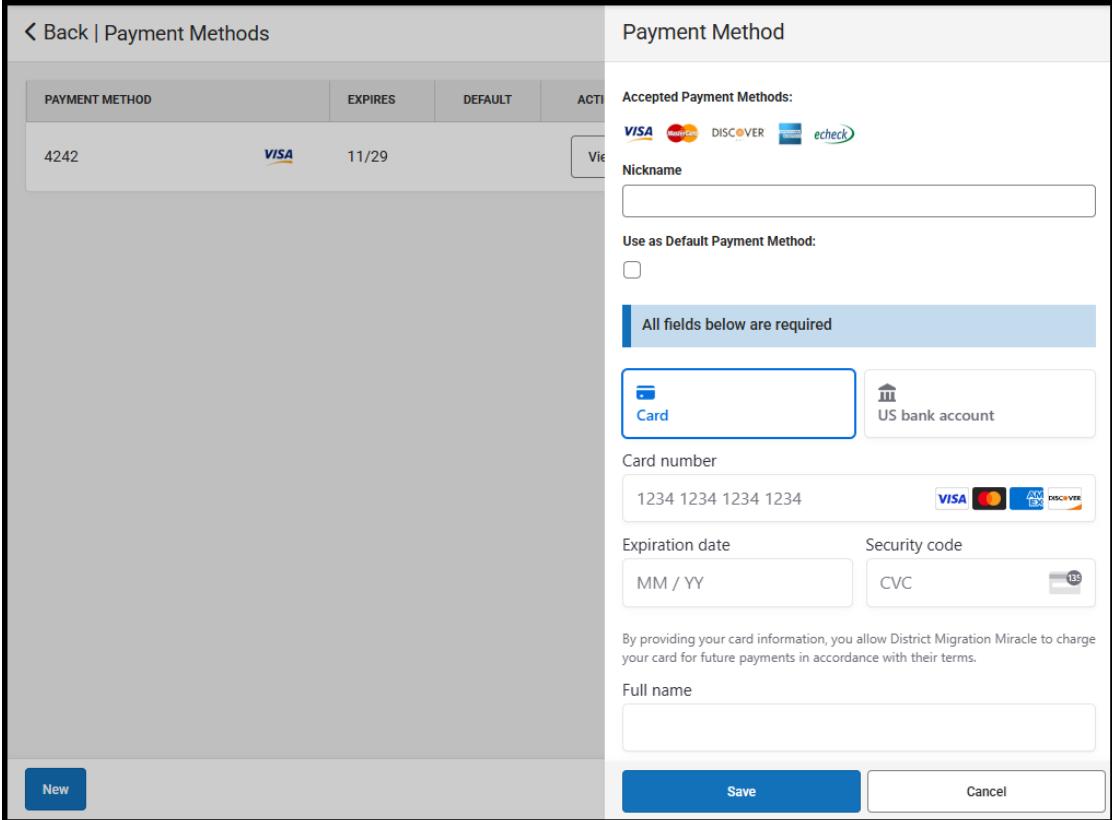
Step	Action
4	Enter all required information.
5	Click **Save**. The Payment Method appears in the table of Payment Methods. If you entered something in error, changes cannot be made. Instead, delete the card and re-enter everything as a new Payment Method.
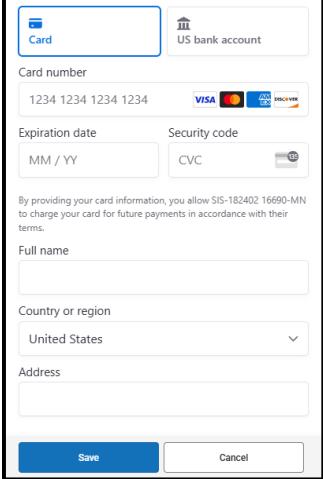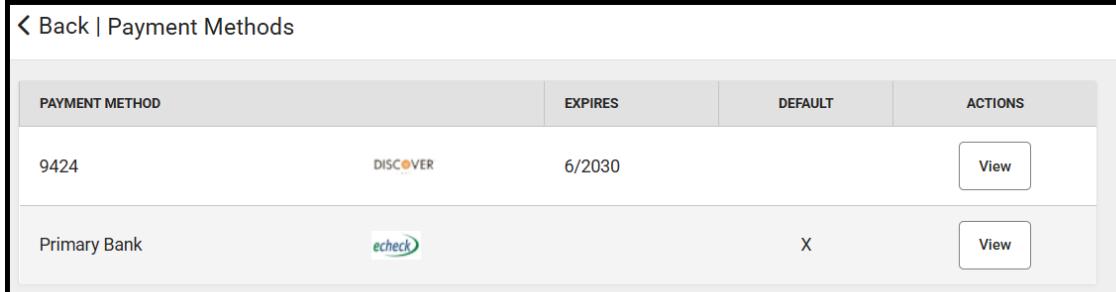
Delete a Payment Method

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.

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.
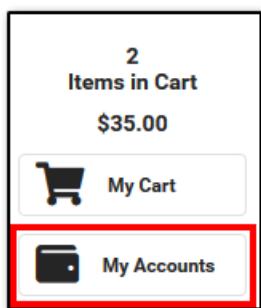
How can I add a Credit Card/Debit Card?

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 <u>Add a Payment Method</u> 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 <u>Add a Payment Method</u> section.

Adding Payment Method

Step	Action
1	Click **Payment Methods**. **Result** The Payment Method screen displays. If you previously added a payment method, it displays on this screen.
2	Click **New** at the bottom of screen. **Result** The Payment Method Panel displays.

Step	Action
3	Select one of the following options: • **Checking** • **Savings** • **Credit Card/Debit Card** These options only display if your district also accepts payments for all payment types.
4	Enter all required information. Optional information includes the following: • **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

Payment Method

Accepted Payment Methods
VISA · DISCOVER · echeck

Checking, Savings, or Card *
○ Checking
○ Savings
● Credit Card/Debit Card

Nickname
[   ]

Card Number *
[0000 0000 0000 0000   ]

Card Expiration *   **CVV** *
[00 00   ]   [123   ]

Name on Card *
[JO...   ]

Save

Contact Information *

| 5 | Click **Save**. |

Result

The Payment Method appears in the table of Payment Methods.

If you entered something in error, changes cannot be made. Instead, delete the card and re-enter everything as a new Payment Method.

❮ Back | Payment Methods

PAYMENT METHODS		EXPIRES	DEFAULT	
xxxx6789	echeck			›
Credit Card	VISA	06/21	X	›

Use as default

Save   **Cancel**

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.

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