

Instructions for Online Fee Payments

1. Log into your Infinite Campus Portal Account and click on **PAYMENTS**

The screenshot shows the user's account menu on the left, with a red arrow pointing to the 'Payments' option which is highlighted with a red box. The main content area is titled 'Payments' and includes the following information:

- Accepted Payment Methods: VISA, MasterCard, DISCOVER, echeck
- Minimum payment amount is \$5.00
- Please note: Any refunds in excess of \$20.00, due to
- Any refunds under \$20.00 will automatic
- Please call your school secretary with a
- Altmayer: 920-338-1894
- Dickinson: 920-337-1027
- Heritage: 920-337-1035
- Foxview: 920-337-1036
- Middle School: 920-337-1024
- High School: 920-337-1020

Student	Fee
	*HT School Fees K-1 Comments: You now check payable to, USI
	*HT KG Field Trip Fee Comments: You now check payable to, USI

2. Click on the **blue button** with the amount, or **enter the amount** you would like to pay in the payment box and click **Continue**.

Due Date	Due	Payment
09/15/2016	\$5.50	\$ <input type="text"/>
09/15/2016	\$13.00	\$ <input type="text"/>
Total: \$		<input type="text"/>

Continue

3. Click on the **ADD button** to add the form of payment you would like to use.

Payments

Accepted Payment Methods: VISA, MasterCard, DISCOVER, echeck

Total: \$18.50

Select the payment method **Add** **Edit**

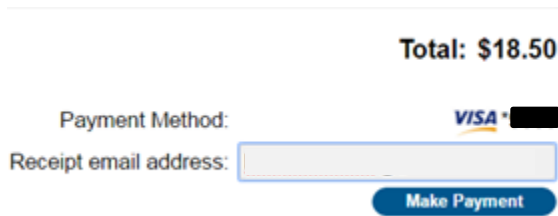
4. Enter your Credit Card or Banking information and click **save**.

Please note: This information is NOT SAVED anywhere in Infinite Campus and is only connected to VANCO banking services!



The screenshot shows a form titled "Add Payment Method". It includes several input fields: "Address: (required)", "City: (required)" with the value "De Pere", "State / Zip: (required)" with "WI" and "54115". Under "Account Type", there are radio buttons for "Checking", "Savings", and "Credit/Debit Card" (which is selected). Below these are fields for "Card Number:", "Expiration Date: (mm yy)", and "Name Of Cardholder:". At the bottom are two buttons: "Back to Payments" and "Save".

5. Enter the email address that you would like to receive your receipt.



The screenshot shows a payment summary section. At the top, it says "Total: \$18.50". Below that, "Payment Method:" is followed by a "VISA" logo and a blacked-out card number. Underneath is a label "Receipt email address:" followed by an empty text input field. Below the input field is a blue button labeled "Make Payment".

6. Click on **Make Payment**.
7. Click on "**Print**" if you would like a paper copy of your receipt.