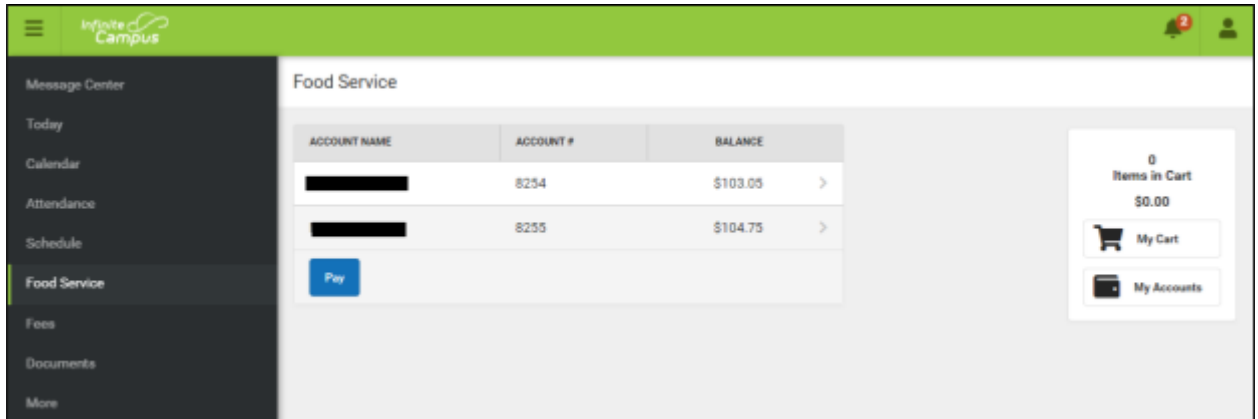


Making Lunch Payments in Infinite Campus

On a computer:

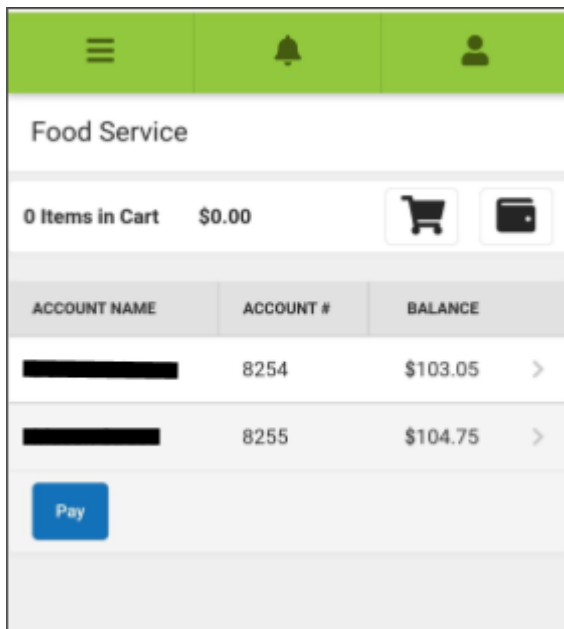
1. After logging in, click on the "Food Service" tab on the left hand side. You should see the screen below.



2. If this is your first time making an online payment you will need to click on "My Accounts" on the right side, then "Payment Methods," then "New." Enter the information for your payment method, then click "Save." Then go back to the "Food Service" tab.
3. Click on "Pay" under the student names. Enter the amount to pay for each student and click "Add to Cart".
4. Click on "My Cart" on the right side, then click on "Submit Payment" at the bottom.

On a phone or tablet:

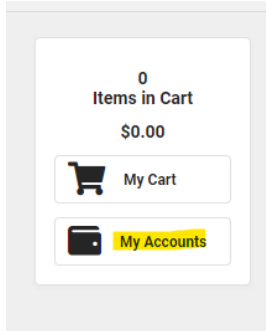
1. After logging in, click on the "Food Service" tab in the menu. You should see the screen below.



