

Merchant Signup Private

Last Modified on 02/02/2026 4:42 pm CST

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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/private>

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. Private and parochial schools should fill out this version of the merchant 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...](#)

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 Business Type *

1

NONPROFIT

▼

Tell us about your Business

Business Name *

2

DBA - Statement Descriptor

3

DBA Descriptor Preview:

Industry *

4

Environment *

5

Business Description *

6

Secondary Payout Descriptor *

7

EIN *

8

Website *

9

http://

Annual Processing Volume *

10

Average Transaction Amount *

11

Business Email *

12

Daytime Phone *

13

Customer Service Phone

14

Address *

15

City *

PO Boxes are not acceptable for onboarding

State *

Zip *

IRS Not-For-Profit Letter Status *

16

IRS Not-For-Profit Letter Issued Date *

17

NEXT

#	Field	Description
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#	Field	Description
1	Business Type	Select one of the following business types. <ul style="list-style-type: none"> • Sole Proprietor • Corp • LLC • Parnter • NonProfit • Gov
2	Business Name	This is the full legal name of the school district as registered with the IRS.
3	DBA - Statement Descriptor	This is the name that Campus users will see on their bank and credit card statements. This field allows 25 characters or less. The descriptor must contain at least one letter. Letters are in ALL CAPS. The following special characters are allowed: & , .
4	Industry	Select 8211 - Elementary and Secondary Schools . This is the only option available.
5	Environment	Select the environment that describes how payments are made: Customers enter their payment information online primarily .
6	Business Description	Enter a reason for why the school is taking payments. For example, the reason(s) could be tuition payments, lunch, or activity fees.
7	Secondary Payout Descriptor	Payout descriptor is how you'll see payouts on your bank account. This field allows 25 characters or less.
8	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.
9	Website	The address for the school district's website.
10	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.
11	Average Transaction Amount	The average amount for most transactions. Campus districts have reported \$72 as an average transaction amount.
12	Business Email	The email address for the district's business contact.
13	Daytime Phone	The daytime phone number for the district's business contact.
14	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.
15	Address/City/State/Zip	The district address as it appears on tax records.

#	Field	Description
16	IRS Not-For-Profit Letter Status	Non-Profit school districts should select Yes .
17	IRS Not-For-Profit Letter Issued Date	The date on which your Not-For-Profit IRS Letter was issued.





About The Principal

The Principal is the business contact who has the fiduciary responsibility for filling out this form. 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.

Do **NOT** use the COPY ADDRESS FROM BUSINESS INFORMATION link. This screen is capturing the business contact's HOME address and contact information.


► [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 one individual with significant responsibility for managing the Legal Entity, unless one of the owners identified above is an officer of the Entity. A controlling authority, or 'Control Prong' include but are not limited to: Chief Executive Officer, Chief Financial Officer, Chief Operating Officer, Managing Member, General Partner, President, Vice Presidents, or an individual with significant legal authority to enter the Legal Entity into a commercial relationship.


Principal 1

 First Name *

 Last Name *

 SSN *

 DOB (mm-dd-yyyy) *





 Business Title *

#	Field	Description
1	First Name / Last Name	The business contact's first and last name.
2	SSN	The business contact's Social Security Number.
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.

#	Field	Description
10	Does any other principal own 25% or more of the business?	If your school is an LLC, partnership, or corporation, you may need to enter additional principals if they own 25% or more ownership interest in the entity.
11	Which of the principals provided is the primary contact of the business?	Select the primary contact.

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.

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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

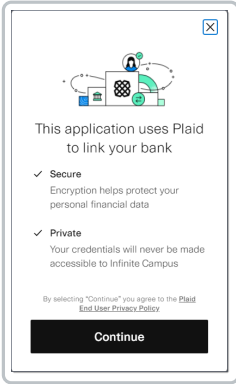
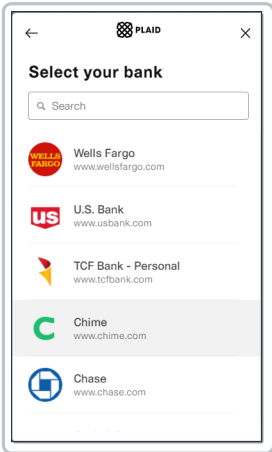
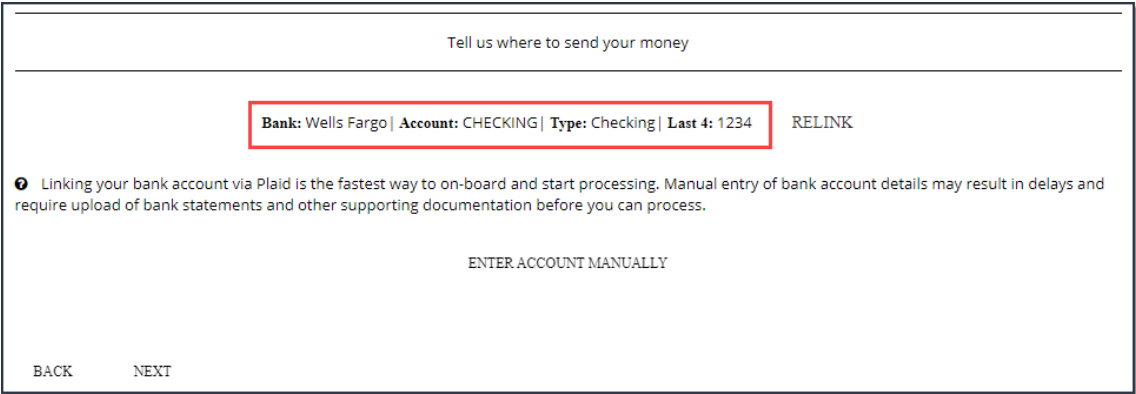
ENTER ACCOUNT MANUALLY

