

# Welcome to Infinite Campus Food Service Online Payments!

The convenient and secure way to make online payments 24/7!

## INSTRUCTIONS:

Log into your Parent Portal Account.

The link to Parent Portal is found on the District's website at: <http://isd2142.net>.

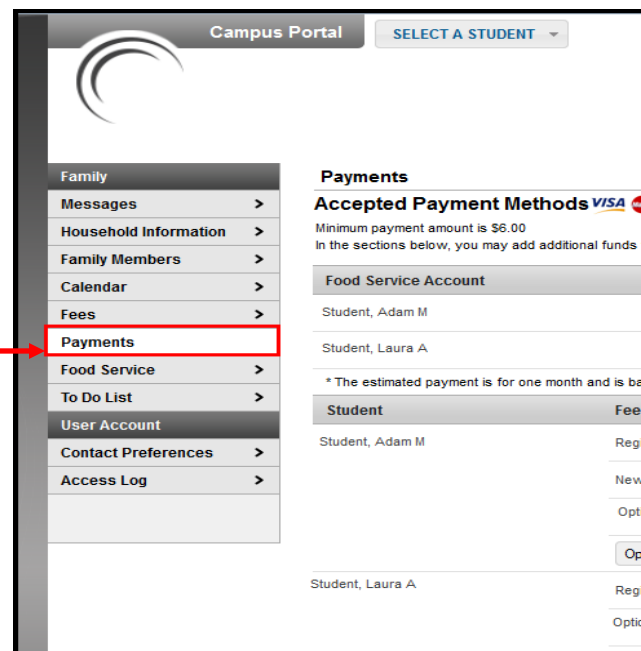
Note that you must have previously applied for Parent Portal access. If you have forgotten your username or password, please contact: Angelia at the District Office: (218) 749-8130, Ext. 1100 or [abaasi@isd2142.k12.mn.us](mailto:abaasi@isd2142.k12.mn.us).

If you have NOT applied for Parent Portal access, please contact your school secretary to request an application.

To begin the online payment process, select **Payments** from the Index.

The online payment editor will appear, displaying the names of all members of your household.

NOTE: Before you can successfully make an online payment, Payment Information must first be registered. This can be done by selecting the **Register your credit cards and banking information**.



Once a form of payment has been registered, choose the amount you want to deposit by either:

- Entering the amount to be paid in the **Payment** field, OR
- Clicking the amount in the **Estimate** column to auto-fill the deposit amount. This method is an estimate of one month of food service purchases.

Food Service Account	Balance	*Estimate	Payment
Student, Adam M	\$0.00	<input type="button" value="\$25.00"/>	\$ <input type="text"/>
Student, Laura A	\$0.00	<input type="button" value="\$50.00"/>	\$ <input type="text"/>

\* The estimated payment is for one month and is based on the past food service purchases.

**PLEASE NOTE:**

- Payments must be \$10 or more. If the entered amount that is being paid is less than this, a message will display indicating this. Click the OK button and reenter the total amount to be paid.
- A convenience fee of \$2 will apply to the total of all payments made during your login session.

If the total looks correct, click **Continue** to proceed to the Payment Method screen.

**Payment Method Screen:**

Payments

Accepted Payment Methods

Payment History

Total: \$102.00

Select the payment method

\*6789 - Checking

\*0026

Select the appropriate payment method (previously registered).

Click **Continue** to proceed to the Confirmation page.

Payments

**Confirmation**

Please confirm your payment choices and payment type.

Student	Calendar	Fee	Payment
Student, Adam M	12-13 Senior High	Athletics	\$100.00

Convenience Fee: \$2.00

**Total: \$102.00**

Payment Method: \*6789 - Checking

Receipt email address:

If you wish to receive a receipt of this payment via email, enter the email address where the receipt should be sent in the **Receipt Email Address** field.

Review the payment information.

Review the payment information again to ensure accuracy. To exit without making the transaction, click **Cancel**.

Otherwise, click **Make Payments** to process the payment.

When the transaction has been processed, the Payment Receipt screen will display.

To print a copy of the receipt, click **Print** in the lower right-hand side of the screen.

To return to the main Payments screen, click **Back To Payments**.

If an email address was entered to receive a receipt, it will look similar to this:

**Important message from the Public Schools Campus  
Messenger system:**

Your payment is complete. Please print this receipt for your records.

Date: 8/7/2013 9:49 AM

Reference #: 16088204

Payment Method: VISA \*0026

Convenience Fee: \$3.00

**Total: \$38.00**

thank you!

This message was delivered on behalf of the Public Schools.

**Please do not reply to this email. This messenger mailbox is not  
monitored.**

**If you have any questions, please contact:**

**Lisa Callister (218) 749-8130, ext. 1111**

**lcallister@isd2142.k12.mn.us**