

# Optional Payments

Last Modified on 06/18/2025 12:42 pm CDT

[Where do I go to Pay an Optional Fee?](#) | [How do I Pay an Optional Fee?](#) | [Pay an Optional Fee](#)

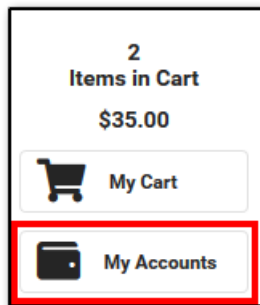
Tool Search: Optional Payments

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.

◀ Back | Optional Payments

NAME	AMOUNT	
Staff Workshop	30.00	<div>Add to cart</div>
HHS Campus Annual Parking Pass	20.00	<div>Add to cart</div>
Yearbook	65.00	<div>Add to cart</div>
Yearbook Softcover (promo)	40.00	<div>Add to cart</div>
eYearbook (annual)	10.00	<div>Add to cart</div>

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.


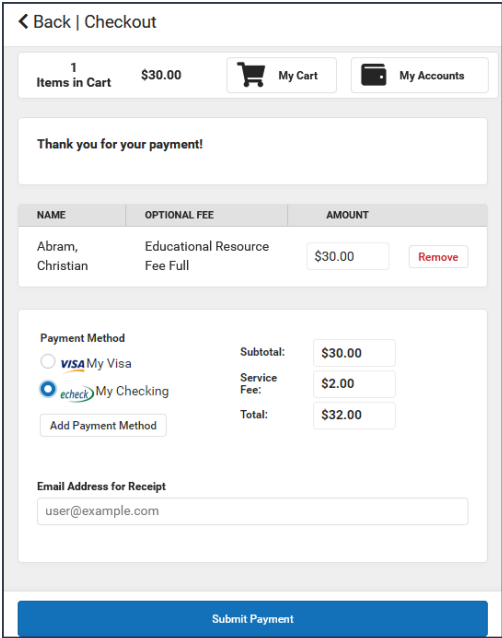
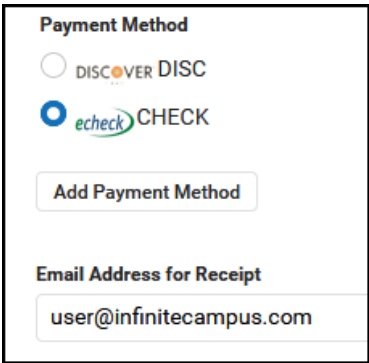
You can add additional Optional Fees before checking out. You can also add Food Service payments and assigned Fees before checking out. See the My Cart article for more information.


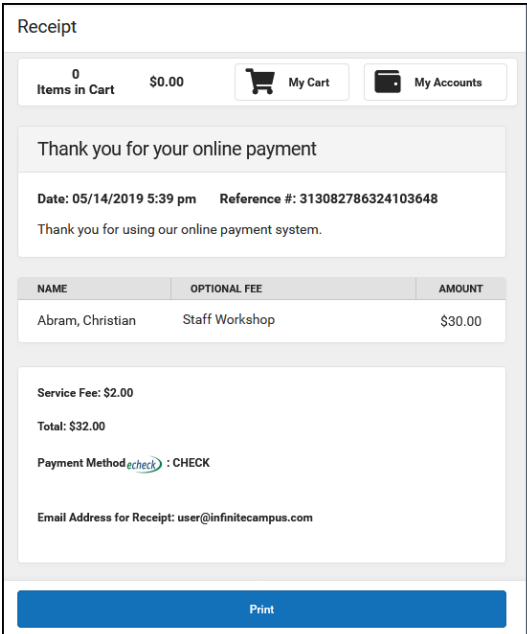
NAME	AMOUNT	
Staff Workshop	30.00	<div>IN CART</div>
HHS Campus Annual Parking Pass	20.00	<div>Add to cart</div>
Yearbook	65.00	<div>Add to cart</div>

1  
Items in Cart  
\$30.00

My Cart

My Accounts


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


Step	Action
5	<p>Click  .</p> <p><b>Result</b> A confirmation message displays. Click <b>OK</b>. The Receipt screen displays.</p> <p>Click the <b>Print</b> button to print a copy of the receipt.</p> 

Receipt

0 Items in Cart

\$0.00

 My Cart

 My Accounts

Thank you for your online payment


Date: 05/14/2019 5:39 pm    Reference #: 313082786324103648

Thank you for using our online payment system.

NAME	OPTIONAL FEE	AMOUNT
Abram, Christian	Staff Workshop	\$30.00

Service Fee: \$2.00

Total: \$32.00

Payment Method  : CHECK

Email Address for Receipt: user@infinitecampus.com

Print