Recurring Payments (Portal)
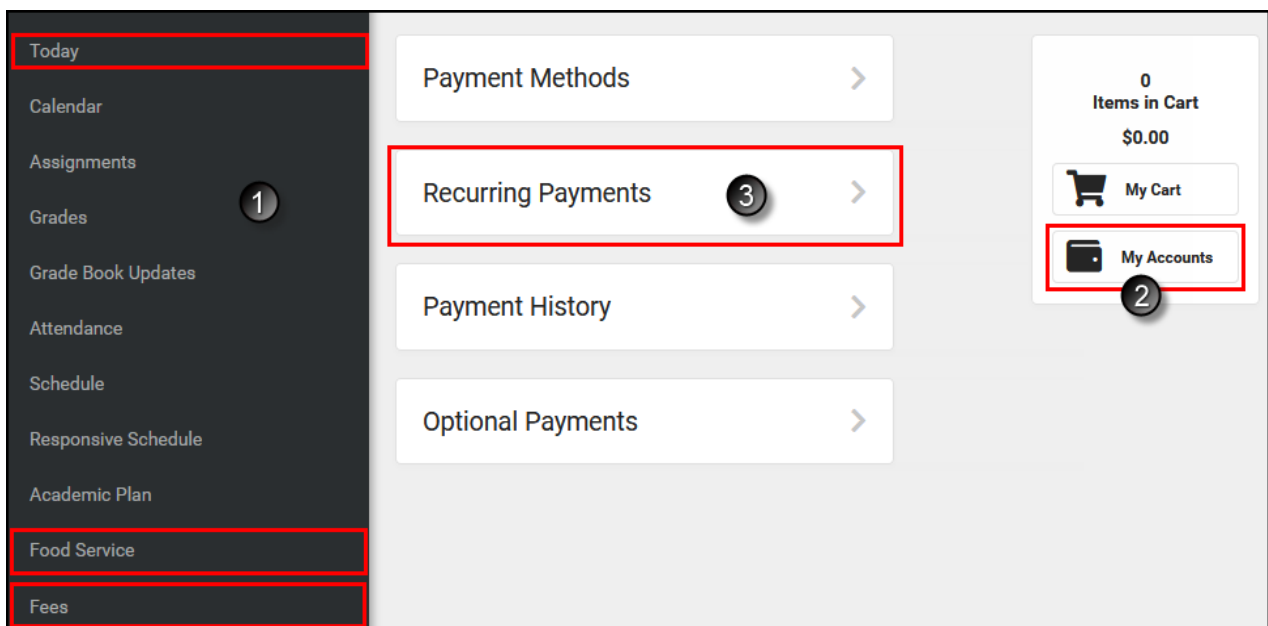
Last Modified on 08/05/2021 8:14 pm CDT

PATH: *My Accounts > Recurring Payments*

Using recurring payments, you can pay installments for a fee, pay for recurring services from the district, or automatically add money to a Food Service account when it reaches a low balance. Districts have the option to enable or disable Recurring Payments. Check with your district if this option is not available.

Where do I go to set up Recurring Payments?

The Recurring Payments tool is part of My Accounts. My Accounts appears on the screen when you are looking at the Today, Food Service, or Fees tools.

How do I automatically add money to a Food Service account?

1. Select **Recurring Payments**.
2. Select **Food Service**.
3. Select a **Frequency Option**: *Weekly, Semi-Monthly (1st and 15th of Month), Monthly* or *Low Balance*.
4. Select the **Payment Method** you want to use and the **Email Address** for Campus to send the receipt.
5. Select **Save**.

> Need more information?
>
> See the following Automatically Add Money to a Food Service Account section for more details.

How do I set up Recurring Payments for Fees?

