

Stripe Onboarding - Public Entity

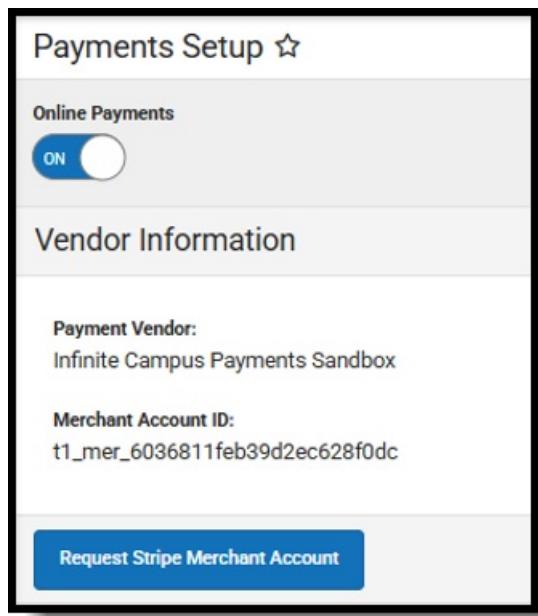
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[Request Stripe Merchant Account](#) | [Complete Onboarding](#) | [Business Details](#) | [Business Representative](#) | [Authorizer](#) | [Bank Account Selection](#)

The following information is for existing Campus Payments customers **ONLY**. If you are not currently a Campus Payments customer, please contact [Sales](#) or your [Client Relationship Manager](#). The new process to complete the transition to the new payment platform is fully completed within System Settings > Payments > Payments Setup > Vendor Information.

Request Stripe Merchant Account

Once the business type is confirmed, the appropriate Stripe account will be requested, and the "Request Stripe Merchant Account" button will appear in Vendor Information.



Complete Onboarding

Once the Stripe Merchant Account has been requested, select the "Complete Onboarding" button to start the onboarding process.

Payments Setup ☆

Online Payments

ON

Vendor Information

Payment Vendor:
Infinite Campus Payments Sandbox

Merchant Account ID:
t1_mer_6036811feb39d2ec628f0dc

Complete Onboarding

Onboarding is comprised of three sections:

- Business Details
- Business Representative
- Authorizer

Business Details

This screen is used to capture information about your school district. Use the following field descriptions to complete the fields on this screen. Print the page if you want to retain a copy for your records, then click **Continue** when you are done.

Payments Setup ☆

Onboarding

Business details ▾

You're using a test account with test data.

Tell us about your business

This information is collected to better serve your business and comply with regulators and financial partners, as indicated in the [Terms of Service](#).

Legal business name

Company

Your legal business name and Employer Identification Number must be entered exactly as they appear on IRS-issued documents, including capitalization and punctuation. Not sure? Check your Letter 147C or SS-4 Confirmation Letter.

Business name (Doing Business As) Optional

The operating name of your company, if it's different than the legal name.

Employer Identification Number (EIN)

00-0000000

If you use your Social Security number for business tax purposes, you can enter that instead.

Business address ⓘ

The physical location where you operate your business. This may or may not be the same as your registered business address. [View support article](#)

United States

Street address

Apartment, unit, or other

City

State

Zip code

Business phone number

Your phone number is required to be in the country of your account.

+1 201 555 0123

Industry

Selecting your industry helps satisfy risk and compliance obligations. Select the option that best matches the goods or service your customers will buy.

Please select your industry...

Business website

www.example.com

Share the website where you sell or promote products or services. The website should provide information about the products and services you're selling. Generic URLs or websites under construction aren't supported. [Learn more about the businesses we support](#).

[Don't have a website? Add product description instead.](#)

Continue

[Privacy](#) [Terms](#)

Exit

#	Field	Description
1	Legal Business Name	This is the full legal name of the school district as registered with the IRS. Your legal business name must be entered exactly as it appears on IRS-issued documents, including capitalization and punctuation. Not sure? Check your Letter 147C or SS-4 Confirmation Letter.

2	Business Name (Doing Business As)	The operating name of your company, if it's different than the legal name (Optional)
3	Employer Identification Number (EIN)	The district's 9 digit business identification code as issued by the IRS. If you use your Social Security number for business tax purposes, you can enter that instead. If you are uncertain about this Tax ID guidelines are best for your organization there is a link to a support article within onboarding.
4	Business Address	The physical location where you operate your business. This may or may not be the same as your registered business address.
5	Business Phone Number	The daytime phone number for the district's business contact. This phone number is required to be in the county of your account.
6	Business Website	The address for the school district's website.

