

# Vendor Information

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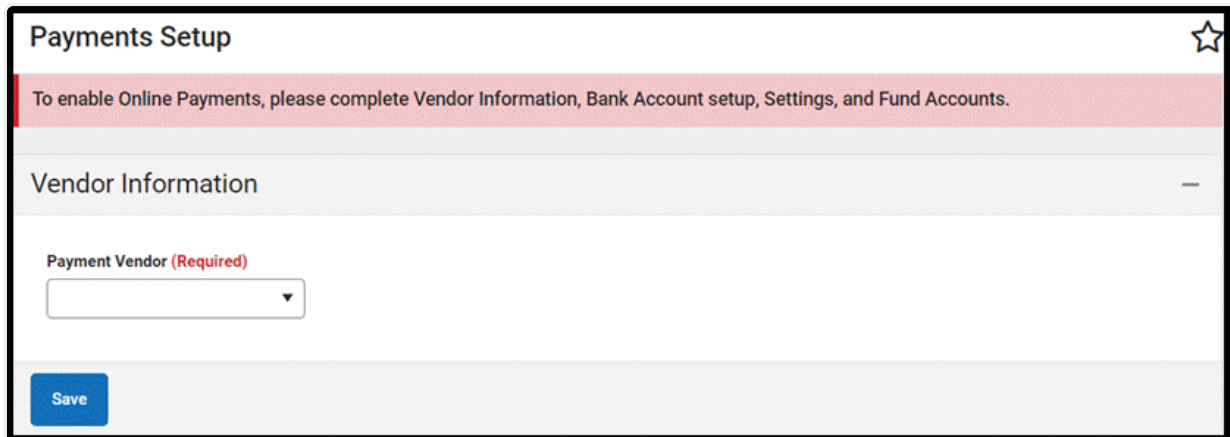
## Vendor Information (Payments Setup)

[Important Information about this Tool](#) | [Add District Credentials](#)

Tool Search: Payments Setup

The Vendor Information editor is used to identify your district's credentials and determine which payment methods your district accepts.

What can I do?	What do I need to know?
<ul style="list-style-type: none"> <li><a href="#">Add District Credentials</a></li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Important Information about this Tool</a></li> </ul>



*Vendor Information Panel*

## Important Information about this Tool

- Before you can add Vendor Information, you must have your Merchant ID from your payment platform vendor.
- Vendor Information is established at the district level. That means you must select **All Schools** and **All calendars** in the Campus toolbar to use the Vendor Information tool.

## Add District Credentials

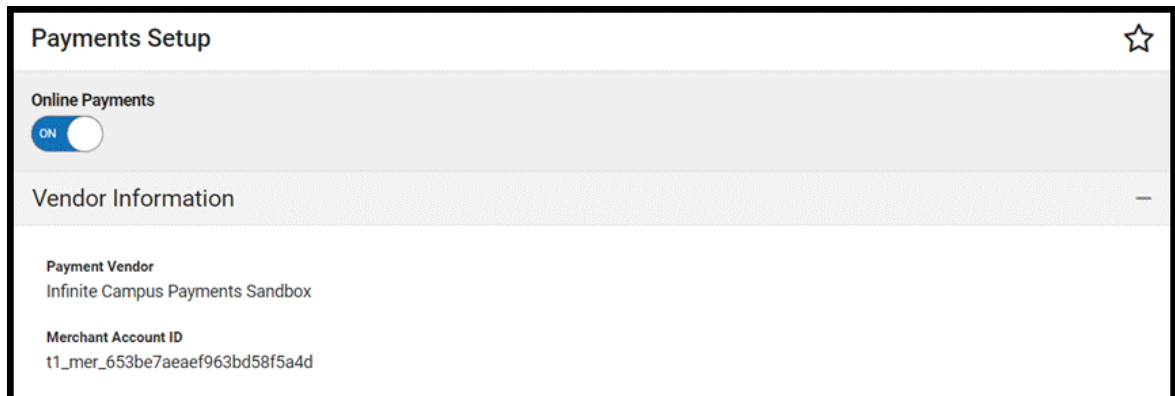
1. Select **All Schools** in the **School** dropdown list.
2. Select your payment platform in the Payment Vendor dropdown list.
3. Enter the **Merchant Account ID** for your district.

This ID is provided by the payment vendor.

4. Click the **Save** button.

#### **Result**

Vendor Information is saved and visible on the Online Payments Setup screen.



## Video

This video shows how to set up the online payment credentials with the payment vendor, and choose which payment methods should appear on Campus applications.