1. Select **Recurring Payments**.

2. Select the fee that you want to pay in installments.
3. Complete the required fields.
4. Select **Save**.

> Need more information?
>
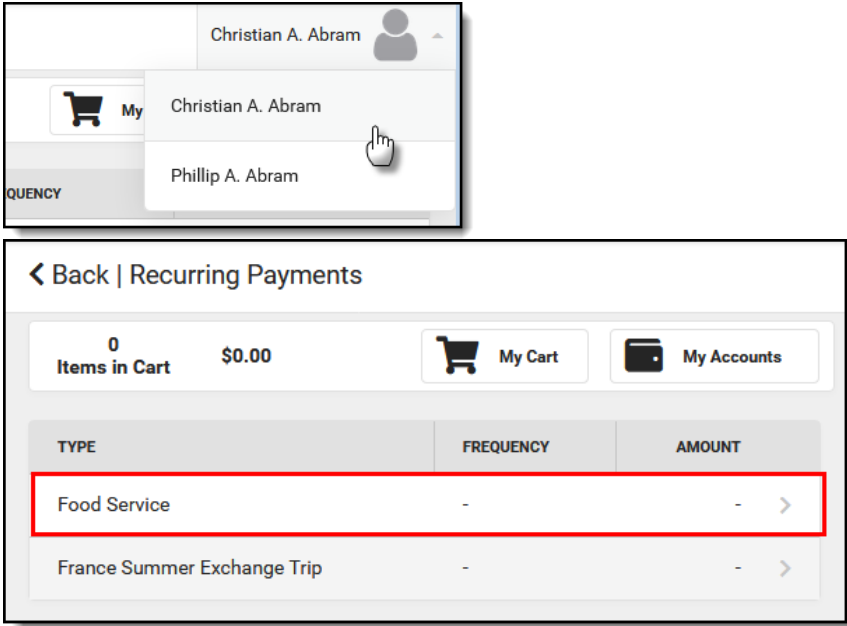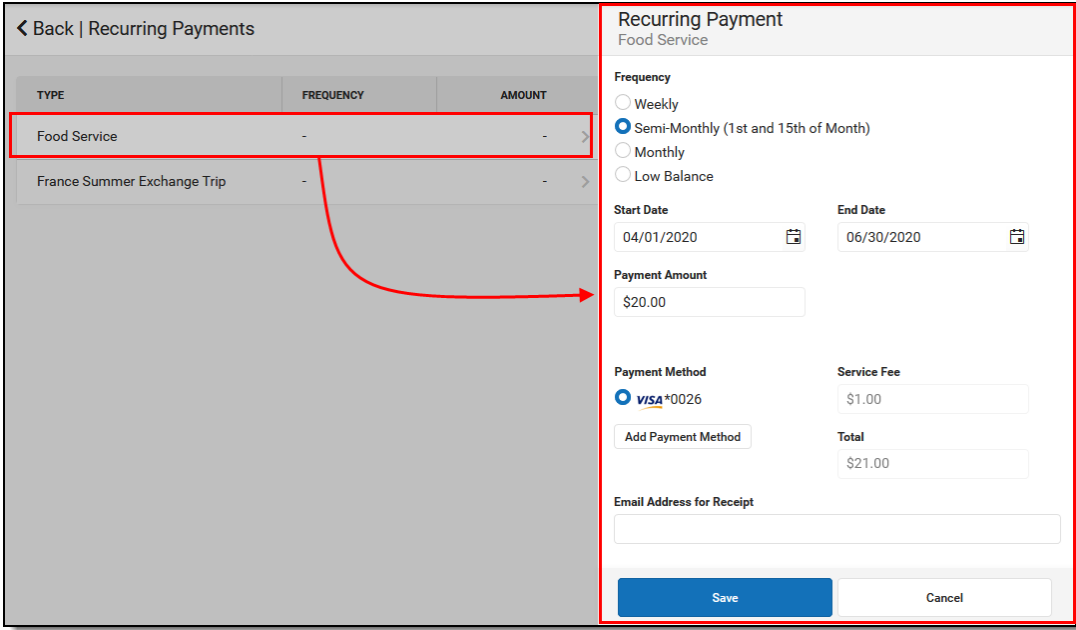> See the following Set up Recurring Payments for Fees section for more details.

