

Merchant Signup Public

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This Merchant Agreement is for existing Campus Payments customers **ONLY**. If you are not currently a Campus Payments customer, please contact [Sales](#) or your [Client Relationship Manager](#).

 **Go to the Merchant Signup:** <https://portal.infinitecampuspayments.com/signup/public>

The new online merchant agreement is where the transition to the new payment platform begins. Progress is not saved; so, do not stop until you have completed the signup form. The merchant signup form is comprised of four sections. Use the following information to complete each section.

- [About The Business](#)
- [About The Principal](#)
- [Add Bank Account](#)
- [Terms And Conditions](#)

The underwriting process should take no more than 1-2 business days. You will receive updates through a support case. If you have any questions, please contact Campus Sales or your Client Relationship Manager.

About The Business

This screen is used to capture information about your school district. Use the following field descriptions to complete the fields on this screen. Print the page if you want to retain a copy for your records then click **Next** when you are done.

► [Click here to expand...](#)

About The Business **About The Principal** **Add Bank Account** **Terms And Conditions**

Tell us about your Business

1 **Business Name *** 2 **DBA - Statement Descriptor**

3 **Secondary Payout Descriptor ***

4 **EIN *** 5 **Website *** http://

6 **Annual Processing Volume *** 7 **Average Transaction Amount ***

8 **Business Email *** 9 **Daytime Phone ***

10 **Customer Service Phone**

11 **Address *** City *

PO Boxes are not acceptable for onboarding

State * Zip *

NEXT

#	Field	Description
1	Business Name	This is the full legal name of the school district as registered with the IRS.
2	DBA - Statement Descriptor	<p>This is the name that Campus users will see on their bank and credit card statements. This field allows 25 characters or less.</p> <p>The descriptor must contain at least one letter. Letters are in ALL CAPS. The following special characters are allowed: & . ,.</p>

#	Field	Description
3	Secondary Payout Descriptor	The Payout Descriptor is how you'll see payouts on your bank account. This field allows 25 characters or less.
4	EIN	The district's 9-digit business identification code as issued by the IRS. If the school is a sole proprietorship, leave this field empty if no EIN was issued.
5	Website	The address for the school district's website.
6	Annual Processing Volume	The amount of sales the district expects to process in a year. This number is an estimate and does not need to be exact.
7	Average Transaction Amount	The average amount for most transactions. Campus districts have reported \$72 as an average transaction amount.
8	Business Email	The email address for the district's business contact.
9	Daytime Phone	The daytime phone number for the district's business contact.
10	Customer Service Phone	The phone number to include on parent's bank and credit card statements. If no number is provided in this field, the Daytime Phone is used.
11	Address/City/State/Zip	The district address as it appears on tax records.

About The Principal

The Principal is the business contact who has the fiduciary responsibility for filling out this form. This screen is capturing the business contact's home address and contact information; however, public schools may use the district address instead.

Use the following field descriptions to complete the fields on this screen.

Print the page if you want to retain a copy for your records then click **Next** when you are done.

► [Click here to expand...](#)

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Please Note: To help the government fight the funding of terrorism and money laundering activities, federal law requires all financial institutions to obtain, verify, and record information that identifies each individual or business who opens an account. What this means for you: when you open an account, we will ask for your identifiable information including your full name, address, date of birth, and other business information that will allow us to identify you. We may also ask to see your Identification Card, Driver's License, and/or other identifying documents.

Please Note: The following information **must** be provided for Sole Proprietors or each individual, if any, who directly or indirectly owns twenty-five percent (25%) or more of the ownership interest of the Legal Entity in this application **as well as an individual with significant responsibility**. A Legal Entity includes a general partnership, a corporation, limited liability company or other entity that is formed by a filing of a public document with a Secretary of State or similar office, and any similar business entity formed in the United States.

