

Vendor Information (Payments Setup) -New

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Vendor Information Setup

Tool Search: Payments Setup

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

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.

Payments Setup	☆
To enable Online Payments, please complete Vendor Information, Bank Account setup, Settings, and Fund Accounts.	
Vendor Information	-
Payment Vendor (Required)	
Save	
Vendor Information Panel	

Vendor Information Setup

- 1. Select a **Payment Vendor**.
- 2. Click **Request Merchant Account**. A Merchant Account ID will appear with an Account Status of Information Required.
- 3. Click Complete Onboarding.
- 4. Enter all required fields on the Tell Us About Your Business form and click **Continue**.
- 5. Enter all required fields on the Verify Your Personal Details page and click **Continue**.
- 6. Review all Onboarding fields and click **Agree and Submit**. You will be taken to the Bank Account Setup screen.
- 7. Enter all required banking fields and click **Complete Onboarding**. You will return to the Payments Setup screen.



Pending and Inactive Vendor Information

When a district is migrating from Infinite Campus Payments to Stripe and requests a Stripe Merchant Account, a Pending Vendor section will display in Vendor Information.

Payments Setup ☆	
Online Payments	
Vendor Information	
Payment Vendor:	
Infinite Campus Payments Sandbox	
Merchant Account ID:	
t1_mer_6036811feb39d2ec628f0dc	
Pending Vendor	
Payment Vendor:	
Stripe Non-production	
Merchant Account ID:	
acct_1RX33L4DO1qUt1v2	
Account Status:	
INFORMATION REQUIRED	
Complete Onboarding	

After districts have Completed Onboarding, Vendor Information will have a Migrate button.



Once a district is fully Migrated, an Inactive Vendor status will replace Pending Vendor.

Infinite Campus	
Payments Setup ☆	1
Online Payments	
Vendor Information	
Payment Vendor: Stripe Non-production	
Merchant Account ID: acct_1QwnYm4KwzPch3dQ	
Account Status:	
Inactive Vendor	
Payment Vendor: Infinite Campus Payments Sandbox	
Merchant Account ID: 11_mer_656a4e23521bd3fb4a145d8	
Vendor Management	