

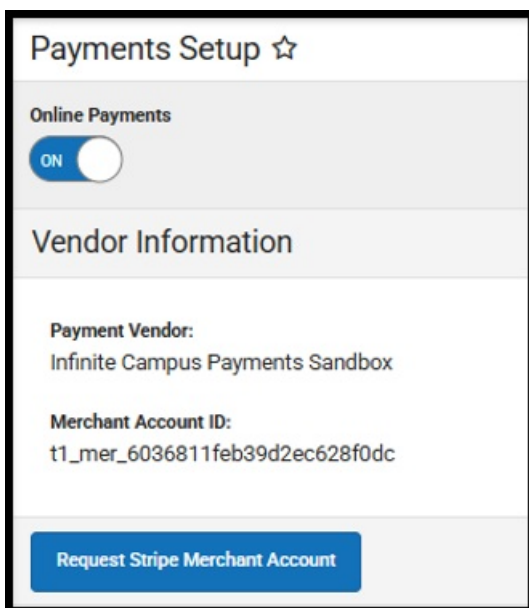
Stripe Onboarding - Public Entity

Last Modified on 05/14/2025 3:00 pm CDT

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.



Payments Setup ☆

Online Payments

ON

Vendor Information

Payment Vendor:
Infinite Campus Payments Sandbox

Merchant Account ID:
t1_mer_6036811feb39d2ec628f0dc

Request Stripe Merchant Account

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 ☆

Business details

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. If you are uncertain about which Tax ID guidelines are best for your organization, please refer to this [support article](#).


#	Field	Description
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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	Industry	Select the option that best matches the goods or service your customers will buy. If unsure, review this page: Setting an industry group when creating a Stripe account : Stripe: Help & Support
7	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.

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).

Email address

Job title

#	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

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.

Onboarding

Authorizer ▾

Add an authorizer

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.

Add authorizer

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.

Add an authorizer

You can add multiple authorizers, but only one authorization is required. Authorizers must have the authority to open financial accounts on the company's behalf.

Email address

Email preview



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

Robert Newhart has been added as the account 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

Send

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.

 District 18342-MN 4

Authorize Robert Newhart to manage District 18342-MN 4 on Stripe

 You're using a test account with test data.

By submitting this authorization, you attest to the following:

- You are authorized to submit this attestation on behalf of District 18342-MN 4;
- Robert Newhart is authorized to bind District 18342-MN 4 to the [Stripe Services Agreement](#) and to represent District 18342-MN 4 in connection with its Stripe account(s) and products or services provided by Stripe to District 18342-MN 4.

Legal name

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

Legal first name

Legal last name

Title

Chief Executive Officer

[Submit](#)

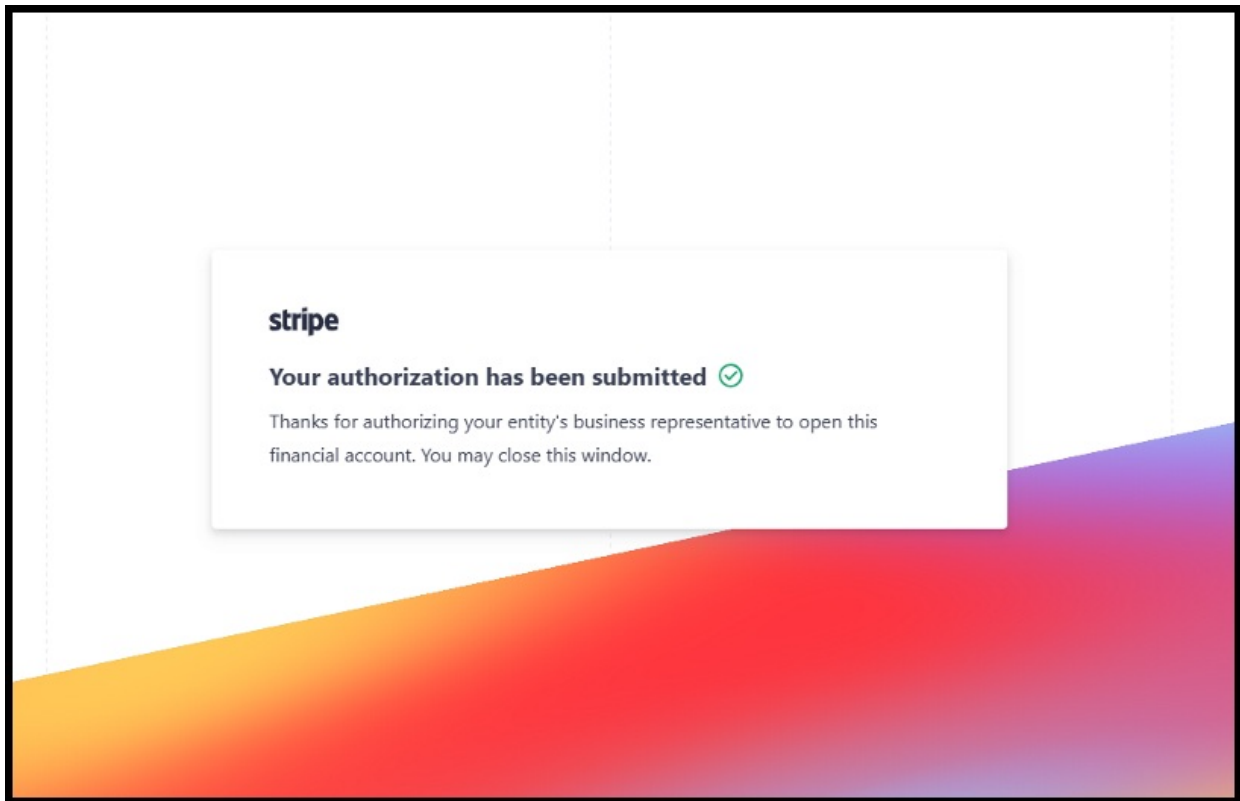
Powered by [stripe](#) 

[Terms](#)

[Privacy](#)

English (US) 

Once submitted, they will receive the following confirmation page:



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.

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

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	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](#).
