

## Campus Online Payments (Portal)

Make eCheck or Credit Card payments directly from your Campus Parent or Campus Student Portal account.

E-Check (direct debit) payments are charged a non-refundable service fee of \$0.35.

Credit card payments are charged a non-refundable service fee of \$2.85.

To avoid multiple service fees, add ALL items (food service, fees, optional fees) to your cart before checking out.

### Food Service Deposits

1. Log into your Campus Parent Portal account
2. Click on **Food Service** on the left
3. Click **Pay**
4. Enter the amount you want to deposit in the **Amount** field for one or more students
5. Click **Add to Cart**

The screenshot shows the 'Food Service' section of the portal. On the left is a navigation menu with 'Food Service' selected. The main area displays a table of student accounts:

ACCOUNT NAME	ACCOUNT #	BALANCE
HS Student Sample	[REDACTED]	\$269.20
Elem Student Sample	[REDACTED]	\$40.05
JH Student Sample	[REDACTED]	\$0.90

A red circle highlights the 'Pay' button in the left menu, with a red arrow pointing to a modal window. The modal window has the following structure:

BALANCE	AMOUNT
\$0.00	
\$269.20	<input type="text" value="\$0.00"/>
\$40.05	<input type="text" value="\$0.00"/>
\$0.90	<input type="text" value="40"/>

### Fees Due

1. Log into your Campus Parent Portal account
2. Click on **Fees** on the left
3. Click **Add to Cart** next to any fee(s) with a balance due to pay the full balance
  - a. Click the arrow next to Add to Cart to enter a partial amount to pay toward the fee
4. If you see **"Prior Year Balance"**, you must switch the School Year drop-down at the top to find the school year in which that overdue fee was assessed. Once you find the appropriate school year, you will see an Add to Cart button next to the fee.

The screenshot shows the 'Fees' section of the portal. At the top, there are filters for 'Person' (All), 'School Year' (2021 - 2022), and 'Type' (Unpaid). Below the filters, it shows 'Total Due: \$105.00'. The main area displays a table of fees:

DESCRIPTION	DUE DATE	PERSON	FEE BALANCE
Prior Year Balance			25.00
*School Fees 21/22	09/22/2021	Sample, JH Student	75.00
Lost PE Lock	12/15/2021	Sample, HS Student	5.00
<b>Subtotal</b>			<b>105.00</b>

Buttons for 'Add to Cart', 'Full Amount', and 'Partial Amount' are visible next to the fee rows.

## Campus Online Payments (Portal)

### Optional Fees (PTA Dues, Yearbook, etc)

1. Log into your Campus Parent Portal account
2. Click on **Fees** on the left
3. First check to make sure you have not previously purchased the optional fee for this school year:
  - a. Use the **Type** drop-down to select **All**
  - b. Review the fees listed for each student, if the fee in question is already listed for your student STOP. Do not submit a duplicate payment. If you do not see the desired fee listed for your student, proceed with the following steps to purchase.
4. Click **Optional Payments** at the bottom
5. Any available optional fees for student selected in the upper right will display
6. Click **Add to Cart** next to your desired fee(s) for this student
7. To purchase optional fees for another student, select a different student from the drop-down in the upper right and click **Add to Cart** for their desired fee(s)

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NAME	AMOUNT	
*Activity Pass 21/22	35.00	<a href="#">Add to Cart</a>
*Yearbook-JH 21/22	28.00	<a href="#">Add to Cart</a>
*PTA Dues 21/22	6.00	<a href="#">Add to Cart</a>

JH Student Sample

Elem Student Sample

HS Student Sample

JH Student Sample

Student switcher

### Checkout

1. Once you have added all your desired deposits/fees to your cart, click **My Cart** on the right to checkout
2. On this screen, you can adjust payment amounts for any of the fees previously added to your cart (i.e. make a partial payment), or remove any fees you no longer wish to purchase
3. Select a **Payment Method**

There is a **\$0.35** service fee for eChecks and a **\$2.85** service fee for Credit Cards

  - a. If you need to enter a new payment method, click **Add Payment Method** and enter the information for either a credit card or eCheck
4. Enter an **Email Address for Receipt** if you would like a copy of the receipt sent to you
5. Click **Submit Payment**
6. A confirmation message and receipt will then appear

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E-Check payments are charged a non-refundable service fee of \$0.35. Credit card payments are charged a non-refundable service fee of \$2.65.

FEE	NAME	AMOUNT	
Lost PE Lock	Sample, HS Student	\$5.00	<a href="#">Remove</a>

Payment Method

Subtotal: \$5.00

echeck eCheck Example

Service Fee: \$0.35

[Add Payment Method](#)

Total: \$5.35

Email Address for Receipt

noreply@pleasval.org

[Submit Payment](#)

## Campus Online Payments (Portal)

### Recurring Payments (Optional)

1. Click **My Accounts** > **Recurring Payments**
2. Select the desired student from the drop-down in the upper right
3. Click **Food Service**
4. Enter the requested information to set up your recurring payment
5. Click **Save**
6. Repeat for other students by switching the student in the drop-down in the upper right

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Payment Methods >	0 Items in Cart \$0.00 My Cart <b>My Accounts</b>
Payment History >	
<b>2.</b> Recurring Payments >	
Optional Payments >	

1.

**3.**

### Recurring Payment

Food Service

Frequency

Weekly

Semi-Monthly (1st and 15th of Month)

Monthly

Low Balance

Start Date \*

End Date \*

Low Balance Amount \*

Payment Amount \*

Payment Method

echeck eCheck Example

Service Fee

Total

Email Address for Receipt