

## Food Service Deposits – Parent Portal

Click on Food Service in the Index, and select “Pay”.

The screenshot shows the Infinite Campus Parent Portal interface. On the left, a dark sidebar contains a menu with items like 'Message Center', 'Today', 'Calendar', 'Assignments', 'Grades', 'Grade Book Updates', 'Attendance', 'Food Service' (highlighted with a red arrow), 'Fees', 'Discussions', and 'More'. The main content area is titled 'Food Service' and contains a table with the following data:

ACCOUNT NAME	ACCOUNT #	BALANCE
[REDACTED]	11123	\$4.00

Below the table is a blue 'Pay' button, which is highlighted with a red arrow. On the right side of the page, there is a summary box showing '1 Items in Cart \$1.00' and buttons for 'My Cart' and 'My Accounts'.

Enter the amount you wish to deposit. And select “Add to Cart”.

This screenshot shows the 'Food Service' deposit form. It features a table with the following columns: 'ACCOUNT NAME', 'ACCOUNT #', 'BALANCE', and 'AMOUNT'. The data row shows:

ACCOUNT NAME	ACCOUNT #	BALANCE	AMOUNT
[REDACTED]	11123	\$4.00	\$0.00

The '\$0.00' in the 'AMOUNT' column is highlighted with a red arrow. Below the table, there are two buttons: 'Add to Cart' (highlighted with a red arrow) and 'Cancel'.

Select “My Cart” when you are ready to complete your payment.

This screenshot shows the 'Food Service' page after adding an item to the cart. The table from the previous step is still present, but the 'AMOUNT' field is no longer visible. On the right, the summary box now shows '2 Items in Cart \$11.00'. The 'My Cart' button, which includes a shopping cart icon, is highlighted with a red arrow. The 'My Accounts' button is also visible below it.

Select the Payment Method and Submit Payment or “Add Payment Method to select how to pay.

< Back | Checkout

Subtotal: \$25.00

Service Fee: \$1.00

Total: \$26.00

Payment Method \*

No payment methods available

Add Payment Method

Email Address for Receipt

gmail.com

Submit Payment

### Adding a Payment Method to IC (if you don't already have one saved)

Add the information to pay from an account or Credit/Debit Card.

< Back | Checkout

Parents can set up recurring payments for fees or food service accounts. This allows you to pay monthly on an automatic schedule you determine! If you need any help, please contact your campus front office.

NAME	FEE	AMOUNT
	Choir - Mixed Chorale	\$25.00

Subtotal: \$25.00

Service Fee: \$1.00

Total: \$26.00

Submit Payment

Payment Method:

VISA MASTERCARD DISCOVER echeck

Checking, Savings, or Card \*

☒ Checking

☐ Savings

☐ Credit Card/Debit Card

Nickname

Checking Account Number \*

Routing Number \*

First Name \* Last Name \*

Save Cancel

Click SAVE!

Now you can make a payment! Be sure to click “Submit Payment”.

Subtotal: \$1.00

Service Fee: \$1.00

Total: \$2.00

Payment Method \*



Add Payment Method

Email Address for Receipt



Submit Payment