BACK

NEXT

Method 1 - Please Link Your Primary Bank Account

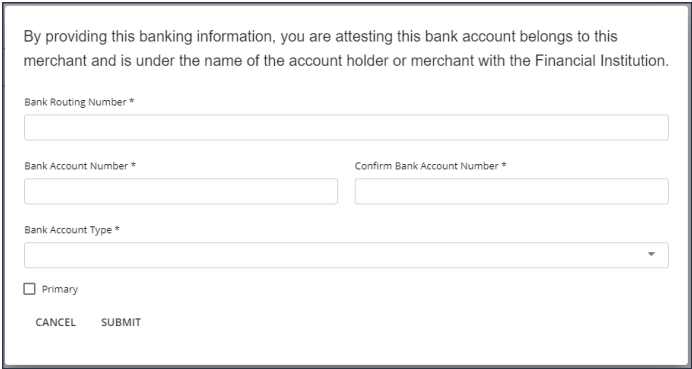
Step	Action
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Step	Action
1	<p>Click the text PLEASE LINK YOUR PRIMARY BANK ACCOUNT. Result: The notification for Plaid displays.</p>  <p>The notification dialog box has a close button (X) in the top right corner. It contains an illustration of a person at a computer with a lock icon. The text reads: 'This application uses Plaid to link your bank'. Below this are two sections: 'Secure' with a checkmark and the text 'Encryption helps protect your personal financial data', and 'Private' with a checkmark and the text 'Your credentials will never be made accessible to Infinite Campus'. At the bottom, it says 'By selecting "Continue" you agree to the Plaid End User Privacy Policy' and has a 'Continue' button.</p>
2	<p>Click Continue. Result: The Bank Selection screen displays.</p>  <p>The Bank Selection screen has a back arrow and a close button (X) at the top. It features a search bar with the placeholder 'Search'. Below the search bar is a list of banks with their logos and names: Wells Fargo, U.S. Bank, TCF Bank - Personal, Chime, and Chase. The Chime option is currently selected and highlighted.</p>
3	<p>Select your bank. If you do not see your bank, try using the Search instead. Result: Your bank's login screen displays.</p>
4	<p>Enter your login credentials and complete steps in Plaid. Result: You are returned to the Add Bank Account screen and your bank account displays.</p>  <p>The Add Bank Account screen has a title 'Tell us where to send your money'. Below the title is a red-bordered box containing the text 'Bank: Wells Fargo Account: CHECKING Type: Checking Last 4: 1234' followed by a 'RELINK' button. Below this box is an information icon and the text: '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.' At the bottom of the screen is the text 'ENTER ACCOUNT MANUALLY' and two buttons: 'BACK' and 'NEXT'.</p>

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

Step	Action
4	<p>Click SUBMIT.</p> <p>Result: You are returned to the Add Bank Account screen and your bank account displays.</p> <div><div>PLEASE LINK YOUR PRIMARY BANK ACCOUNT</div><div><div><div><div><div></div><div>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.</div></div></div><div><div>Type: Business Checking Routing: 091000022 Account Number: 1234567891594826 Primary</div><div><div></div></div></div><div><div>Add Bank Account</div></div></div><div><div>Document Upload</div><div><div><div><div><div></div><div>Each document may not exceed 8 MB. Accepted document types: .jpg .jpeg .png .pdf .tif .tiff</div></div></div><div><div>Type</div><div>Note</div><div>Name</div></div><div><div><div>General</div><div></div></div><div></div><div><div><div></div></div>Upload</div></div><div><div>Add Document</div></div></div><div><div>BACK</div><div>NEXT</div></div></div></div></div></div>
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>
6	<p>Print the page if you want to retain a copy for your records then click Next and continue to the Terms and Conditions.</p>





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 the 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.

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YOU MUST "CLICK" ON THE LINKS IN ORDER TO SIGN THE AGREEMENT

Confirmation and Attestation

Please Review, and Print, or Save the documents provided in links below.

By clicking **I agree**, I hereby confirm:

- Have Read, Agreed and Consented to the **Bank Disclosure Page** provided.
- Have Read, Agree and Consented to the **Merchant Terms and Conditions** p

☒ I Agree to the above information


☒ I attest that the information provided in this application is correct to the best of my knowledge as an authorized signer for this business

Please Sign Here.

CLEAR

SIGN UP!

Left-click the highlighted links to enable the checkboxes.




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