

Payment Methods - (New)

Last Modified on 06/26/2025 12:44 pm CDT

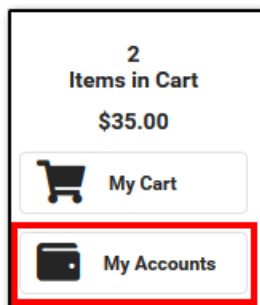
[How do I add a Credit Card/Debit Card?](#) | [How do I add a Bank account?](#) | [Add a Payment Method](#) | [Delete a Payment Method](#)

This functionality is only available to districts who have purchased Online Payments.

The Payment Methods tool is where you add and delete methods for making payments in Campus. Depending on the payment methods your district accepts, you can pay by credit card, checking account, or savings account.

Where do I go to add a Payment Method?

The Payment Methods tool is part of My Accounts.



How do I add a Credit Card/Debit Card?

1. Click **Payment Methods**.
2. Click **New** at the bottom of the screen.
3. Select the **Card** option.
4. Enter all required information.
5. Click **Save**.

For more details, see the following [Add a Payment Method](#) section.

How do I add a Bank account?

1. Click **Payment Methods**.
2. Click **New** at the bottom of the screen.
3. Select the **US bank account** option and select one of two options:
 - a. **Automatic bank validation**
 1. Search for and select your bank. A secure payment vendor screen will open.

Payment Method

Accepted Payment Methods:

VISA DISCOVER

Nickname:

Use as Default Payment Method:

☐

All fields below are required

Card ☐ US bank account ☐

Email

Search for your bank

CHASE Bank of America WELLS FARGO

Capital One NAVY FEDERAL Credit Union usbank

Enter bank details manually instead (takes 1-2 business days)

Full name


Country or region

United States


Address


Save Cancel

2. Carefully follow the on-screen prompts to link your bank account to complete the payment process.



Log in with Chase

 Infinite Campus uses Stripe to connect your accounts
Connection is fast and simple.

 Data is encrypted
Infinite Campus can [access data](#). You can disconnect at any time.

By connecting via Stripe, you agree to the [Terms and Privacy Policy](#)

Agree and continue

Manually verify instead (takes 1-2 business days)

- b. **Enter bank details manually.**
 1. Click **Enter bank details manually**.

Payment Method

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Capital One NAVY FEDERAL Credit Union usbank

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Full name

Country or region

United States

Address

Save Cancel

2. Enter your routing and account numbers.

Enter bank details

Your bank information will be verified via micro-deposits to your checking account.

Routing number

Account number

Confirm account number

Submit

3. Click **Submit**.

4. If you would like to save the bank account with Link, enter your email address and click **Save with Link**. If not, click Not now.

stripe

Save account with Link

Share your account faster everywhere Link is accepted.

Link encrypts your data.

Email address

By saving your account, you agree to the Link [Terms and Privacy Policy](#)

Save with Link

Not now

- It will take 1-2 business days to verify your bank account via micro-deposits. Click the back button to return to the Payment Method side panel.

stripe

✓

Almost there

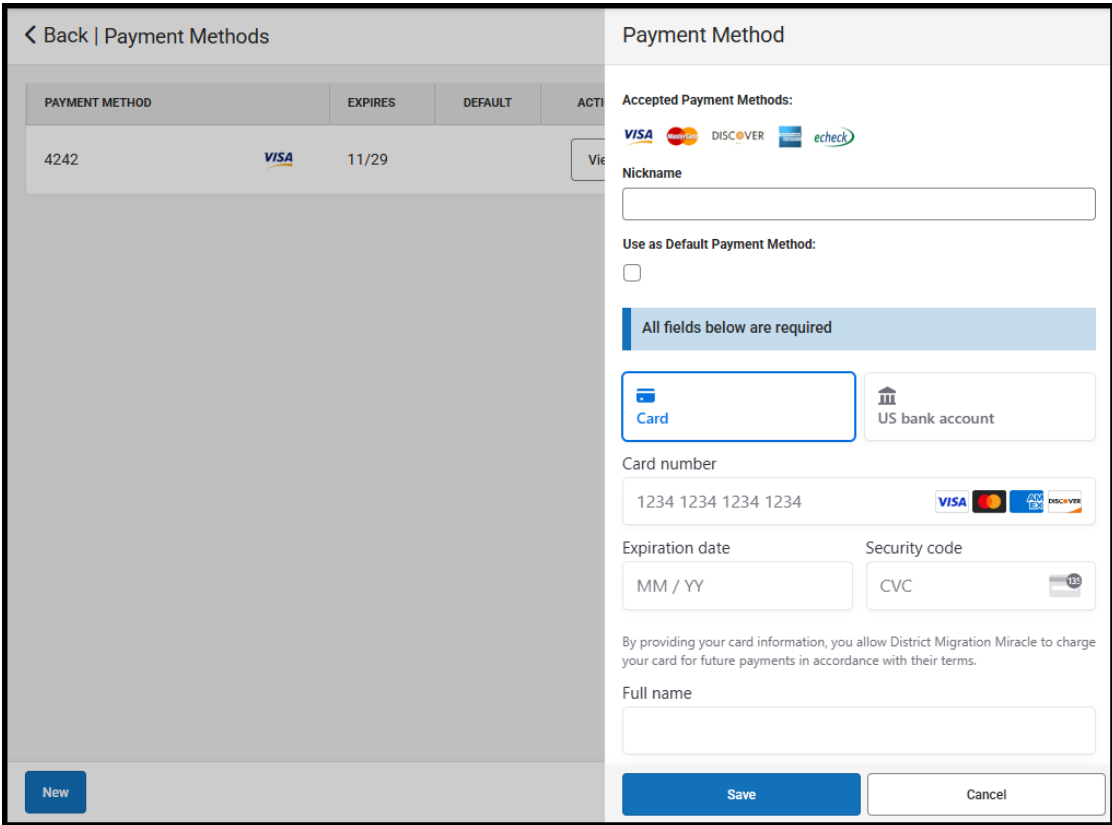
Next, finish up on Shared Nonproduction to initiate micro-deposits. You can expect an email with instructions within 1-2 business days.

