

Pay My Fees (My Cart)

The **Fees** tool provides a list of all fees assigned to you. Fees that are still owed and fees that were paid appear in this list, followed by the ongoing balances.

Step 1: Location in Parent Portal: Select Fees

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School Year: 2019 - 2020
Type: Unpaid

Total Due: \$607.50
Total Surplus: \$500.00

DESCRIPTION	DUE DATE	FEE BALANCE
Prior Year Balance		500.00
MS Boys 1st Athletic Sport Fee	09/30/2019	100.00
MS Extra PE shorts	10/31/2019	7.50
Subtotal		607.50

Print Optional Payments

Step 2:

Select:

Add to cart

Result: Campus puts the fee in your cart and updates the total items and cost.

1 Items in Cart \$150.00

Person: All
School Year: 2019 - 2020
Type: Unpaid

Total Due: \$180.00

DESCRIPTION	DUE DATE	PERSON	FEE BALANCE
Kennedy Activities	09/17/2019	Smith, Molly E	150.00
Kennedy Year Book Fee	09/17/2019	Smith, Molly E	10.00
FS Classroom Healthy Treat	09/30/2019	Smith, Jennifer L	20.00
Subtotal			

Print Optional Payments

Step 3:

Select:

My Cart

Result: The Checkout screen displays

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2 Items in Cart \$160.00

FEE	NAME	AMOUNT
Kennedy Year Book Fee	Smith, Molly	\$10.00
Kennedy Activities	Smith, Molly	\$150.00

Payment Method
 VISA My Visa
 echeck My Checking
Add Payment Method

Subtotal: \$160.00
Service Fee: \$5.00
Total: \$165.00

Email Address for Receipt: user@infinitecampus.com

Submit Payment Feedback

Step 4:

- Select Payment Method and enter email address for receipt (optional)
- Click the Add Payment Method button to set up Payment Method.
- Select Submit Payment

Result: A confirmation message displays

Receipt

0 Items in Cart \$0.00

Thank you for your payment

Date: 09/19/2019 Reference #: 181701948
Thank you for your payment. Credit/Debit card payments are processed simultaneously however, if using e-check processing, the vendor processes it as fast as they can but some are 24-48 hour window to process.

FEE	NAME	AMOUNT
Kennedy Year Book Fee	Smith, Molly	\$10.00
Kennedy Activities	Smith, Molly	\$150.00

Service Fee: \$5.00
Total: \$165.00
Payment Method: VISA My Credit Card

Email Address for Receipt: test@testemail.com

Print