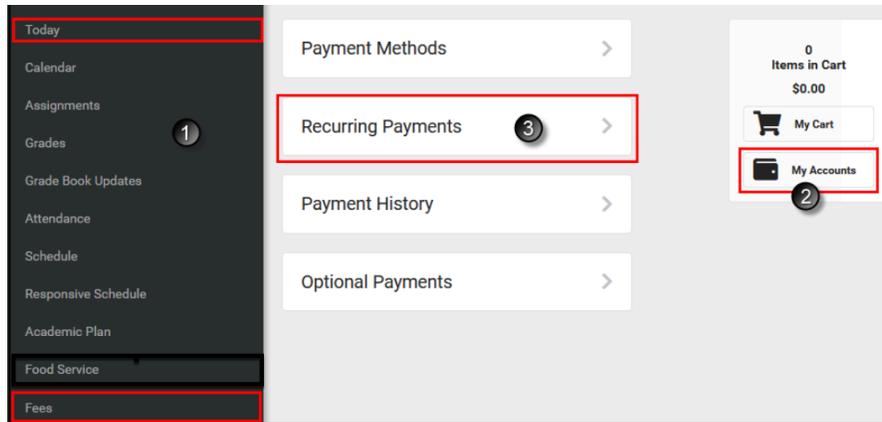


Recurring Payments

Infinite Campus Parent Portal

Where do I go to set up Recurring Payments?

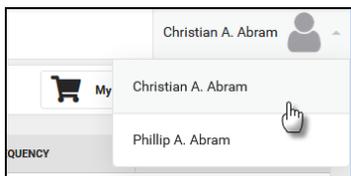
The Recurring Payments tool is part of My Accounts in your Infinite Campus portal account. My Accounts appears on the screen when you are looking at either the Today or Fees tools.



How do I set up Recurring Payments for Fees?

1. Select **Recurring Payments**.

If you are using Campus Parent and have access to multiple students, be sure to select the correct student in the student dropdown list displayed in the top right corner.



2. Select the fee that you want to pay in installments.

TYPE	FREQUENCY	AMOUNT
Food Service	Low Balance	\$21.00
Foreign Language Trip Payment	Semi-Monthly	\$128.33

Recurring Payment
Foreign Language Trip Payment

Remaining Fee Balance
\$2,200.00

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

Start Date: 04/01/2020 End Date: 12/31/2020

Payment Amount
\$122.22

Payment Method: VISA*0026 Service Fee: \$6.11
Add Payment Method Total: \$128.33

Email Address for Receipt
Parent@InfiniteCampus.com

Save Close Delete

3. Complete the required fields.

Select the **frequency** you want to pay

Start Date

End Date - The Payment Amount field automatically updates based on the date you enter here to ensure the balance is paid in full.

Payment Amount - Campus calculates this amount by dividing the total amount due by the number of payments included in the Start and End dates.

Campus does not allow you to overpay a fee. If the End Date or Payment Amount exceeds the Fee, Campus only charges your card or account until the Fee is paid in full.

Payment Method - The card or account you want to use each month.

Select the **Add Payment Method** button if the card or account you want to use is not set up. This option allows you to enter a new Payment Method then returns you to this screen.

Email Address for Receipt

4. Select **Save**.

How do I edit my Recurring Payments?

1. Select **Recurring Payments**.
2. Select the fee payment you want to edit.
3. Complete the required fields.
4. Select **Save**.

How to Delete a Recurring Payment

1. Select **Recurring Payments**.
2. Select the fee payment you want to delete.
3. Select **Delete**.
(Please note: You can only delete the recurring payment if you are logged in as the user who set up the payment.)
4. Select **Delete** in the Confirm Delete popup.