Business Representative

This account should be activated by someone authorized to sign on your organization's behalf. If that's not you, please ask the right person to complete this form.

The business representative must be someone managing the Stripe account for the district and may receive communication regarding the account.

Onboarding

 Business representative

Verify your personal details

This account should be activated by someone authorized to sign on your organization's behalf. If that's not you, please ask the right person to complete this form.

Legal name

Enter name exactly as it is recorded with government agencies (e.g. IRS).

Legal first name

Legal last name

Email address

you@example.com

Job title

CEO, Manager, Partner

#	Field	Description
1	Legal First Name	The business contact's first name. Enter name exactly as it is recorded with government agencies (e.g. IRS).
2	Legal Last Name	The business contact's last name. Enter name exactly as it is recorded with government agencies (e.g. IRS).
3	Email Address	The business contact's email address.
4	Job Title	The business contact's job title.

Authorizer

The Authorizer approves the Business Representative to act on behalf of the organization regarding their Stripe account. Business representatives must be authorized to open financial accounts on behalf of your entity. Examples include financial officers, contracting officers, and directors. If your authority has been delegated to you by someone else, you can identify an authorizer to confirm your authority. You can add multiple authorizers, but only one authorization is required. Authorizers must have the authority to open financial accounts on your organization's behalf.

Users must select the "Request authorization" button in the center of the screen to proceed with onboarding.

Onboarding

Authorizer ▼

ⓘ You're using a test account with test data.

We need authorization to add you as a business representative

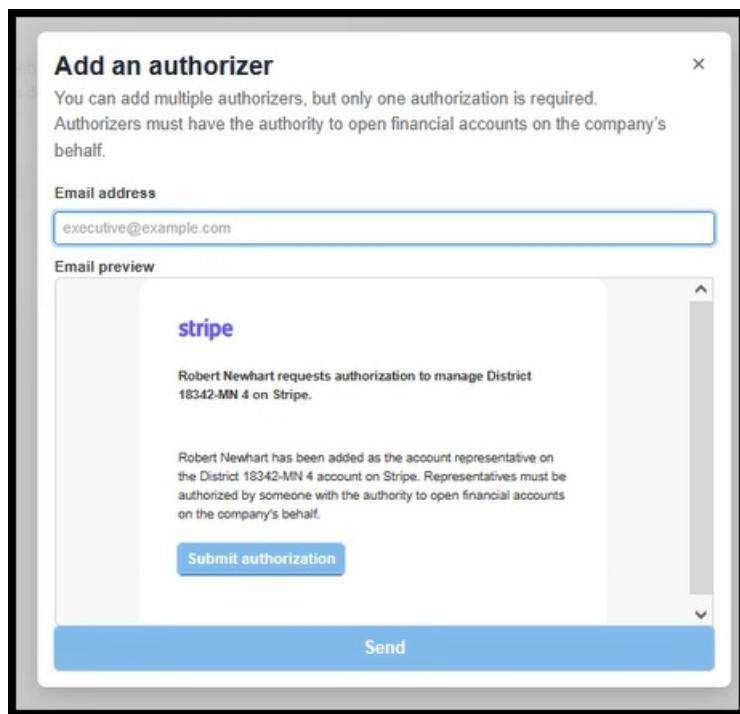
Regulations require that business representatives must receive authorization from someone at your organization who has the authority to open financial accounts. Examples include financial officers, contracting officers, and directors.

[Request authorization](#)

[Continue](#)

[Privacy](#) [Terms](#)

Once selected, the email address of the authorizer must be entered. An email preview will be shown and once Send is selected, an email will be sent from "notifications@stripe.com" to the authorizer.



The authorizer will then receive an email where they will select a button to submit authorization.

Robert Newhart requests authorization to manage District 18342-MN 4 on Stripe

Robert Newhart has been added as the business representative on the District 18342-MN 4 account on Stripe.

Representatives must be authorized by someone with the authority to open financial accounts on the company's behalf.

