

# Campus Payments Merchant Signup Public

Last Modified on 08/11/2023 7:26 am CDT

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**Go to the Merchant Signup:**

<https://portal.infinitecampuspayments.com/signup/public>

The online merchant agreement is the first step in implementing Campus Payments. Progress is not saved; do not stop until you have completed the form. The merchant signup form is comprised of four sections. Use the following information to complete each section.

Private and parochial schools should complete the [Campus Payments Merchant Signup Private](#).

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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.

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## Business

This section records 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 Overview**

Country \*  
  This is a public company

Legal Business Name \*  ?      DBA - Statement Descriptor  ?

Same as Legal Business Name

EIN \*  ?

Business Phone \*       Business Email \*       Business Website \*

Customer Service Phone \*

Business Details ▼

Business Address ▼

Field	Description
<b>This is a public company</b>	Indicates this a publicly traded company with shares traded on a public stock exchange.
<b>Legal Business Name</b>	The full legal name of the school district as registered with the IRS.
<b>DBA - Statement Descriptor</b>	<p>The name customers 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: <b>&amp; . ,</b></p> <p><i>This field can be made the same as the Legal Business Name by selecting the checkbox.</i></p>
<b>EIN</b>	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.
<b>Business Phone</b>	The daytime phone number for the district's business contact. This phone number appears on customer's bank and credit card statements.
<b>Business Email</b>	The email address for the district's business contact.

Field	Description
<b>Business Website</b>	The address for the school district's website.
<b>Customer Service Phone</b>	The phone number for parents to call if they have questions.

▶ [Click here to expand...](#)

Business Overview
▼

**Business Details**

Description for your bank statement

Secondary Descriptor

Annual Processing Volume \* ?

Average Transaction Amount \* ?

Business Address
▼

Field	Description
<b>Secondary Descriptor</b>	Defines how payouts appear on your bank activity and statement. This field allows 25 characters or less.
<b>Date Business Established</b>	The date on which the organization was established.
<b>Annual Processing Volume</b>	The amount of sales the district expects to process in a year. This number is an estimate and does not need to be exact.
<b>Average Transaction Amount</b>	The average amount for most transactions. Campus districts have reported \$72 as an average transaction amount.
<b>Address/City/State/Zip</b>	The district address as it appears on tax records.

## Owners

Owners are the business contacts with 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.

Public school districts should only list one owner.

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.

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**Owner Information**  
Owner Information For Business Owner #1

First Name \*

Middle Name

Last Name\*

Phone Number\*

Email Address\*

Citizenship ▼

Same as business number

Same as business email

Country \*  
United States ▼

DOB (mm-dd-yyyy)\*

Business Title\*

Do you hold significant responsibility in the company?\*

Yes  No

Field	Description
<b>First Name</b>	The business contact's first name.
<b>Middle Name</b>	The business contact's middle name.
<b>Last Name</b>	The business contact's last name.

Field	Description
<b>Phone Number</b>	The business contact's phone number. <i>The Business number entered on the prior step can be used by selecting the checkbox.</i>
<b>Email Address</b>	The business contact's email address. <i>The business email entered on the prior step can be used by selecting the checkbox.</i>
<b>Citizenship</b>	The business contact's country of which he or she is a citizen
<b>Date of Birth (mm-dd-yyyy)</b>	The business contact's date of birth.
<b>Business Title</b>	The business contact's job title.
<b>Address/City/State/Zip</b>	The business contact's <b>home</b> address.
<b>Add Additional Owner</b>	Do not add additional owners.

## Bank

There are two ways to add bank information. Infinite Campus recommends using Option 1- **Link Existing 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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### How would you like for us to add your bank information?