Principal 1

1 First Name *

1

2 Last Name *

2

3 DOB (mm-dd-yyyy) *

3

4 Business Title *

4

5 Significant Responsibility

5 No

6 Politically Exposed Person

6 No

[COPY ADDRESS FROM BUSINESS INFORMATION](#)

7 Address *

7

PO Boxes are not acceptable for onboarding

City *

8 State *

Zip *

9 Email *

8

Phone *

9

10 Does any other principal own 25% or more of the business? [If Yes, Click here to add an additional Principal](#)

11 Which of the principals provided is the primary contact of the business? *

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#	Field	Description
1	First Name	The business contact's first name.
2	Last Name	The business contact's last name.
3	DOB (mm-dd-yyyy)	The business contact's date of birth.
4	Business Title	The business contact's job title.
5	Significant Responsibility	Significant Responsibility means the business contact as an individual has the authority to enter into contracts and business relationships on behalf of the district.
6	Politically Exposed Person	Select Yes if the business contact as an individual has political importance outside of their role in the school district. Otherwise, select No .
7	Address/City/State/Zip	The business contact's home address.
8	Email	The business contact's email address.
9	Phone	The business contact's phone number.
10	Does any other principal own 25% or more of the business?	No, do not add additional Principals.
11	Which of the principals provided is the primary contact of the business?	Always select Principal 1 .

Add Bank Account

There are two methods for adding your bank account. Infinite Campus recommends using Method 1 - **Please Link Your Primary Bank Account**. This method is secure and limits the ability to incorrectly enter your bank account number. You cannot use both methods.

About The Business About The Principal **Add Bank Account** Terms And Conditions

Tell us where to send your money

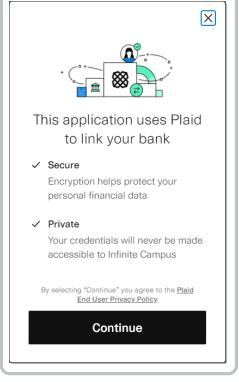
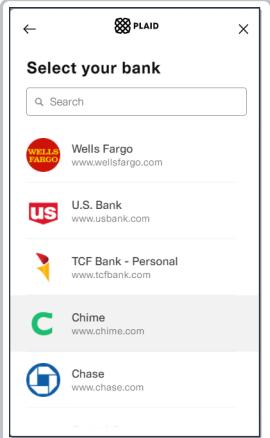
Method 1 **PLEASE LINK YOUR PRIMARY BANK ACCOUNT**

Linking your bank account via Plaid is the fastest way to on-board and start processing. Manual entry of bank account details may result in delays and require upload of bank statements and other supporting documentation before you can process.

Method 2 **ENTER ACCOUNT MANUALLY**

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Method 1 - Please Link Your Primary Bank Account

Step	Action
1	<p>Click the text PLEASE LINK YOUR PRIMARY BANK ACCOUNT.</p> <p>Result: The notification for Plaid displays.</p>  A screenshot of a mobile application window titled 'PLAID'. It displays a message: 'This application uses Plaid to link your bank'. Below this, there are two sections: 'Secure' (with a sub-note about encryption) and 'Private' (with a sub-note about credentials not being accessible to the Infinite Campus app). At the bottom, it says 'By selecting "Continue" you agree to the Plaid End User Privacy Policy' and has a 'Continue' button.
2	<p>Click Continue.</p> <p>Result: The Bank Selection screen displays.</p>  A screenshot of a mobile application window titled 'PLAID'. It shows a list of banks under the heading 'Select your bank'. The list includes: Wells Fargo (www.wellsfargo.com), U.S. Bank (www.usbank.com), TCF Bank - Personal (www.tcfbank.com), Chime (www.chime.com), and Chase (www.chase.com). Each bank entry has its logo and website address.

Step	Action
3	Select your bank. If you do not see your bank, try using the Search instead. Result: Your bank's login screen displays.
4	Enter your login credentials and complete steps in Plaid. Result: You are returned to the Add Bank Account screen and your bank account displays.
5	Print the page if you want to retain a copy for your records then click Next and continue to the Terms and Conditions .

Method 2 - Enter Account Manually

Manual entry of bank account details may result in delays and require upload of bank statements and other supporting documentation before you can process. Infinite Campus recommends using Method 1 - **Please Link Your Primary Bank Account**.

Step	Action
1	Click ENTER ACCOUNT MANUALLY . Result: A window displays where you can enter your bank account details.

By providing this banking information, you are attesting this bank account belongs to this merchant and is under the name of the account holder or merchant with the Financial Institution.

