

Payment Methods - (New)

Last Modified on 02/04/2026 9:33 am CST

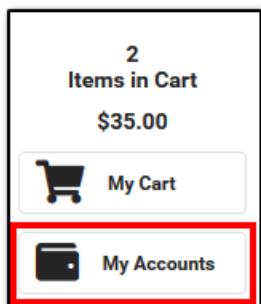
[How do I add a Credit Card/Debit Card?](#) | [How do I add a Bank account?](#) | [Add a Payment Method](#) | [Delete a Payment Method](#)

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

Q. Search for your bank

CHASE Bank of America WELLS FARGO

Capital One NAVY FEDERAL Credit Union US bank

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

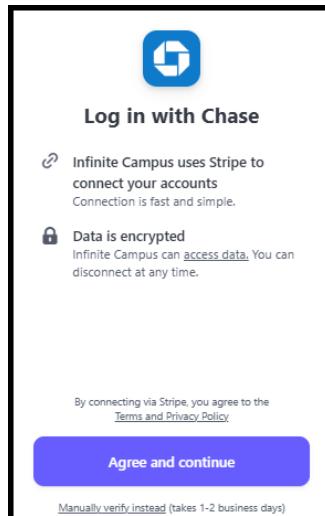
Full name

Country or region

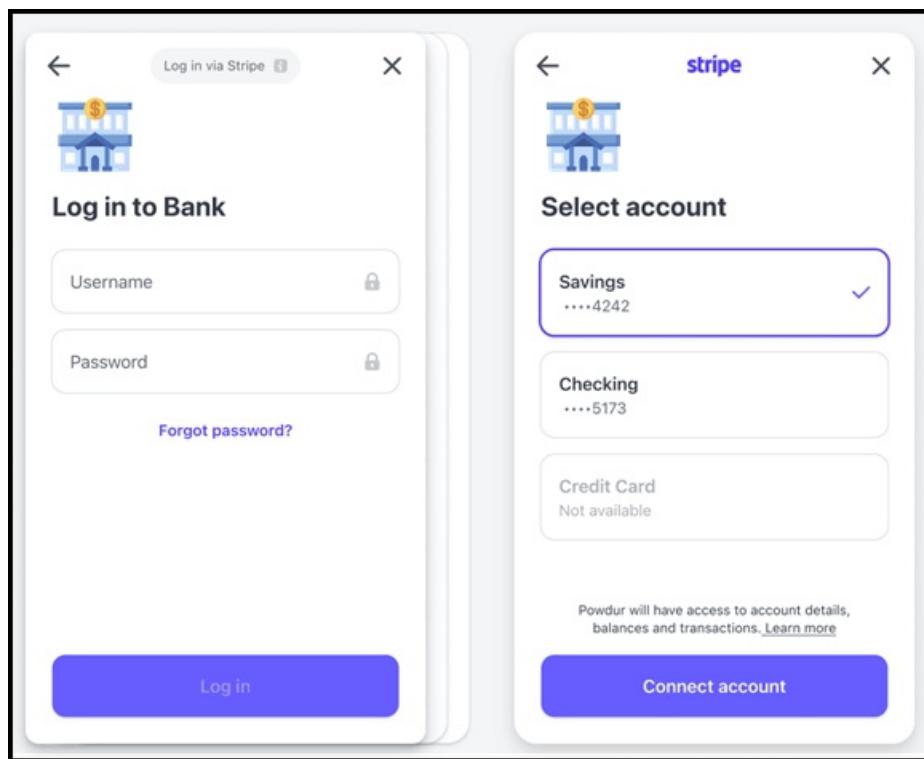
Address

Save Cancel

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



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



b. Enter bank details manually.

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

2. Enter your routing and account numbers.

Enter bank details

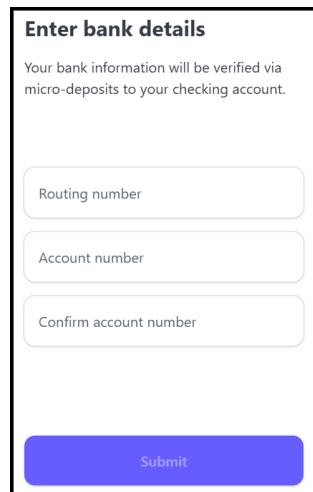
Your bank information will be verified via micro-deposits to your checking account.