**LINK EXISTING BANK ACCOUNT**

Fastest way to on-board

**ENTER BANK INFO MANUALLY**

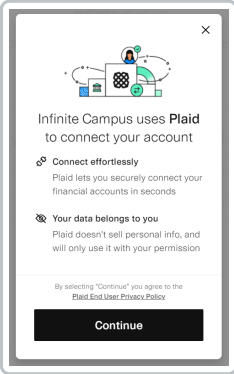
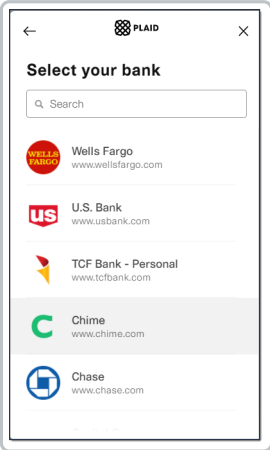
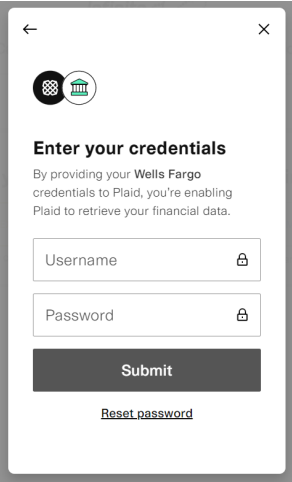
May cause slower onboarding

