

MADISON COUNTY SCHOOL DISTRICT School Nutrition Department - Online Payments

What is Online Payments? A convenient way to deposit funds into your student's food service accounts.

Online Payments is available through the current Infinite Campus Portal. If you <u>do not</u> have an Infinite Campus Portal account, <u>create an account</u>.

How to use Online Payments:

STEP 1	Login to Infinite Campus	Portal Login
STEP 2	Select "Payments"	Payments >
STEP 3	Select "Register your credit cards and banking Information"	Register your credit cards and banking information
STEP 4	Verify your billing information. Choose a payment method (checking, savings, credit/debit card). Enter banking account numbers. Save information.	
STEP 5	Enter payment amount to student account(s). Minimum payment amount is \$5.00. A \$2.00 convenience fee is added at the end. This fee is per online transaction, not per student.	

What is a "convenience fee?" This fee (per transaction) helps offset vendor and credit card fees.

Click "Continue" when you are done entering payment amounts. Continue...

- STEP 6 Verify total amount entered. Click "Continue." Continue...
- SEP 7 "Make Payment" this is the final step. Make Payment

You will be given the *option* to print a copy of your payment.

Easily manage your Online Payment account:

- Register, modify, and delete payment methods and account information
- View payment history and and generate printable reports
- Conveniently calculate estimated payment amounts based on transaction history
- Receive payment receipts via email