

# PAYSCHOOLS

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InfiniteCampus interface – parent guide

# PaySchools - InfiniteCampus

- Enter your Infinite Campus username and the birthdate of one currently active student on your account. This will query the school's data for any fees owed and/or current lunch balances
- This username is assigned by the school.

**PaySchools**  
Online Payment Processing System

■ Main Menu

- Login
- Order Summary
- Start Over
- Contact Information
- Sign Out

Your Community School District

PaySchools

To help us locate your fees, please enter your **Infinite Campus Portal User Name** and **Currently Enrolled Child's Birthdate** in the boxes below. (if you are a school staff member with no active students enter your own birthdate)

Please make sure the birthdate is in the form (MM/DD/YYYY), Including the slashes and any leading zeros. Example (January 1st, 2001) == 01/01/2001

Infinite Campus User Name

Child's Birthdate (MM/DD/YYYY)

Next Step

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PaySchools Support: (866) 729-5353 option 2

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# PaySchools - InfiniteCampus

- Check the box next to any fees you wish to pay

Below is a list of items available for purchase for: **payschool**

<b>Campus Student Fees</b>			
<b>Student</b>	<b>Fee</b>	<b>Balance</b>	<b>Select</b>
Smith, Pedro	ID Replacement - NoType	\$5.00	<input checked="" type="checkbox"/>
Smith, David	Athletic Misc. - A	\$30.00	<input type="checkbox"/>
Smith, Nathan	Gym Padlock - NoType	\$5.00	<input type="checkbox"/>

  

<b>Additional (Optional) Student Fees</b>			
<b>Student</b>	<b>Fee</b>	<b>Balance</b>	<b>Select</b>
Smith, David	Optional - School Sweatshirt	\$20.00	<input checked="" type="checkbox"/>

# PaySchools - InfiniteCampus

- Add any amount to a student's Food Service Balance and click the "+" button

Campus Food Service				
Student	Account	Current Balance	Add	New Balance
Smith, David	685	\$25.00	\$ 11 +	\$25.00

- You will see an updated "New Balance" for the student along with the updated "Today's item total for payschool"

Campus Food Service				
Student	Account	Current Balance	Add	New Balance
Smith, David	685	\$25.00	\$ 0 +	\$36.00
Smith, Nathan	684	\$12.43	\$ 0 +	\$12.43
Smith, Pedro	683	\$20.00	\$ 0 +	\$20.00

Today's item total for payschool: **\$36.00**

If you wish to completely remove everything on this page and start again, [click here](#)

# PaySchools - InfiniteCampus

- When you are finished, click the “Checkout” button.

Today's item total for payschool: **\$36.00**

Checkout

If you wish to completely remove everything on this page and start again, [click here](#)

# PaySchools - InfiniteCampus

- Shopping Chart – review one last time, then check out.



The screenshot shows the PaySchools Online Payment Processing System interface. The main header displays the logo and the text "Online Payment Processing System". A left sidebar contains a "Main Menu" with buttons for "Login", "Order Summary", "Start Over", "Contact Information", and "Sign Out". The main content area is titled "Your Shopping Cart" and includes instructions: "Your shopping cart appears below.", "Remove items by setting the Quantity to 'Delete' and updating.", and "When you're ready to check out, just click the blue button at the bottom of this page." Below these instructions is a table with the following data:

Category	Item Name	Student	Price	Quantity
Food Service	685	Smith, David	\$11.00	1
Optional Fee	801	Smith, David	\$20.00	1
School Fee	ID Replacement	Smith, Pedro	\$5.00	1

Below the table, the "Grand Total: \$36.00" is displayed. There is an "Update Quantities" button and a "Check Out" button. A small image of a hand clicking a keyboard key is visible in the bottom left corner of the screenshot.

# PaySchools - InfiniteCampus

- Register or sign into an existing PaySchools account

**Welcome! Please Register or Sign In**

PaySchools

**First time users, please [click here](#) to register.**

Registered users, please enter your login information below.

Email Address

Password

Remember me (Cookies are required; not recommended if you are on a public computer or terminal)

Forgot your [password or email address?](#)

[Not sure if you have an account?](#)

# PaySchools - InfiniteCampus

- Pay by electronic check or credit/debit card.

**Pay By Check** (Complete Form Below) **Pay by Credit or Debit Card** [\(CLICK HERE\)](#)

JOHN OR JANE DOE  
1234 Some Street, 123-456-7890  
Hometown, IA 59885

**Bank Routing Number** 4857

Date \_\_\_\_\_

Pay to the order of \_\_\_\_\_ \$ \_\_\_\_\_ Dollars

Bank of your choice  
5 Bank Building  
Downtown Iowa

**Bank Account Number**

Memo  
| 026353253 | 0028071077345 || \* 04857

Special comment or instructions (450 characters max - optional)

**PaySchools** Online Payment Processing System **Credit/Debit Card Payment** **DBS** DATA BUSINESS SYSTEMS

**Billing Information**

**Name**  
Test Account

**Billing Address**  
Test

**City** **State** **Zip**  
Test [State] 12345

**Order Summary**

Items Amount	\$70.00
District Fee	\$0.00
<b>Order Total</b>	<b>\$70.00</b>

**Credit Card Information**

**VISA** **MasterCard** **DISCOVER**

**Credit Card Number**  
\_\_\_\_\_

**Month** **Year** **CVV**  
01-January 2013 \_\_\_\_\_

**Comment**



# PaySchools - InfiniteCampus

- Parent will receive order confirmation, and the payment will post automatically to Infinite Campus.

**Thank You For Your Purchase**

PaySchools

Thank you for your purchase John! Please check your email for a copy of this order confirmation.

This payment will appear on your statement as a payment to PaySchools.

**Order Summary Appears Below**

Confirmation ID: 0ABDVJ