

# Recurring Payments

[Automatically Add Money to a Food Service Account](#) | [Set up Recurring Payments for Fees](#)

**PATH:** Portal > Family > 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.

The screenshot shows the 'Payments' section of the Campus Portal. On the left is a navigation menu with options like Messages, Discussions, Household Information, Family Members, Fees, Payments, Food Service, Applications/Forms, User Account, Account Settings, Contact Preferences, Access Log, and Notification Settings. The main content area is titled 'Payments' and includes 'Accepted Payment Methods' (VISA, MASTERCARD, DISCOVER, echeck) and a 'Payment History' button. A note states: 'Minimum payment amount is \$5.00. Paying fees through the Campus Portal is a convenient way to make food service and fee payments.' Below this is a table for 'Recurring Payments' with columns for Preference, Start Date, End Date, and Payment. Two entries are listed: 'Carter, Maurice Food Service' and 'Carter, Maurice Extended Care', each with an 'Add' button. A red box highlights these two entries. Below the recurring payments table is a 'Food Service Account' section with a table showing the account balance (\$70.00) and an estimated payment of \$128.00. A note explains: '\* The estimated payment is for one month and is based on the past food service purchases.' Below this is a table for 'Student Fees' with columns for Student, Fee, Due Date, Due, and Payment. Two fees are listed: 'Art' for \$10.00 and 'Extended Care' for \$128.00, both due on 01/31/2017. At the bottom right, there is a 'Convenience Fee' of \$2.00 and a 'Total' of \$0.00. A 'Continue' button is located at the bottom right of the page.

Example Recurring Payment Options

## Automatically Add Money to a Food Service Account

**PATH:** Portal > Family > Payments

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

1. Click the **Add** button next to the account.

**Result**

The Recurring Payments screen displays.

2. Select one of the following **Frequency** options.

Option	Description	Example
Monthly	This option adds money to the account on a monthly basis. Your payment will automatically occur on the same day every month	