

Food Service Automatic Payment Options

You now have two options for automatic payments:

- **Low Balance** - Payment will automatically occur when the account minimum balance is reached. This minimum amount is set by you and you will receive a confirmation email when the payment is made. NOTE: Auto payments process each morning at approximately 5 a.m.
 - **Things to consider:**
 - Low balance replenishment will minimize the possibility of MS and HS students not having funds on account to make purchases
 - Setting the low balance replenishment limit to \$10 could reduce the automatic low balance reminder emails that are sent when accounts are below \$10.
 - Your portal account shows an average monthly purchase amount per student. This may be helpful to review when setting up your auto payment.
 - When setting up, complete the following:
 - Start date (date you would like the payment option to be started)
 - End date (date you would like the payment option to be ended). For example, assume you have a student who will be graduating and you don't want to have a balance left on his account at the end of the year. You could choose an end date of March 30th and pay manually through the end of the year.
 - Payment amount (the amount that will be added to the account when the minimum is reached)
 - Receipt email address (an email will be sent confirming payment has been made)
- **Monthly** - Payment will automatically occur on a specific date of the month. This date is set by you and you will receive an email when the payment is made. NOTE: If you set a payment date of the 31st, months that do not have 31 days will post on the 30th.
 - **Things to consider:**
 - Middle School and High School students may run out of funds before the auto payment date and may need to pay cash.
 - Monthly payments will continue over the summer unless you go in and turn it off for the summer months.
 - When setting up, complete the following:
 - Start date (date you would like the payment option to be started)
 - End date (date you would like the payment option to be ended). For example, assume you have a student who will be graduating and you don't want to have a balance left on his account at the end of the year. You could choose an end date in March and pay manually through the end of the year.
 - Payment amount (the amount that will be added to the account on your monthly payment date)
 - Receipt email address (an email will be sent confirming payment has been made)

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To set up your payment, go into Infinite Campus and select the payments tab on the left

Payments

Accepted Payment Methods

Minimum payment amount is \$5.00
Paying fees through the Campus Portal is a convenient way to make food service and fee payments.

Recurring Payments	Preference
Carter, Maurice Food Service	Add

Food Service Account

Carter, Maurice

- Select a recurring payment option - low balance or monthly (refer to first page for info on payment options)
- Complete the start and end date as well as the payment amount
- Select payment method and SAVE

Recurring Payments

Accepted Payment Methods

Minimum payment amount is \$5.00
Carter, Maurice - Food Service
Paying fees through the Campus Portal is a convenient way to make food service and fee payments.

Frequency

Monthly
 Low Balance

Start Date: End Date:

Your payment will automatically occur on the same day every month beginning on the Start Date you select. If the recurring payment is on the 31st, Campus adjusts the payment to the last day of the month if the month does not have 31 days.

Payment Amount \$

Receipt Email Address:
Enter an email address to receive confirmation of your recurring payments.

Select the payment method

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[Add](#) [Edit](#)

[Back](#) [Save](#)

- The recurring payment displays. You may edit by clicking the Edit button or delete by clicking the X.

Payments

Accepted Payment Methods [Payment History](#)

Minimum payment amount is \$5.00
Paying fees through the Campus Portal is a convenient way to make food service and fee payments.

Recurring Payments	Preference	Start Date	End Date	Payment
Carter, Maurice Food Service	Edit Monthly	02/24/2017	06/15/2017	\$20.00