

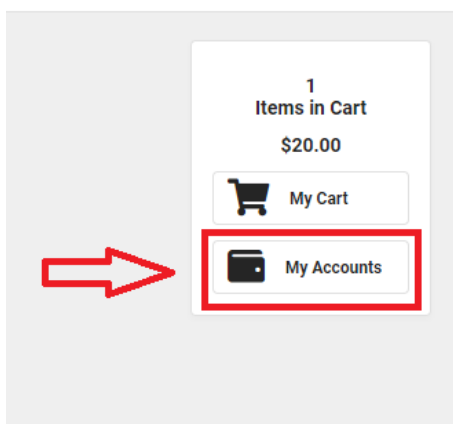
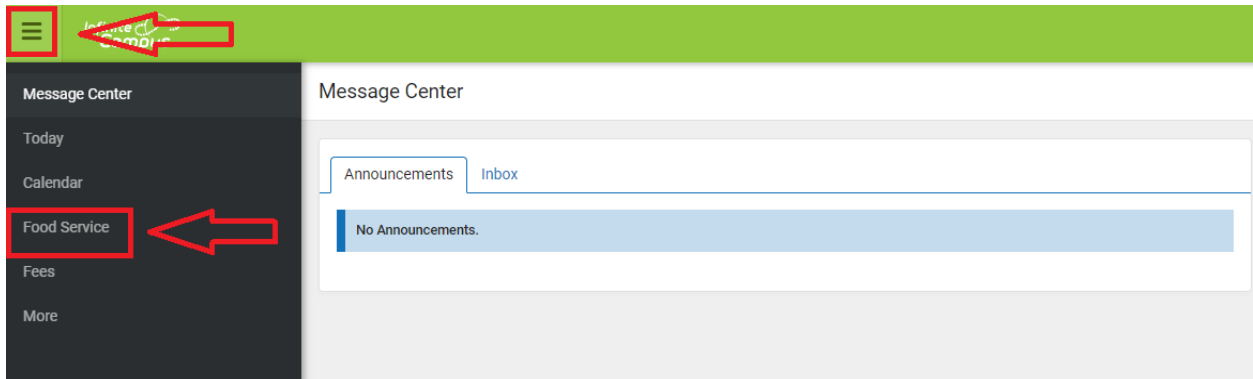
# Food Service Account - Adding a Payment Method

The Food Service option allows parents/guardians to add funds to their child(ren)'s food service account in the Infinite Campus Parent Portal.

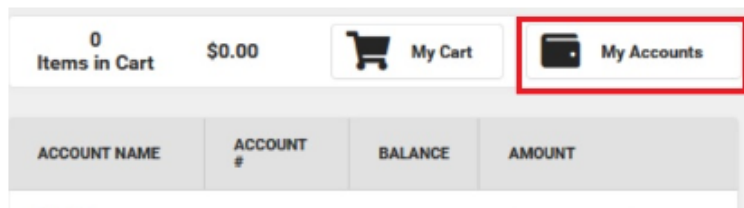
In order to add funds to your child(ren)'s food service account, you will need to manage payment methods. Please follow these steps to set up payment methods the Meal Benefits Application, the application signer must complete the following steps:

## Log into Infinite Campus Parent Portal:

1. Once logged in, open the index by clicking on the **3 bars** in the top left corner, then click on **Food Service** then click on **My Accounts**.



