

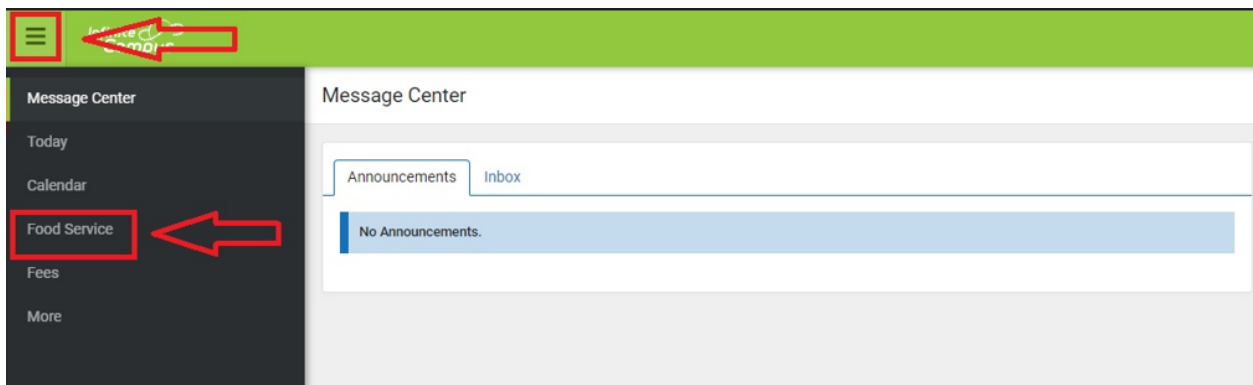
# Food Service Account - Adding Funds to the Food Service Account

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

Follow the steps below to add funds to your child(ren)'s food service account.

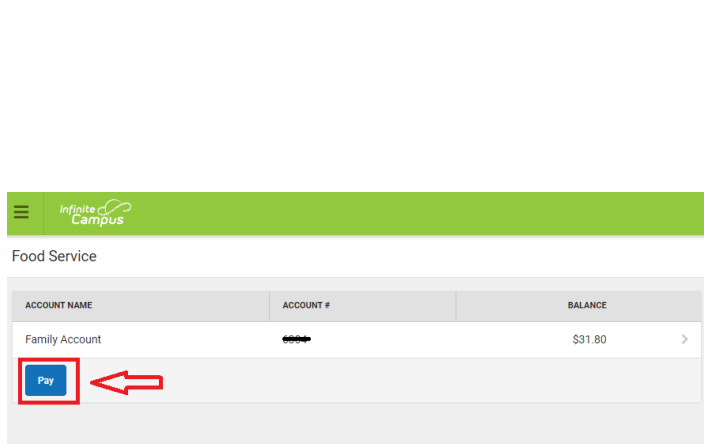
## Log into Infinite Campus Parent Portal:

1. Once logged in, open the index by clicking on the **3 bars** in the top left corner, then click on **Food Service**. The Food Service tool in Infinite Campus allows you to view the meal purchase(s) for your child(ren), as well as the option to add money to your child(ren)'s Food Service Account

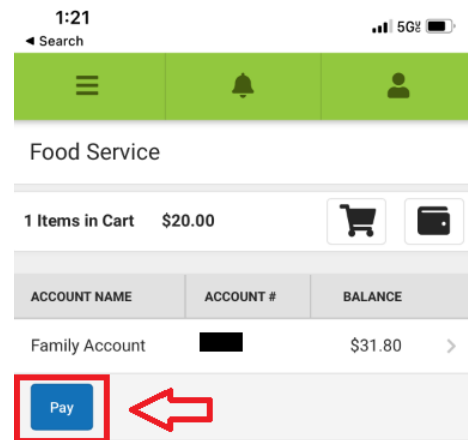


## Add money to the Food Service Account:

2. On the Food Service tool, click **Pay** to add money to your child(ren)'s Food Service Account



*View from computer*



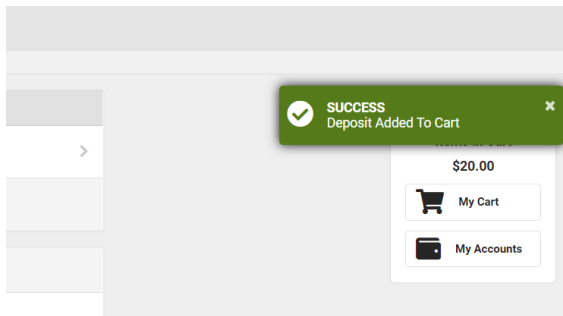
*View from Parent Portal App*

- On the next screen, enter the **Amount** you would like to add to the Food Service Account and click **Add to Cart**. (\*Note: amount must be greater than \$10.00). A message will display that the deposit was added to the cart.

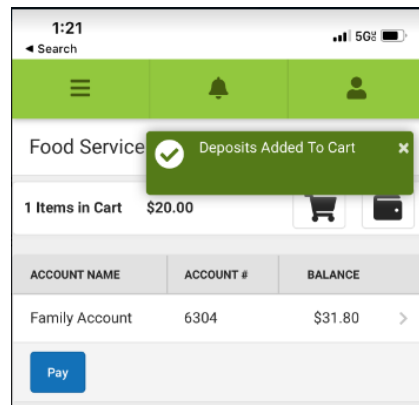


Food Service

ACCOUNT NAME	ACCOUNT #	BALANCE	AMOUNT
Family Account	6304	\$31.80	\$20.00

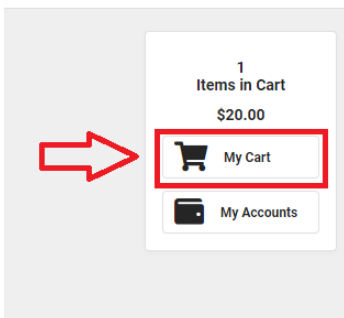


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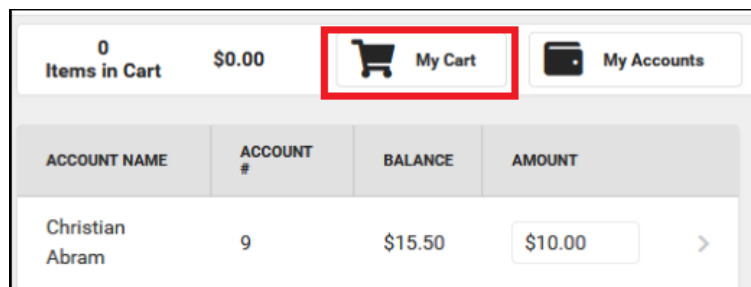


*View from Parent Portal App*

- Click **My Cart**. (Note: notice the location of My Cart on a website versus the Campus App)



*View from computer*



*View from Parent Portal App*

### Complete the Checkout Process:

- To complete the payment verify all information is correct:
  - ★ Verify the **Amount** is correct. (You may change or remove the deposit on this screen)
  - ★ Select the **Payment Method**. Refer to the guide *Food Service Account - Adding a Payment Method* if receiving the message *No payment methods available*.
  - ★ Enter an **Email Address for Receipt** (optional).
- Click **Submit Payment** at the bottom of the page.

Paying through the Campus Portal is a convenient way to make food service payments.

FOOD SERVICE ACCOUNT	NAME	AMOUNT
[REDACTED]	Family Account	\$20.00 <span>Remove</span>

Payment Method +

+

[Add Payment Method](#)

Subtotal: \$20.00

Service Fee: \$0.00

Total: \$20.00

Email Address for Receipt +

[Submit Payment](#) ←