How do I edit my Recurring Payments?

1. Select **Recurring Payments**.
2. Select the fee or food service payment you want to edit.
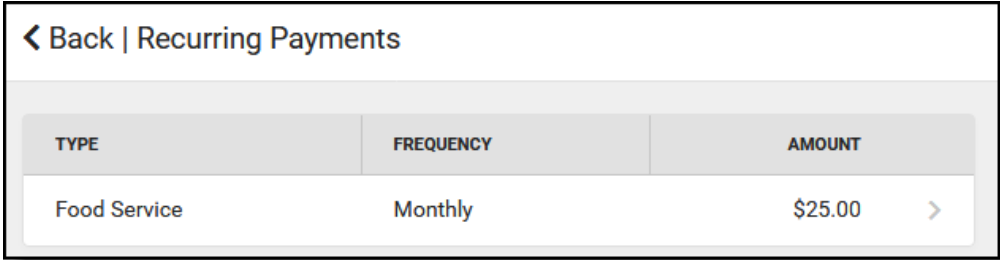3. Complete the required fields.
4. Select **Save**.

Automatically Add Money to a Food Service Account

Complete the following steps to automatically add money to your Food Service account on a monthly basis or when it reaches a low balance.

Step	Action

Step	Action
1	Select **Recurring Payments**. **Result** The Recurring Payments screen displays. If you are using Campus Parent and have access to multiple students, be sure to select the correct student in the student dropdown list displayed in the top right corner.
2	Select **Food Service**. **Result** The Food Service Panel displays.

Step	Action
3	Select one of the following **Frequency** options.

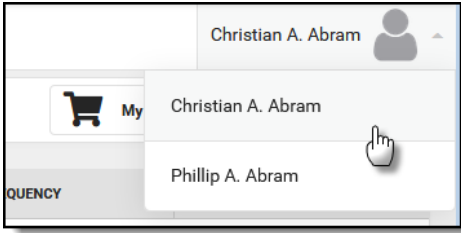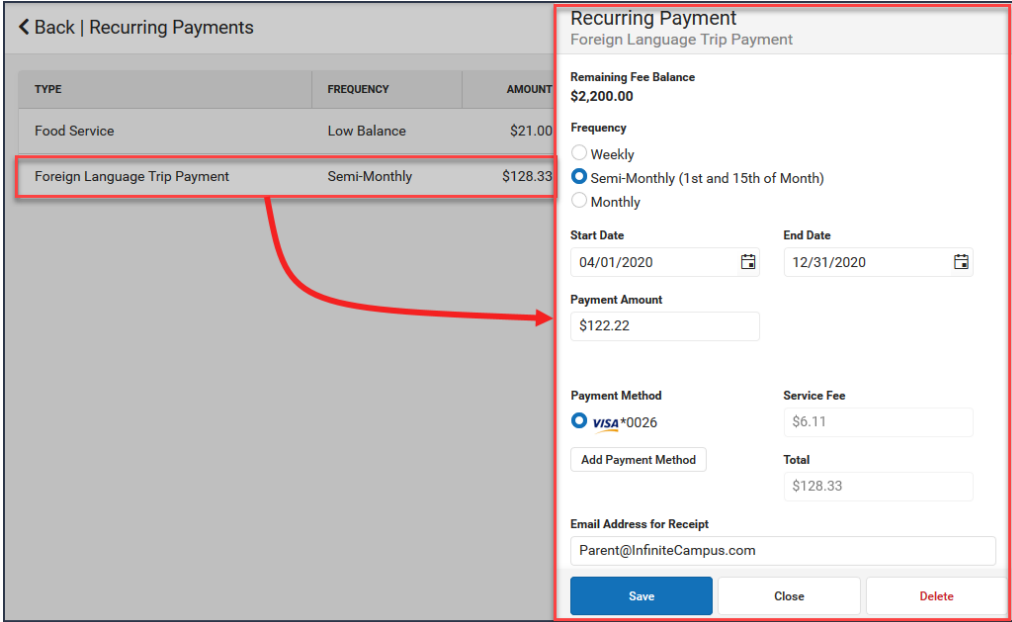| Option	Description
Weekly	This option adds money to the account every 7 days beginning on the Start Date you enter. When you select this option, you must also complete the following fields: • Start Date • End Date • Payment Amount
Semi-Monthly (1st and 15th of Month)	This option adds money to the account on the first and the 15th of the month. When you select this option, you must also complete the following fields: • Start Date • End Date • Payment Amount
Monthly	This option adds money to the account on a monthly basis. Your payment will automatically occur on the same day every month beginning on the **Start Date** you select. If the recurring payment is on the 31st, Campus adjusts the payment to the last day of the month if the month does not have 31 days. When you select this option, you must also complete the following fields: • Start Date • End Date • Payment Amount
Low Balance	This option automatically adds money to the account when the account reaches the **Low Balance Amount**. When you select this option, you must also complete the following fields: • Start Date • End Date • Low Balance Amount • Payment Amount