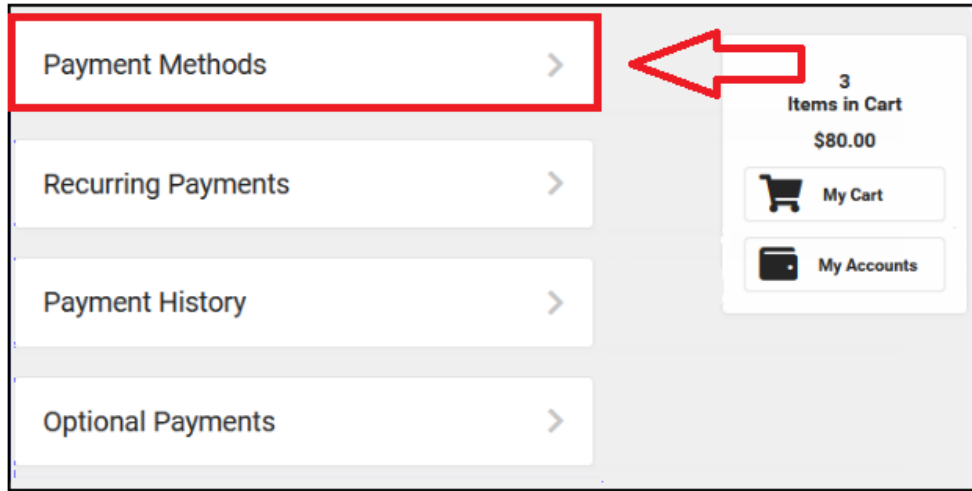
View from computer



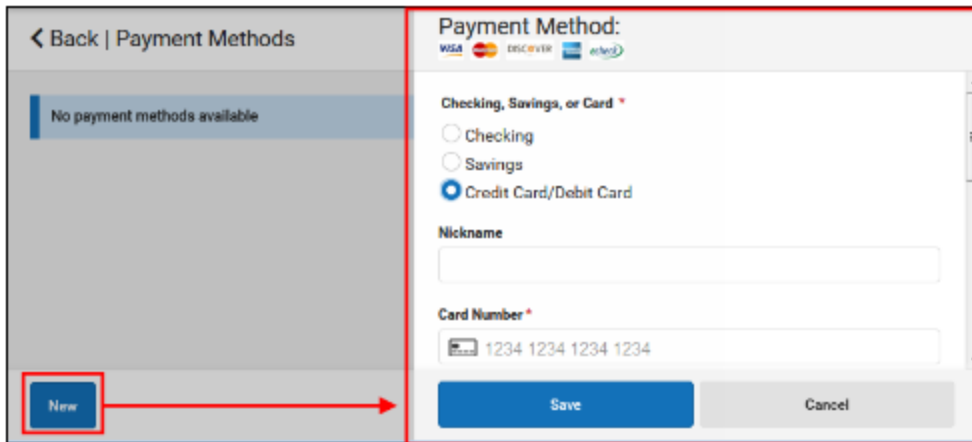
View from Parent Portal App

## Add a Payment method

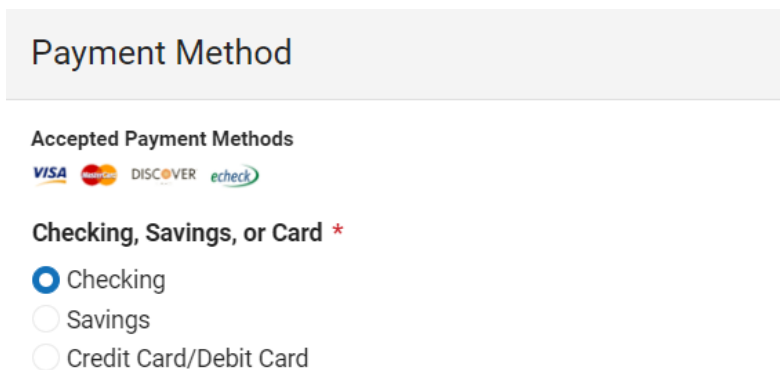
2. Click **Payment Method**.



3. Click **New** at the bottom of the screen and the **Payment Method Panel** will display.



4. Click the circle next to the Payment Method you would like to add:






Unit 5 will accept payments from the following payment forms:

- **Checking account**
- **Savings account**
- **Credit/debit card (Visa, Mastercard, and Discover)**


5. Complete the required information from the Payment Method. Required information will have a red asterisk (\*) displayed next to the information needed. Click **Save** when the required information has been entered.


Nickname

Card Number \* 

Card Expiration \*  CVV \* 

Name on Card \* 

Contact Information \* 

Address

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City

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State

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Zip

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Default Payment Method

Use as default

**Save**

6. Optional information includes:

- **Nickname** - This is an optional name that you can create that will appear on the Payment Method screen to help you identify the Payment Method you would like to use to add funds to the food service account.
- **Default Payment Method** - If there is a checkmark next to Use as default box, Infinite Campus makes this your preferred method of payment.

**Nickname**

  
**Card Number \***

0000 0000 0000 0000

**Card Expiration \***

00 00

**CVV \***

123

**Name on Card \***

JOHN SMITH

**Contact Information \***

Address  
\_\_\_\_\_  
City  
\_\_\_\_\_  
State  
\_\_\_\_\_  
Zip  
\_\_\_\_\_

**Default Payment Method**

Use as default

Save

Cancel