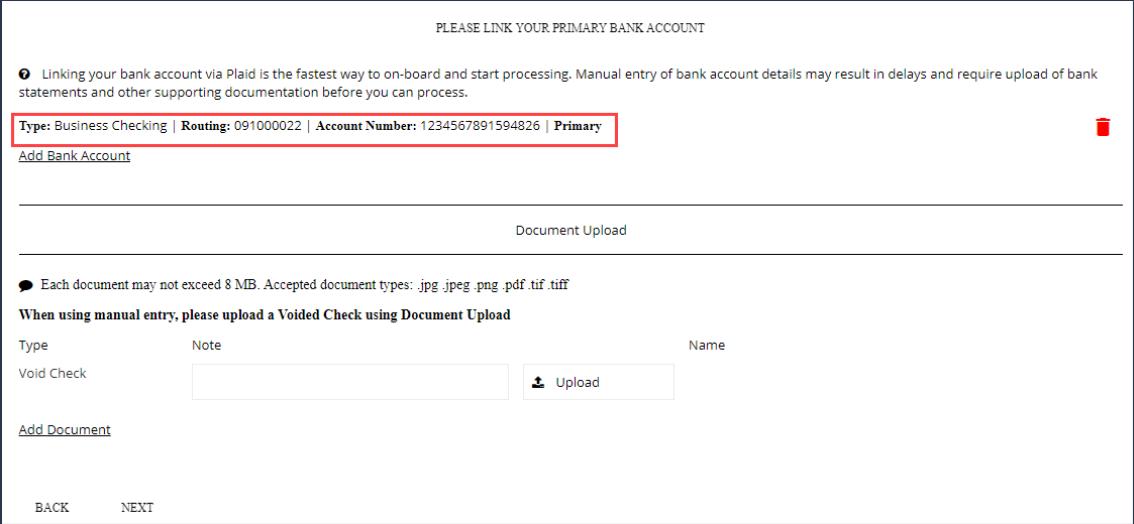
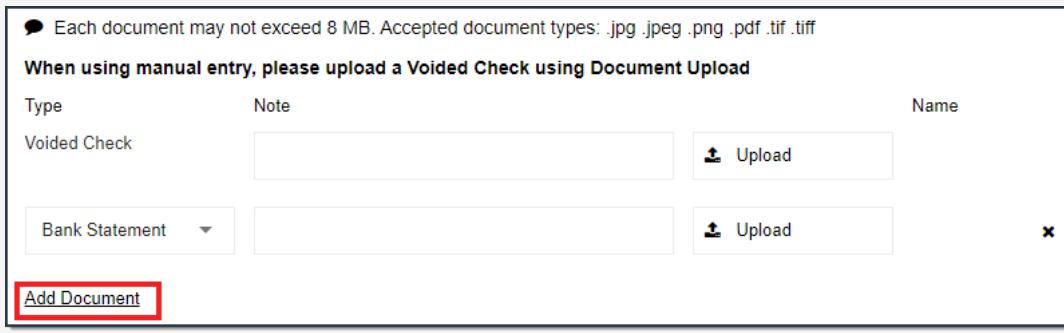
Bank Routing Number *

Bank Account Number * Confirm Bank Account Number *

Bank Account Type *

Primary

[CANCEL](#) [SUBMIT](#)

Step	Action
2	<p>Enter your bank account information in the following fields:</p> <ul style="list-style-type: none"> • Bank Routing Number • Bank Account Number • Confirm Bank Account Number • Bank Account Type
3	Mark the Primary checkbox.
4	<p>Click SUBMIT.</p> <p>Result: You are returned to the Add Bank Account screen and your bank account displays.</p> 
5	<p>Use the Upload button to upload a voided check, bank statement or other bank letter that contains the bank name, account number and district name and address.</p> <p>Tip</p> <p>Click the Add Document link to add supporting documents. The Voided Check type is available by default but is not required.</p> 
6	Print the page if you want to retain a copy for your records then click Next and continue to the Terms and Conditions .

Terms And Conditions

Review and print or save the **Bank Disclosure** and the **Merchant Terms and Conditions**. You must left-click these links to enable the confirmation checkboxes on this screen. Print each page if you want to retain a copy for your records.

Digitally sign the agreement by using your mouse on the screen then click **SIGN UP!** when you are done. After you click **SIGN UP!** a confirmation screen displays and says "Your application to become a Campus Payments/Payrix merchant has been successfully submitted."

If there are any questions related to your application, Infinite Campus Support will reach out to you for clarification. Infinite Campus will provide you with additional information on how to get Campus configured to start using your new merchant account with Campus Payments. You will receive updates through a support case. If you have any questions, please contact Campus Sales or your Client Relationship Manager.

Left-click the highlighted links to enable the checkboxes.

SIGN UP!

Go to the Merchant Signup: <https://portal.infinitecampuspayments.com/signup/public>

