

# Vendor Information (Payments Setup) [.2104-.2447]

Last Modified on 12/16/2024 3:35 pm CST

[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>

Online Payments

ON

Vendor Information

Payment Vendor Name

Merchant Account ID

Accepted Payment Methods

Edit

Bank Accounts

Settings

Fund Accounts

Vendor Information

Payment Vendor \*

Payment Vendor

Merchant Account ID \*

t1\_mer\_5fdceb90e1846691a5d93eb

Accepted Payment Methods

☒ VISA
 ☒ MasterCard
 ☒ DISCOVER
 ☒ American Express
 ☒ echeck

Save

Cancel

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.
- When you remove an accepted Payment Method by clearing the checkbox next to it, Campus does NOT delete the registered payment information from the portal user or prevent the user from using that Payment Method. Clearing the checkbox prevents users from registering payment information for that Payment Method.

## Add District Credentials

1. Select **All Schools** in the **School** dropdown list.
2. Click the **Edit** button.

### Result

The Vendor Information panel displays.

Vendor Information

Payment Vendor \*

Payment Vendor ▼

Merchant Account ID \*

t1\_mer\_5fdceb90e1846691a5d93eb

Accepted Payment Methods

☒ VISA
 ☒ MasterCard
 ☒ DISCOVER
 ☒ American Express
 ☒ echeck

3. Select your payment platform in the Payment Vendor dropdown list.
4. Enter the **Merchant Account ID** for your district.

This ID is provided by the payment vendor.

5. Mark the checkboxes next to the payment methods you want to accept.
6. Click the **Save** button.

### Result

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