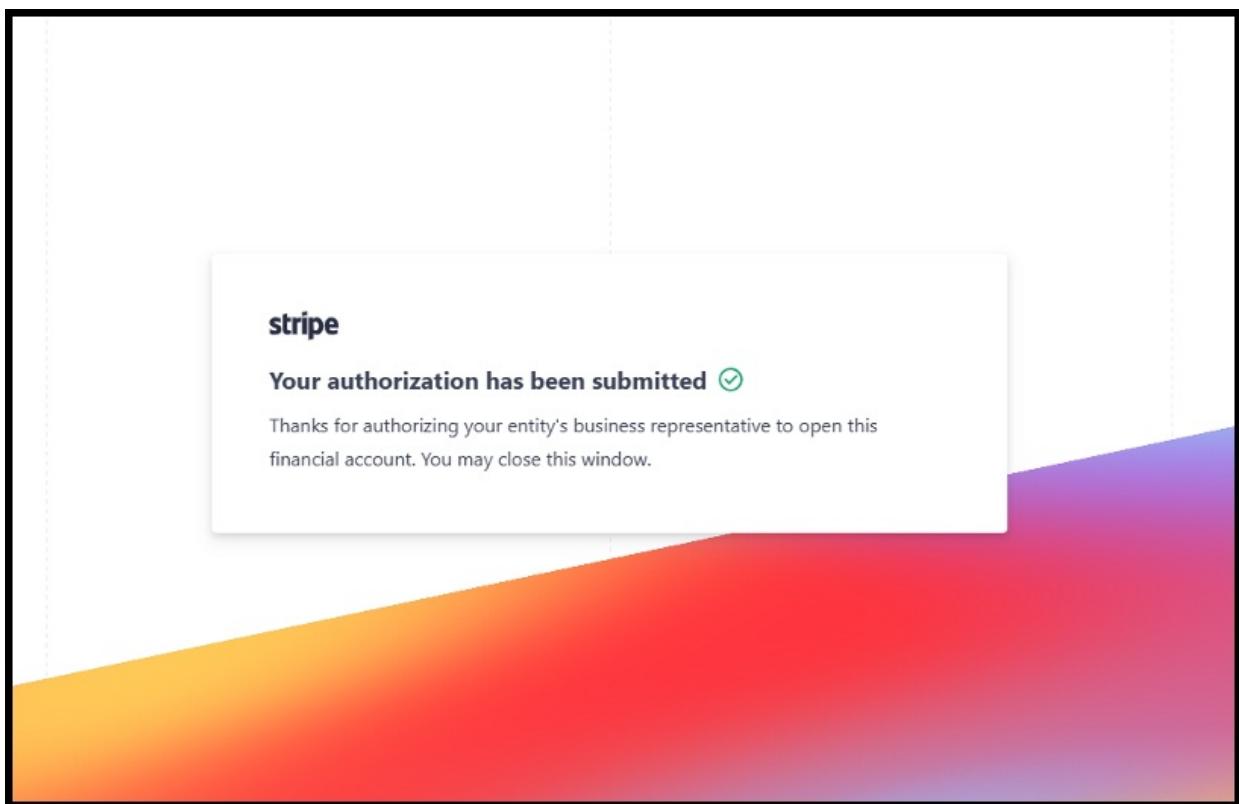
Submit authorization

Stripe, 354 Oyster Point Blvd, South San Francisco, CA 94080

When the user selects the button they will be brought to a webpage where they will enter their legal name and title.

The screenshot shows a two-column form. The left column has a purple background and displays the text: "District 18342-MN 4", "Authorize Robert Newhart to manage District 18342-MN 4 on Stripe", and "Powered by stripe". The right column has a white background and contains the following fields: "You're using a test account with test data.", "By submitting this authorization, you attest to the following:", a bulleted list of two items, "Legal name" (with a placeholder "Enter name exactly as it is recorded with government agencies (e.g. IRS)."), "Legal first name" (placeholder "Legal first name"), "Legal last name" (placeholder "Legal last name"), "Title" (placeholder "Chief Executive Officer"), and a "Submit" button.

Once submitted, they will receive the following confirmation page:



The Business Representative will receive a confirmation once the Authorizer has submitted the form. No action is required from the email, and it can be deleted.

Once the authorization and all other sections have been completed, information entered as well as the connected account agreement and acquirer disclosure have been reviewed, the Agree and submit button must be selected.

To help prevent disputes, review and update the Public Descriptor in the Public Details section before clicking 'Agree and submit' during Onboarding. The Public Descriptor appears on customer bank or card statements, and updating it can reduce confusion and potential disputes. You can also update this information later in Vendor Management if needed.

Payments Setup ☆

Review and submit

Take a moment to review your information.

Business type

Government Entity

[Edit](#)

Location

United States

Business details

District 18342-MN 3

[Edit](#)

URL

www.infinitecampus.com

Address

4321 109th Avenue Northeast
Blaine, MN 55449 US

Other information provided

EIN, Phone, Industry

Public details

Public descriptor

[Edit](#)

INFINITECAMPUS.COM

Management and ownership

Bob Newhart

[Edit](#)

Role

Account representative

Email

Bob.Newhart@dist18342.mn.us

Other information provided

Job title

Authorization

Authorized by

Darryl.Newhart@dist18342.mn.us

By clicking Agree and submit, you agree to the [Connected Account Agreement](#), and you certify that the information you have provided is complete and correct. You also acknowledge the [Acquirer Disclosure](#).

