

Payment Methods - (New)

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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 <u>Add a Payment Method</u> 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.



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

	Log in with Chase			
હે	Infinite Campus uses Stripe to connect your accounts Connection is fast and simple.			
â	Data is encrypted Infinite Campus can <u>access data</u> . You can disconnect at any time.			
	By connecting via Stripe, you agree to the <u>Terms and Privacy Policy</u>			
	Agree and continue			
N	<u>lanually verify instead</u> (takes 1-2 business days)			

3. During this process, users must add their bank login credentials.



11 ⁸ 11		
.og in to Bank		Select account
Username	8	Savings ····4242
Password	۵	Checking
Forgot passw	ord?	
		Credit Card Not available
		Powdur will have access to account details, balances and transactions. <u>Learn more</u>

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

Payment Method					
Accepted Payment Methods: VISA COVER	echerg)				
Use as Default Payment Met	Use as Default Payment Method:				
All fields below are re-	quired				
Card	Card US bank account				
Email					
Q. Search for your bank CHASE O Bate standards WELLS FARGO					
Capital	RAVY () FEDERAL Credit Union	usbank			
Enter bank details manually instead akes 1-2 business days) Full name					
Country or region					
United States ~					
Address					
Save		Cancel			

2. Enter your routing and account numbers.



3. Click Submit.

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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 ×				
Sa	Save account with Link				
છે	Share your account faster everywhere Link is accepted.				
∂	Link encrypts your data.				
E	mail address				
	By saving your account, you agree to the Link <u>Terms and Privacy Policy</u>				
	Save with Link				
Not now					

5. 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.



4. Enter all required information.



5. 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			>

6. 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:

Payment Method	
Account Verification Required	Verify
Nickname	
Use as Default Payment Method:	
Account Number 6789	
Routing Number 110000000	
	_
Verify Account ×	h .
Please confirm the 6-digit code in the statement descriptor of your bank account.	
Verification Code: (Required) Example: SM1234	L
Verify Cancel]

For more details, see the following <u>Add a Payment Method</u> section.

Add a Payment Method

Step Action







finite Campus						
Step	Action					
5	Click Save . The Pay	yment Method appe	ars in the table	of Payment Me	thods.	
	K Back Payment Meth	iods				Ì.
	PAYMENT METHOD		EXPIRES	DEFAULT	ACTIONS	L
	9424	DISCOVER	6/2030		View	I
	Primary Bank	echeck		х	View	L
						J
	and re-enter ever	ything as a new Pay	anges cannot b /ment Method.	e made. Instead	a, delete the car	a

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 Meth	ods:				
Primary Card					
Use as Default Payment	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.