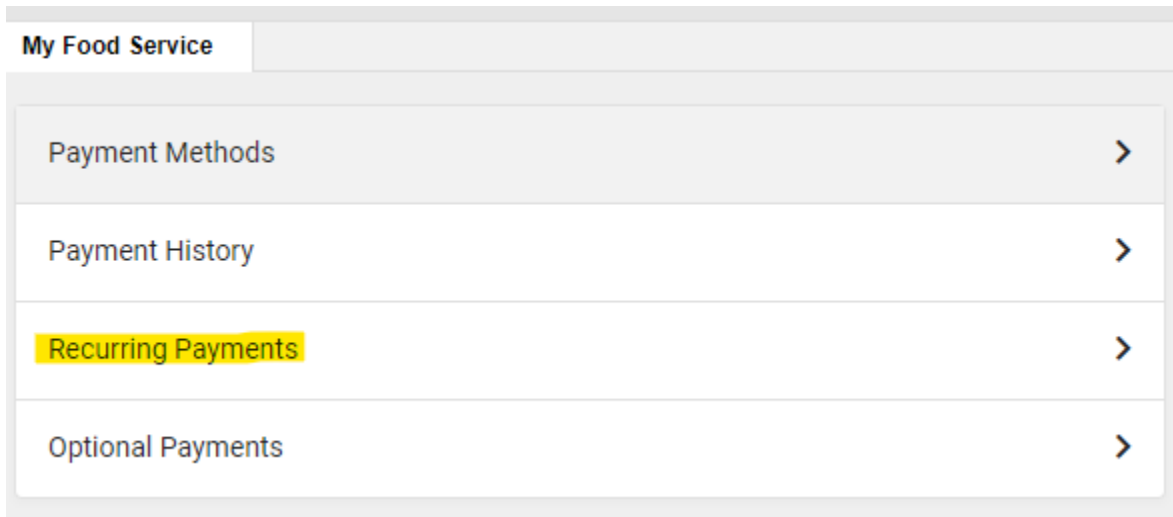
2. If this is your first time making an online payment you will need to click on the wallet at the top, then "Payment Methods," then "New." Enter the information for your payment method, then click "Save." Then go back to the "Food Service" tab.
3. Click on "Pay" under the student names. Enter the amount to pay for each student and click "Add to Cart".
4. Click on the cart at the top, then click on "Submit Payment" at the bottom.

Setting up Automatic Recurring Payments

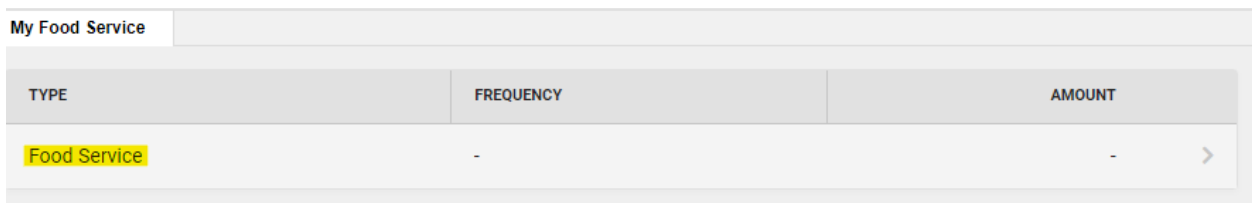
1. In Employee Self Service, click on “My Accounts” on the right side of the screen:



2. Click on “Recurring Payments”:



3. Click on “Food Service”:



My Food Service		
TYPE	FREQUENCY	AMOUNT
Food Service	-	-

4. Select the frequency of your recurring payment:
 - Weekly will pay the same amount every week.
 - Semi-Monthly will pay the same amount on the 1st and 15th of each month.
 - Monthly will pay the same amount each month.
 - Low Balance will pay the same amount each time your account drops below the low balance amount you choose. In the example below, \$50.00 will be paid each time the account balance drops below \$5.00.

All recurring payments require a start and end date. You may want to set your end date as the end of the school year so recurring payments do not happen during the summer months.

Recurring Payment

Food Service



Frequency


Weekly

Semi-Monthly (1st and 15th of Month)

Monthly

Low Balance



Start Date *  

End Date * 

Low Balance Amount *

Payment Amount *

Payment Method

Email Address for Receipt

5. When you have filled in the required information, click "Save."