

For your convenience we have added Infinite Campus Online Payments, a reliable and secure payment processing solution that allows you to electronically deposit money into your child's Food Service account at any time. **At this time, the only payments available are for Food Service accounts.**

There will be a fee of \$2.95 per transaction for paying electronically, which will be used to pay the credit company for their charges. **Families can continue to pay by sending in a check or cash if they choose.**

Payments can be made to the system using a credit/debit card, checking or savings account. Methods of payments can be saved so you only need to enter information once. Rest assured this information is highly secure. There may be up to a 24-hour delay between your payment and the funds being in your child's account.

If you have any questions regarding Online Payments, please contact Superintendent Ristau at 507-214-6322.

To Deposit Money into a Food Service Account

You must first log into your Parent Portal account. If you do not have one, please contact your school secretary to sign up for an account.

Once in Parent Portal, you will see a **Payment** field. Clicking on **Payments** will bring you to the **Payments** screen, where you should see a list of the students in your household.

Choose the amount you want to deposit by 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.

Enter the deposit amount, then click **Continue** to proceed to the Payment Method screen:

The screenshot shows the 'Payments' screen in the Infinite Campus Parent Portal. At the top, it says 'Payments' and 'Accepted Payment Methods' with logos for VISA, MasterCard, American Express, and echeck. A 'Payment History' button is in the top right. The total amount to be paid is '\$102.00'. Below this, it says 'Select the payment method' with 'Add' and 'Edit' buttons. There are two radio button options: 'echeck *6789 - Checking' (which is selected) and 'VISA *0026'. At the bottom, there are 'Back' and 'Continue' buttons.

Payment Selection

The first time you enter this page, you will need to click **Add** to enter your payment method and account information. Click **Continue** to proceed to the Fees 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:

Back

Make Payment

Make Payment

Review the payment information. If a receipt of this payment is desired, enter the email address where the receipt should be sent in the **Receipt Email Address** field. Review the payment information again to ensure accuracy. To exit without making the transaction, click **Back**.

Otherwise, click **Make Payments** to process the fees payment. When the transaction has been processed, the Payment Receipt screen will display. Click the **Make Payment** button to process the payment.

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.