Optional Payments

Last Modified on 07/14/2026 12:38 pm CDT

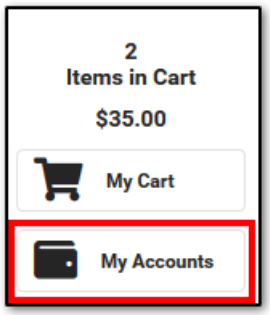
Tool Search: Optional Payments

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

Optional fees are fees that are not assigned for payment by the school. This could be things like parking stickers, donations to the school, school supplies, etc. These optional fees display in a list, allowing you to select the fee and make the payment yourself by adding it to your cart.

Where do I go to Pay an Optional Fee?

The Optional Payments tool is part of My Accounts. My Accounts appear on the screen when you are looking at Home, Food Service, Fees, School Store, and Activity Registration.



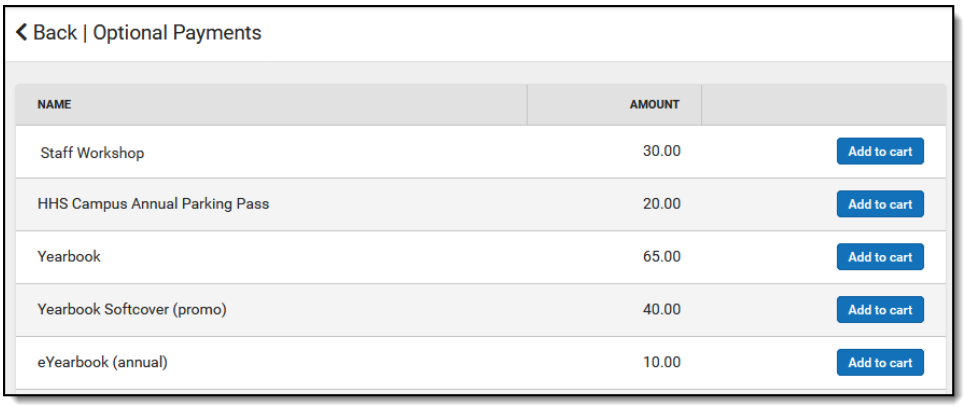
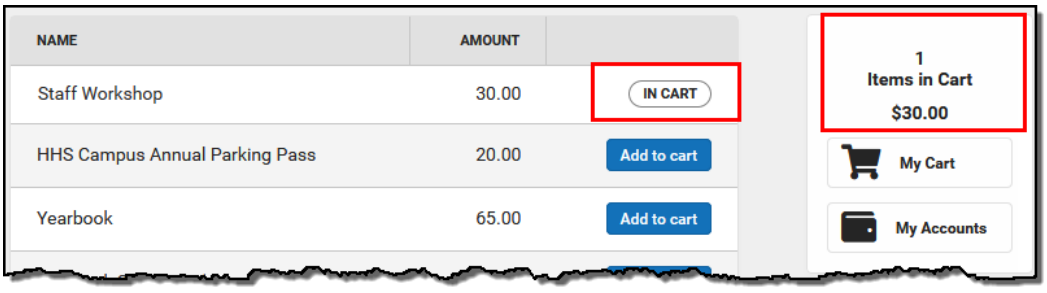
How do I Pay an Optional Fee?

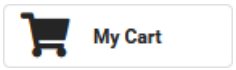
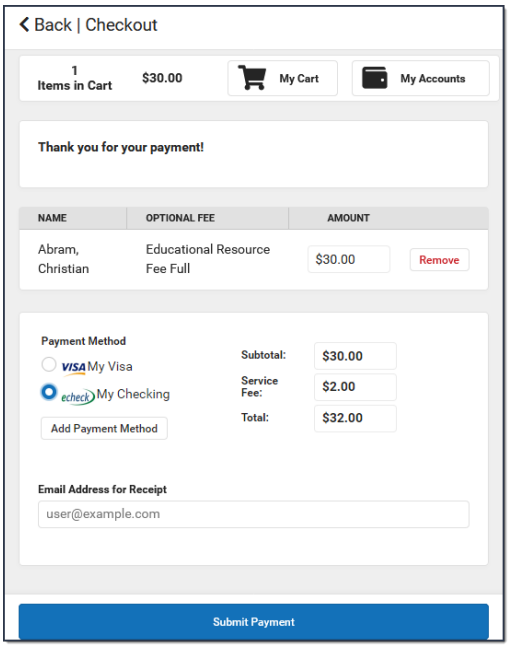
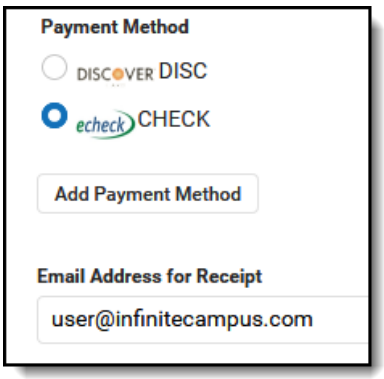
1. Click **Optional Payments**.
2. Click **Add to Cart** next to the fee you want to pay.
3. Click **My Cart**.
4. Select the **Payment Method** you want to use and enter an **Email Address for Receipt** (*optional*).
5. Click **Submit Payment**.

Need more information?

For more details, see the following Pay an Optional Fee section.

Pay an Optional Fee

Step	Action
1	Click **Optional Payments**. **Result** The Optional Payments screen displays. 
2	Click Add to cart next to the fee you want to pay. **Result** Campus puts the Fee in your cart and updates the total items and cost. You can add additional Optional Fees before checking out. You can also add Food Service payments and assigned Fees before checking out. See the My Cart article for more information. 

Step	Action
3	Click  . **Result** The **Checkout** screen displays. All items added to your cart display. You can click the **Remove** button if you do not want to pay for an item at this time. 
4	Select the **Payment Method** you want to use and enter an **Email Address for Receipt** (*optional*). Click 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 this screen. 

Step	Action
5	Click Submit Payment . **Result** A confirmation message displays. Click **OK**. The Receipt screen displays. Click the **Print** button to print a copy of the receipt. 