Creating an on-line payment account, editing payment information and viewing payment history in Infinite Campus.

### CREATING A PAYMENT ACCOUNT

Parents/Guardians may make payments to students’ food service accounts through the Infinite Campus Parent Portal. To do so, please follow the following steps:

1. **Do you have an Infinite Campus Account?**
   - If NO, please contact your school office.
   - If YES, please **log into** your Infinite Campus account.

2. **Where do I go to view and add money to my Food Services Account?**
   The Food Service tool is available in the outline on the left.
3. **How do I add money to my Food Services Account?**
   a. Select **Pay**.
   b. Enter the amount you would 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 your school.
   c. Select **Add to Cart**

   ![Adding Money to Food Services Account](image)

   d. Select **My Cart**. The Checkout Screen displays.
   e. Select the **Payment Method** you want to use and enter an **Email Address for Receipt (optional)**.
   f. Select **Submit Payment**.

4. **How do I view what I have purchased?**
   To see 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.