Vendor Information (Payments Setup) - New

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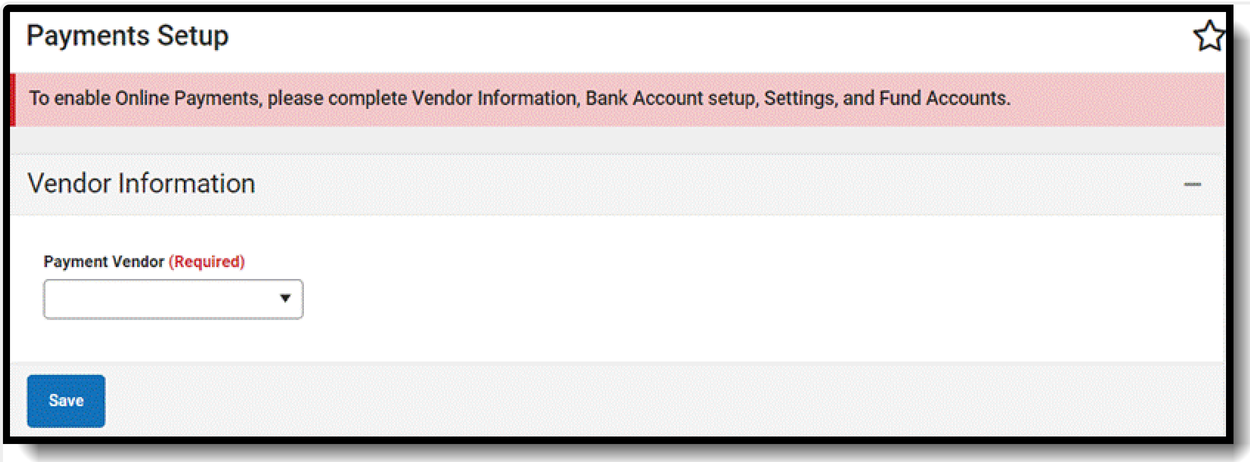
Tool Search: Payments Setup

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.



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.