Online Payments

Instructions for on-line payments

Please direct questions related to on-line payments to the IT Help Desk at 203-924-6530, option 1.

To make an online payment, login to the parent portal and follow the instructions below:

**\*\*If you do not have a login for the Infinite Campus parent portal, please see the main office of your child’s school to have one created.\*\***

**My Cart** is where you pay fees and add money to your food service account. You can add items to My Cart from either of the following areas: **Foods Service** and **Fees.**

**Fees (My Cart)**

The Fees tool provides a list of all fees assigned to you. Fees may include things like a lab fee for a science course, a fee for a field trip or the cost of an athletic activity. Fees that are still owed and fees that were paid appear in this list, followed by the ongoing balance for all fees

To pay a fee:

1. Select **Fees**.
2. Select **Add to Cart** next to the Fee you want to pay.
3. Select **My Cart**.
4. Select the **Payment Method** you want to use and enter an **Email Address for Receipt** (*optional*).
	* 1. If you have not done so already, you can add a payment method by selecting the “Add Payment Method” option to input your payment details.
5. Select **Submit Payment**.

To find unpaid Fees, select *Unpaid* in the **Type** dropdown list.

Be sure to select the **School Year** where you have unpaid fees. Campus selects the current year by default; however, if you need to find a fee from a prior year you must select the year in the School Year dropdown list.

**Food Service**

The **Food Service** tool allows you to see what meals and food items were purchased as well as add money to your Food Service account.

From here you can also view

* current account balances,
* money in and money out, and
* adjustments made to your account by the school office.

The number of accounts that appear on this screen depend on whether you are a student, a parent, or a parent with access to multiple students.

To add money to a Food Service account:

1. Select **Pay**.
2. Enter the amount you want to add in the **Amount** field. If a box is not available for you to enter an amount, your account may not be active and you may need to contact support.
3. Select **Add to Cart**.
4. Select **My Cart**. The Checkout Screen displays.
5. Select the **Payment Method** you want to use and enter an **Email Address for Receipt** (*optional*).
	* 1. If you have not done so already, you can add a payment method by selecting the “Add Payment Method” option to input your payment details.
6. Select **Submit Payment.**

To view a list of items that you have purchased, select your account name. A screen displays with all of your account’s details, including any deposits or adjustments.