

Payment Methods

Last Modified on 03/13/2024 12:44 pm CDT

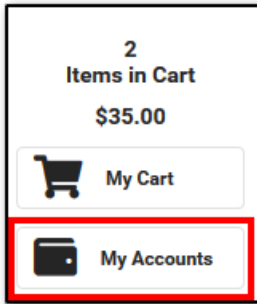
[How do I add a Credit Card/Debit Card?](#) | [How do I add a Checking/Savings account?](#) | [Add a Payment Method](#) | [Delete a Payment Method](#)

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

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 **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.



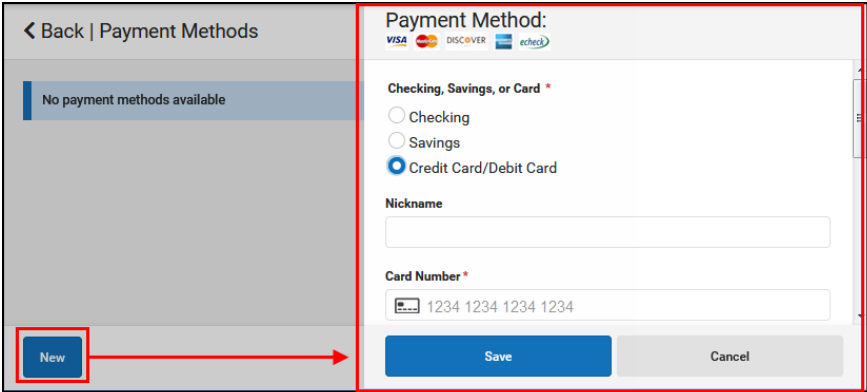
How do I add a Checking/Savings account?

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.


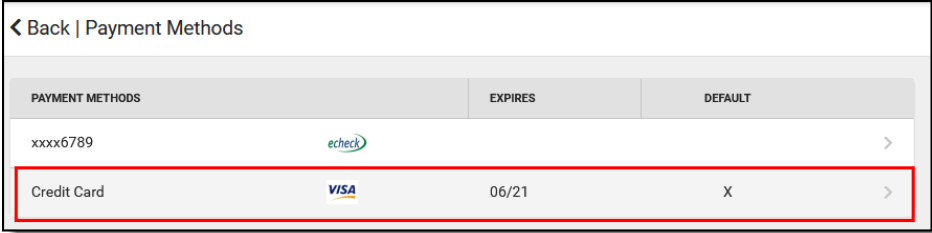
5. Click **Save**.

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

Add a Payment Method

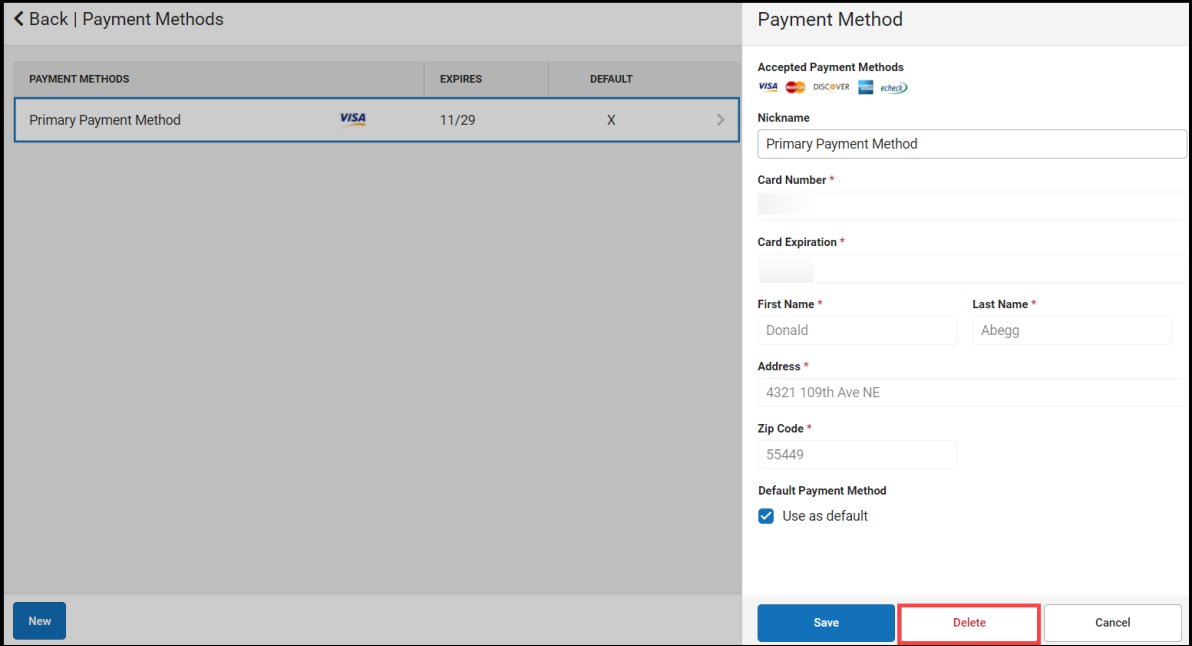
Step	Action
1	<p>Click Payment Methods.</p> <p>Result The Payment Method screen displays. If you previously added a payment method, it displays on this screen.</p> 
2	<p>Click  at the bottom of screen.</p> <p>Result The Payment Method Panel displays.</p> 
3	<p>Select one of the following options:</p> <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>

Step	Action
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. <div data-bbox="284 555 919 1839" style="border: 1px solid black; padding: 10px;"> <h3 style="text-align: left; margin-top: 0;">Payment Method</h3> <p>Accepted Payment Methods</p> <p>VISA DISCOVER </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</p> <input style="width: 100%;" type="text"/> <p>Card Number *</p> <input style="width: 100%;" type="text" value="0000 0000 0000 0000"/> <p>Card Expiration * CVV *</p> <input style="width: 50%;" type="text" value="00 00"/> <input style="width: 50%;" type="text" value="123"/> <p>Name on Card *</p> <input style="width: 100%;" type="text" value="JOHN SMITH"/> <p>Contact Information *</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Address <hr/> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> City <hr/> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> State <hr/> </div> <div style="border: 1px solid #ccc; padding: 5px;"> Zip <hr/> </div> <p>Default Payment Method</p> <p><input checked="" type="checkbox"/> Use as default</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Save Cancel </div> </div>

Step	Action
5	<p>Click  .</p> <p>Result 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> 

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.