Step	Action
4	Select the **Payment Method** you want to use and the **Email Address** for Campus to send the receipt. Select the **Add Payment Method** button if the card or account you want to use is not set up. This option allows you to enter a new Payment Method then returns you to this screen.
5	Select **Save** . **Result** The Recurring Payment displays on the Payments screen. You can remove the recurring payment by selecting the payment and selecting **Delete**. You can only delete the recurring payment if you are logged in as the user who set up the payment.

Set up Recurring Payments for Fees

Using recurring payments, you can pay installments for a fee or pay for recurring services from the district.

Before you can set up a Recurring Payment for an Optional Fee, you must first make a payment on the optional fee. After you make your first payment, Campus assigns the optional fee to the student and the fee displays in the student's list of fees. After you make a payment and Campus assigns the fee to the student, you can use the Recurring Payments tool to schedule a recurring payment for that fee.

Step	Action

Step	Action
1	Select **Recurring Payments**. **Result** The Recurring Payments screen displays. If you are using Campus Parent and have access to multiple students, be sure to select the correct student in the student dropdown list displays in the top right corner.
2	Select the fee that you want to pay in installments. **Result** The Recurring Payments panel displays.

Step	Action
3	Select one of the following **Frequency** options.

Option	Description
Weekly	This option adds money to the account every 7 days beginning on the Start Date you enter. When you select this option, you must also complete the following fields: • Start Date • End Date • Payment Amount
Semi-Monthly (1st and 15th of Month)	This option adds money to the account on the first and the 15th of the month. When you select this option, you must also complete the following fields: • Start Date • End Date • Payment Amount
Monthly	This option adds money to the account on a monthly basis. Your payment will automatically occur on the same day every month beginning on the **Start Date** you select. If the recurring payment is on the 31st, Campus adjusts the payment to the last day of the month if the month does not have 31 days. When you select this option, you must also complete the following fields: • Start Date • End Date • Payment Amount

Step	Action
4	Complete the following fields: • **Start Date** • **End Date** - The Payment Amount field automatically updates based on the date you enter here to ensure the balance is paid in full. • **Payment Amount** - Campus calculates this amount by dividing the total amount due by the number of payments included in the Start and End dates. Campus does not allow you to overpay a fee. If the End Date or Payment Amount exceeds the Fee, Campus only charges your card or account until the Fee is paid in full. • **Payment Method** - The card or account you want to use each month. Select the **Add Payment Method** button if the card or account you want to use is not set up. This option allows you to enter a new Payment Method then returns you to this screen. • **Email Address for Receipt**

Step	Action
5	Select **Save** . **Result** The Recurring Payment displays on the Payments screen. You can remove the recurring payment by selecting the payment and selecting **Delete**. You can only delete the recurring payment if you are logged in as the user who set up the payment.