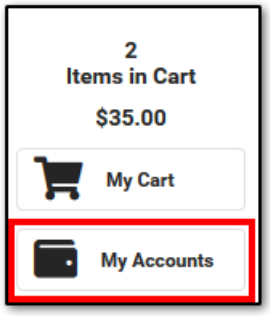
Payment Methods

Last Modified on 09/25/2026 10:55 am CDT

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. Payment methods are under My Accounts.



Add a credit or debit card

1. Click **Payment Methods**.
2. Click **New**.
3. Enter a **Nickname** for the card.
4. Optional: Select **Use as Default Payment Method** to make this your default payment method.
5. Select **Card**.
6. Enter the required card and billing information.
7. Click **Save.**

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

Add a bank account

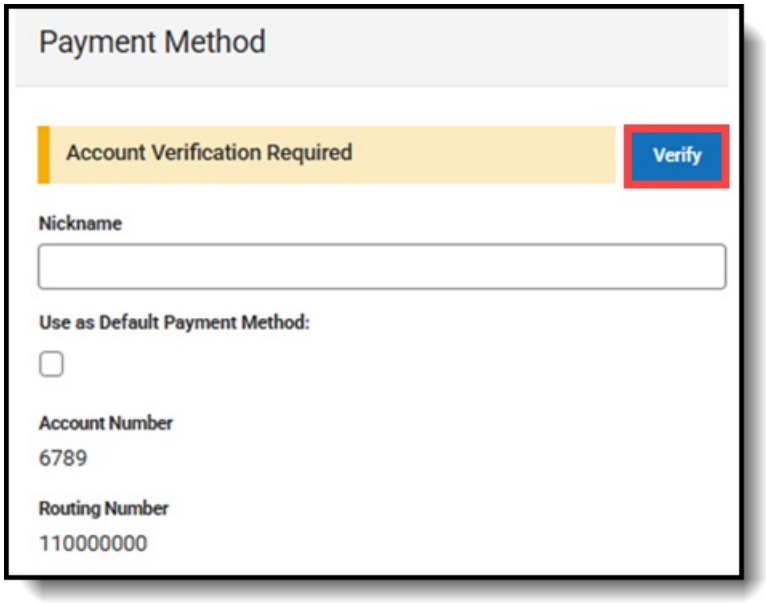
1. Click **Payment Methods**.
2. Click **New** at the bottom of the screen.
3. Select the **US bank account** option and select one of two options:
    a. **Automatic bank validation**
        1. Search for and select your bank. A secure payment vendor screen will open.
        2. Carefully follow the on-screen prompts to link your bank account to complete the payment process.
        3. During this process, users must add their bank login credentials.
    b. **Enter bank details manually**.
        1. Click **Enter bank details manually**.
        2. Enter your routing and account numbers.

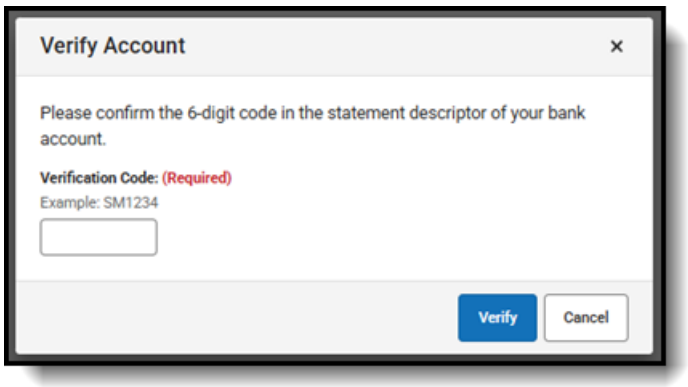
3. Click **Submit**.
4. If you would like to save the bank account with Link, enter your email address and click **Save with Link**. If not, click Not now.
5. After you receive an initial email confirming you signed up to have the school debit your bank account, you will get a follow-up email within 1-2 business days to verify your bank account through micro-deposits. 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:





Delete a payment method

1. Click **My Accounts**.
2. Select **Payment Methods**.
3. Click **View** for 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.