[Agree and submit](#)[Privacy](#) [Terms](#)[Exit](#)

Bank Account Selection

The final step of Onboarding is designating the Primary District Bank Account.

Onboarding

Bank Account Selection

The Bank Account selected in this section will be the Primary District Bank Account. Once Onboarding is complete, additional Bank Accounts will be setup during the migration process. If you would like to use a different bank account for your Primary District Bank Account, please exit this screen, add the new account you would like to see within the Bank Accounts section and navigate back to the Onboarding to select it within this page.

Select Bank Account: (Required)

Routing Number:

Confirm Account Number: (Required)

File Upload: (Required)

Qualifying Supporting Documentation: Voided Check, Bank Letter or Bank Statement from the last 60 days. Document must include the District's Name, full account number, full routing number, not expired, clear and large enough to read, uploaded in full color/no black and white scans, complete and not cropped. Max File Size: 8 MB. Accepted document types: .jpeg .png .pdf

Accept: (Required)

By clicking accept, you authorize Infinite Campus, Inc. to debit the bank account(s) specified for any amount owed for charges arising from your use of Infinite Campus Online Payments. You may cancel this authorization at any time, with 30 days advance notice, by contacting Infinite Campus, Inc.

#	Type	Description
1	Select Bank Account	All district owned bank accounts will display. The bank account that should be the Primary District Bank Account for Stripe should be selected.
2	Routing Number	The full Routing Number of the Primary Bank selected will populate, read only.
3	Confirm Account Number	The full Account Number of the Primary Bank selected must be entered.
4	File Upload	Qualifying Supporting Documentation must be uploaded: Voided Check, Bank Letter or Bank Statement from the last 60 days. Document must include the District's Name, full account number, full routing number, not expired, clear and large enough to read, uploaded in full color/no black and white scans, complete and not cropped. Max File Size: 8MB. Accepted document types: .jpeg .png .pdf

Once all required information has been added, the Complete Onboarding button should be

selected. The next step is to [Migrate Banks to New Payment Platform](#).

Bank Account Setup

However, if you are from a new onboarding district or a migrating district that is on an earlier version of Campus than .2523, you will see the Bank Account Setup form and be required to enter all the bank account information:

Onboarding

Bank Account Setup

The Bank Account added in this section will be the Primary District Bank Account. Once Onboarding is complete, additional Bank Accounts can be set up.

Bank Account Nickname (Required)

Routing Number (Required)

Bank Name (Required)

Account Type (Required)

Account Number (Required)

Confirm Account Number (Required)

Account Owner
District

File Upload (Required)
Qualifying Supporting Documentation: Voided Check, Bank Letter or Bank Statement from the last 60 days. Document must include the District's Name, full account number, full routing number, not expired, clear and large enough to read, uploaded in full color/no black and white scans, complete and not cropped. Max File Size: 8 MB. Accepted document types: .jpeg .png .pdf

Select files...
Drop files here to select

Accept: (Required)

By clicking accept, you authorize Infinite Campus, Inc. to debit the bank account(s) specified for any amount owed for charges arising from your use of Infinite Campus Online Payments. You may cancel this authorization at any time, with 30 days advance notice, by contacting Infinite Campus, Inc.

Complete Onboarding **Cancel**

#	Type	Description
1	Bank Account Nickname	All district owned bank accounts will display. The bank account that should be the Primary District Bank Account for Stripe should be selected.
2	Routing Number	The full Routing Number of the Primary Bank selected must be entered.
3	Bank Name	The Bank Name must be entered.

4	Account Number	The full Account Number of the Primary Bank account must be entered.
5	Confirm Account Number	The full Account Number of the Primary Bank selected must be entered.
6	File Upload	<p>Qualifying Supporting Documentation must be uploaded: Voided Check, Bank Letter or Bank Statement from the last 60 days.</p> <p>Document must include the District's Name, full account number, full routing number, not expired, clear and large enough to read, uploaded in full color/no black and white scans, complete and not cropped.</p> <p>Max File Size: 8MB. Accepted document types: .jpeg .png .pdf</p>

The new account that is entered during onboarding will create a duplicate record if a current bank account is being used as the default, and it cannot have the same name as any Bank Account ID on file. We recommend naming the new account Stripe Primary District Account or Primary District Account. Do not tie fund accounts to this account unless it is a new account, as fund account attachments do not change with migration. Inactivating an existing bank account ID with outstanding payments will render those payments unable to be deposited.