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 X

Save account with Link

Share your account faster everywhere
Link is accepted.

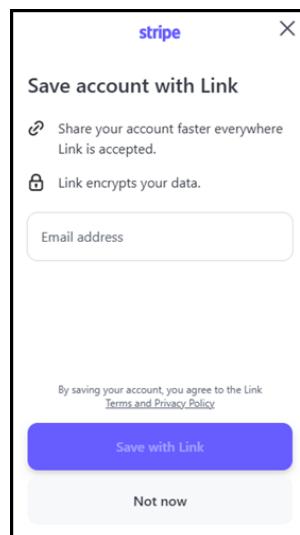
Link encrypts your data.

Email address

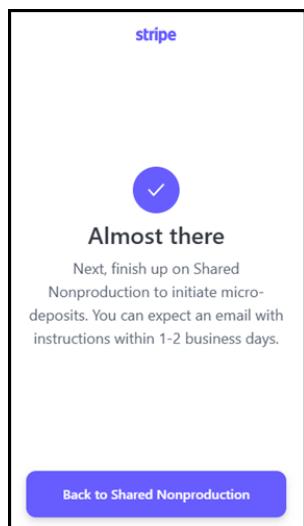
By saving your account, you agree to the Link
[Terms and Privacy Policy](#)

Save with Link

Not now



5. After you receive an initial email confirming you signed up to have the school debit your bank account, you will get a follow-up email within 1-2 business days to verify your bank account through 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 		>

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

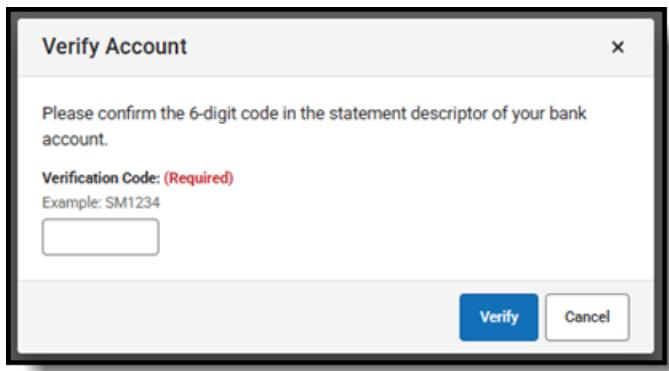
Account Verification Required Verify

Nickname

Use as Default Payment Method:

Account Number
6789

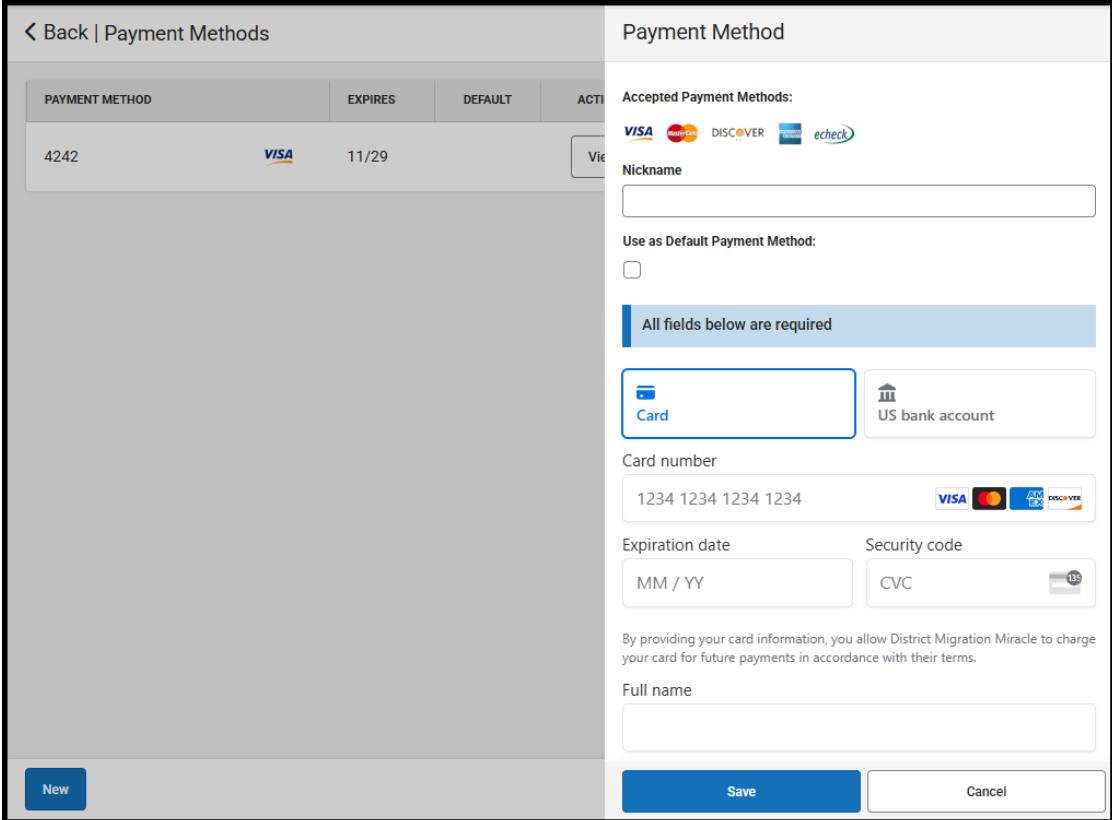
Routing Number
110000000

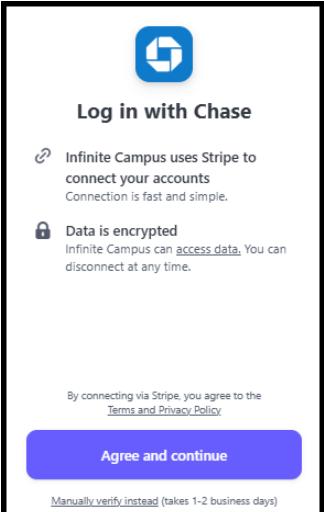
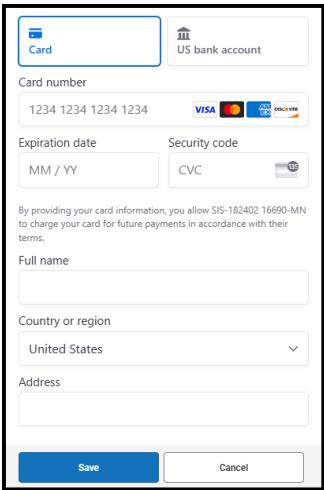


For more details, see the following [Add a Payment Method](#) section.

Add a Payment Method

Step	Action								
1	<p>Click Payment Methods. The Payment Method screen displays. If you previously added a payment method, it displays on this screen.</p>  A screenshot of the 'Payment Methods' screen. At the top is a back button 'Back' and a title 'Payment Methods'. Below is a table with the following data: <table><thead><tr><th>PAYMENT METHOD</th><th>EXPIRES</th><th>DEFAULT</th><th>ACTIONS</th></tr></thead><tbody><tr><td>9424</td><td>DISCOVER</td><td>6/2030</td><td><button>View</button></td></tr></tbody></table>	PAYMENT METHOD	EXPIRES	DEFAULT	ACTIONS	9424	DISCOVER	6/2030	<button>View</button>
PAYMENT METHOD	EXPIRES	DEFAULT	ACTIONS						
9424	DISCOVER	6/2030	<button>View</button>						

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? 
4	<p>Enter all required information.</p> 

Step	Action												
5	<p>Click Save. The Payment Method appears in the table of Payment Methods.</p> <div style="border: 2px solid black; padding: 10px;"> <p style="margin: 0;">< Back Payment Methods</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>PAYMENT METHOD</th> <th>EXPIRES</th> <th>DEFAULT</th> <th>ACTIONS</th> </tr> </thead> <tbody> <tr> <td>9424</td> <td>DISCOVER 6/2030</td> <td></td> <td>View</td> </tr> <tr> <td>Primary Bank</td> <td>echeck</td> <td>X</td> <td>View</td> </tr> </tbody> </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		View	Primary Bank	echeck	X	View
PAYMENT METHOD	EXPIRES	DEFAULT	ACTIONS										
9424	DISCOVER 6/2030		View										
Primary Bank	echeck	X	View										

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:

Nickname:

Use as Default Payment Method:

Card Number:

Expiration Date:

Name on Account:

Address:

City:

State:

Zip Code:

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