

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. The left sidebar contains navigation options: Family, 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, M.C., 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.' A red box highlights the 'Recurring Payments' section, which lists two entries for 'Carter, Maurice': 'Food Service' and 'Extended Care', each with an 'Add' button. Below this is a 'Food Service Account' summary for 'Carter, Maurice' with a balance of \$70.00 and an estimated payment of \$128.00. A table lists 'Student' fees: 'Art' for \$10.00 and 'Extended Care' for \$128.00, both due on 01/31/2017. A 'Convenience Fee' of \$2.00 is also shown. The page ends with a 'Continue' button.

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.

Family

- Messages >
- Discussions >
- Household Information >
- Family Members >
- Fees >
- Payments
- Food Service >
- Applications/Forms >

Payments

Accepted Payment Methods DISCOVER

Minimum payment amount is \$5.00
Paying fees through the Campus Portal is a convenient way to make food service and

Recurring Payments	Preference
Carter, Maurice Food Service <input type="button" value="Add"/>	
Carter, Maurice Extended Care <input type="button" value="Add"/>	

Food Service Account

Carter, Maurice

* The estimated payment is for one month and is based on the past food service pur

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

Result

The Recurring Payments screen displays.

Recurring Payments Accepted Payment Methods DISCOVER

Minimum payment amount is \$5.00
Carter, Maurice - Food Service
Paying fees through the Campus Portal is a convenient way to make food service and fee payments.

Frequency

Monthly
 Low Balance

Start Date: End Date:

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.

Payment Amount: \$

Receipt Email Address:
 Enter an email address to receive confirmation of your recurring payments.

Select the payment method

*0026

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	