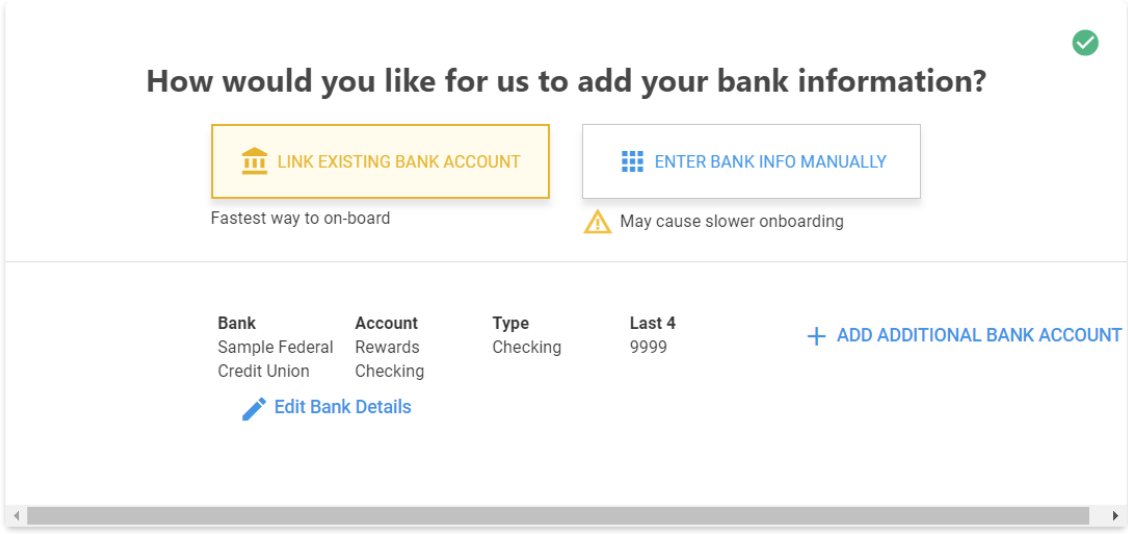
BACK

NEXT

### Option 1- Link Existing Bank Account

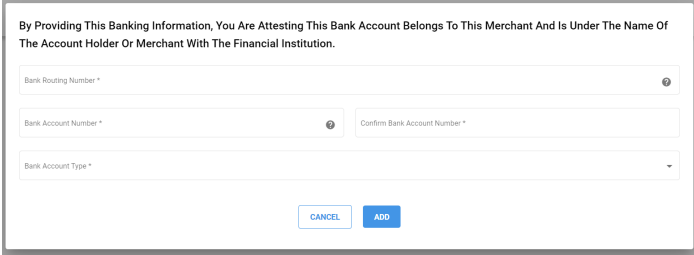
Step	Action

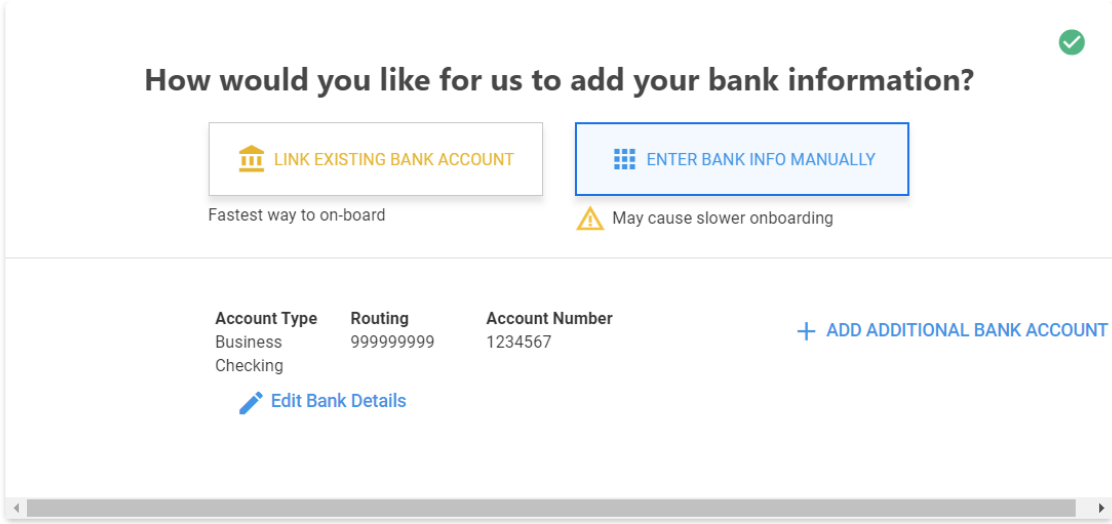
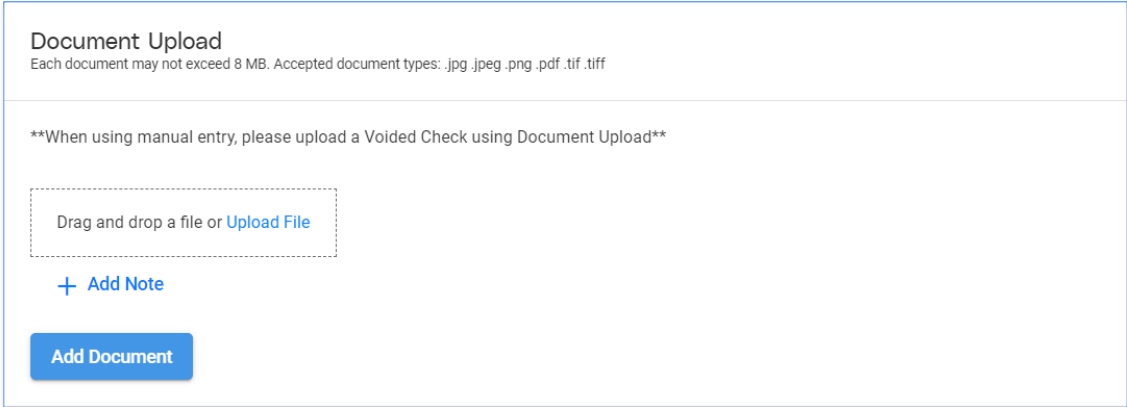
Step	Action
1	<p>Click the <b>LINK EXISTING BANK ACCOUNT</b> button.  <b>Result:</b> The notification for Plaid displays.</p> 
2	<p>Click <b>Continue</b>.  <b>Result:</b> The Bank Selection screen displays.</p> 
3	<p>Select your bank. If you do not see your bank, try using the Search instead.  <b>Result:</b> The Enter your Credentials screen displays</p> 

Step	Action
4	<p>Enter your bank login credentials and complete the steps in Plaid.  <b>Result:</b> You are returned to the Add Bank Account screen and your bank account displays.</p> 
5	<p>Print the page if you want to retain a copy for your records then click <b>Next</b> and continue to the <a href="#">Terms and Conditions</a>.</p>

## Option 2 - Enter Bank Info 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 Option 1 - **Link Existing Bank Account**.

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

Step	Action
2	<p>Enter your bank account information in the following fields:</p> <ul style="list-style-type: none"> <li>• Bank Routing Number</li> <li>• Bank Account Number</li> <li>• Confirm Bank Account Number</li> <li>• Bank Account Type</li> </ul>
4	<p>Click ADD. <b>Result:</b> You are returned to the Add Bank Account screen and your bank account displays.</p> 
5	<p>Use the <b>Document Upload</b> 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 <b>Next</b> and continue to the <a href="#">Terms and Conditions</a>.</p>

# Terms & 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.

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

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 \(CLICK HERE\)](#) provided.
- Have Read, Agree and Consented to the [Merchant Terms and Conditions \(CLICK HERE\)](#) provided.

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**

**BACK**      **SIGN UP**

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

