

NEW ONLINE PAYMENTS AVAILABILITY

Effective 09/18/2017

For your convenience, Infinite Campus Online Payments is now available for the payment of school related fees and family food service accounts through the Infinite Campus Parent Portal. You are able to use the following credit cards for payment: Visa, Mastercard, Discover and EChecks (checking account). Please note that there is a \$3.00 convenience fee when payments are made to help offset the cost of this feature. Credit cards will also be accepted in the school offices as well.

There are two different types of payment you can make online; one-time payments and recurring payments. Why would you want recurring payments you might ask? So you always have money in your family's lunch account. There are two different ways you can set up your recurring payment. For example you could set it to make a \$50 payment (amount is your choice) when your food service balance gets to \$16.00 or lower (minimum balance is your choice). The reason I picked \$16 is because this would make it so I don't get those automated low balance phone calls from the school stating your balance is at \$15 or below. Or you could set it up to put \$50 (amount is your choice) in your family lunch account monthly through the school year. It will automatically email you when the payment is made.

Some great reasons to use the new online payment feature is that your payment posts immediately to your family account, you don't need to have your young children carrying money or checks anymore and you don't have to make special trips into the offices unless you want to.

Here are some brief directions on how to make an on-line payment:

From the School District Website <https://www.neillsville.k12.wi.us>

Select Parents

Select Infinite Campus Portal

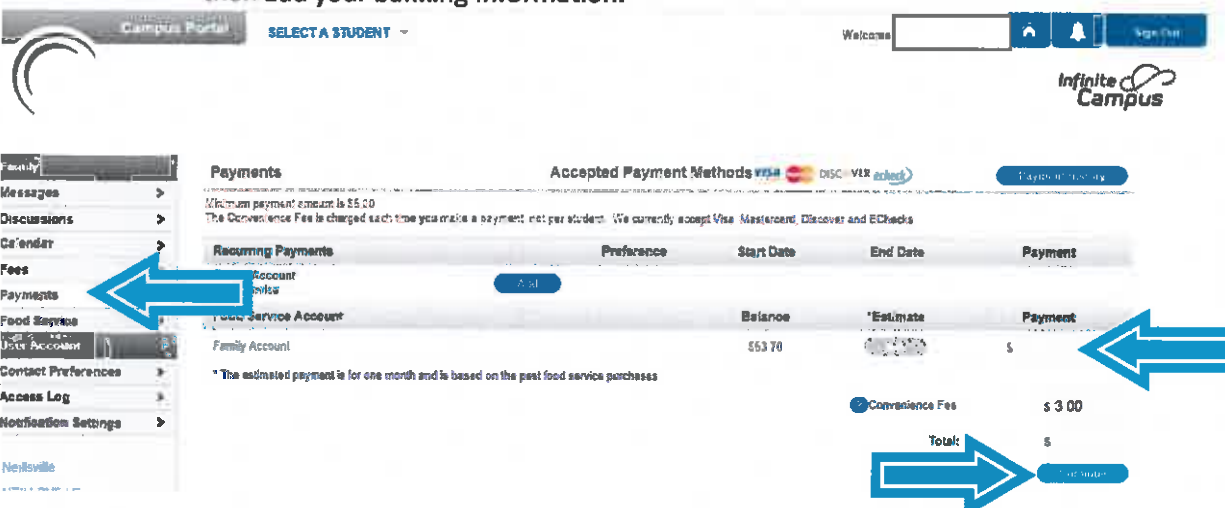


Type in your username and password

Click sign in

Select Payments (Everything your family has due for fees will show here as well as the current balance on your family lunch account.)

If you would like to make a one-time payment; select what you would like to pay, how much, click continue and then add your banking information.



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If you would like recurring you should select the "Add" button under Recurring Payments.

The screenshot shows the Infinite Campus web portal interface. At the top, it says 'Campus Portal' and 'SELECT A STUDENT'. The user is logged in as 'MICHELLE KRANZ'. The main content area is titled 'Payments' and 'Accepted Payment Methods'. Below this, there is a table for 'Recurring Payments' with columns: Preference, Start Date, End Date, and Payment. The table lists 'Family Account' and 'Food Service' as preferences. A blue arrow points to the 'Add' button next to the 'Family Account' row. Below the table, there are fields for 'Convenience Fee' (set to \$3.00) and a 'Total' field. A 'Continue' button is at the bottom right.

Complete the section how you would like the recurring payments to process and click save. The recurring payment will remain in effect until the date you choose to end it.

The screenshot shows the 'Recurring Payments' configuration page. It includes a 'Frequency' section with radio buttons for 'Monthly' (selected) and 'Last Balance'. There are 'Start Date' and 'End Date' fields. A note states: 'Your payments will automatically occur on the same day every month beginning on the Start Date you select. If the recurring payment is billed 31st, Gemini will adjust the payment to the last day of the month if the month does not have 31 days.' Below this is a 'Payment Amount' field set to '\$'. There is a 'Search Email Address' field with the value 'mkranz@neilsville.k12.wv.us' and a note: 'Enter an email address to receive confirmation of your recurring payments.' At the bottom, there is a 'Select the payment method' section with a 'Continue' button highlighted in blue.

You can use this feature from any web browser but you cannot currently use this feature on Infinite Campus Mobile Apps.

If you have questioned please feel free to contact any office.

We hope you enjoy the new convenience.