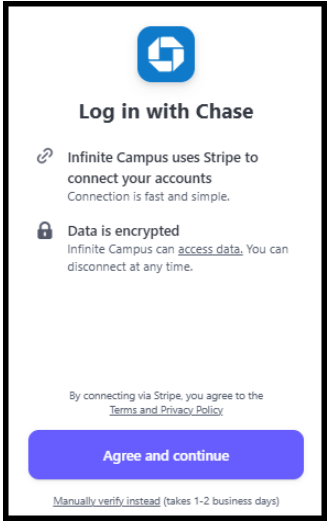
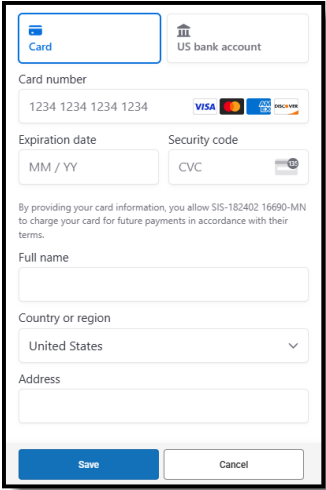
Back to Shared Nonproduction




- Enter all required information.
- Click **Save**. This bank account will then be listed as ACTION REQUIRED and cannot be used until the account has been verified.

PAYMENT METHODS	EXPIRES	DEFAULT
6789	ACTION REQUIRED	echeck

- To verify the account, you can find instructions in the email you received, or you can log into your bank account, locate the micro-deposit, and find the 6-digit code in the statement descriptor for that deposit. The account can be verified through the email, or you can return to Campus to verify the account by entering the 6-digit code:

Step	Action
2	<p>Click New. The Payment Method panel displays.</p> 
3	<p>You may enter the optional information fields:</p> <ul style="list-style-type: none"> • Nickname - This is an optional name that appears on the Payment Methods screen to help you identify the Payment Method. If you choose not to enter a Nickname, part of the account number displays instead. • Default Payment Method - If you mark the Use as default checkbox, Campus makes this card your default Payment Method.

Step	Action
3	<p>Select one of the following options:</p> <ul style="list-style-type: none"> • Card • US bank account. For more detailed information, review How do I add a Bank account?  <p>The image shows a Chase login screen. At the top is the Chase logo. Below it is the text 'Log in with Chase'. There are two sections: 'Infinite Campus uses Stripe to connect your accounts' with a link icon, and 'Data is encrypted' with a lock icon. At the bottom is a blue button that says 'Agree and continue'.</p>
4	<p>Enter all required information.</p>  <p>The image shows a card payment form. At the top are two tabs: 'Card' (selected) and 'US bank account'. Below are fields for 'Card number' (with a placeholder '1234 1234 1234 1234' and logos for Visa, Mastercard, and Discover), 'Expiration date' (MM / YY), and 'Security code' (CVC). There is a disclaimer about allowing SIS-182402 16690-MN to charge the card. Below are fields for 'Full name', 'Country or region' (a dropdown menu showing 'United States'), and 'Address'. At the bottom are 'Save' and 'Cancel' buttons.</p>

Step	Action												
5	<p>Click Save. The Payment Method appears in the table of Payment Methods.</p> <div><p>← Back Payment Methods</p><table><tr><th>PAYMENT METHOD</th><th>EXPIRES</th><th>DEFAULT</th><th>ACTIONS</th></tr><tr><td>9424</td><td>DISCOVER</td><td>6/2030</td><td><button>View</button></td></tr><tr><td>Primary Bank</td><td></td><td>X</td><td><button>View</button></td></tr></table></div> <p>If you entered something in error, changes cannot be made. Instead, delete the card and re-enter everything as a new Payment Method.</p>	PAYMENT METHOD	EXPIRES	DEFAULT	ACTIONS	9424	DISCOVER	6/2030	<button>View</button>	Primary Bank		X	<button>View</button>
PAYMENT METHOD	EXPIRES	DEFAULT	ACTIONS										
9424	DISCOVER	6/2030	<button>View</button>										
Primary Bank		X	<button>View</button>										

Delete a Payment Method

1. Click **My Accounts**.
2. Select Payment Methods.
3. Select the Payment Method that will be deleted.
4. Click **Delete**. A Confirm Delete message will appear.

Payment Method

Accepted Payment Methods:

VISA DISCOVER echeck

Nickname:

Primary Card

Use as Default Payment Method:

☐

Card Number:

9424

Expiration Date:

5/2030

Name on Account:

John Ericson

Address:

4321 109th Avenue Northeast

City:

Blaine

State:

MN

Zip Code:

55449

Save Delete Cancel

5. Click **Delete**. A Deletion Successful message will appear.