

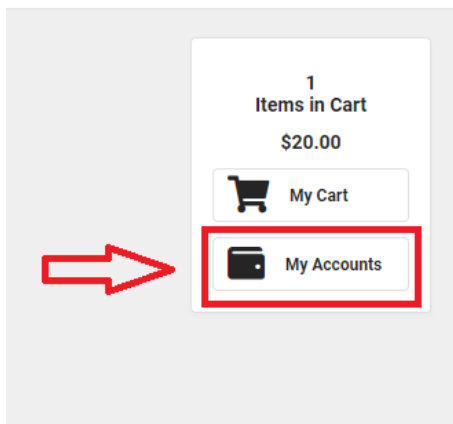
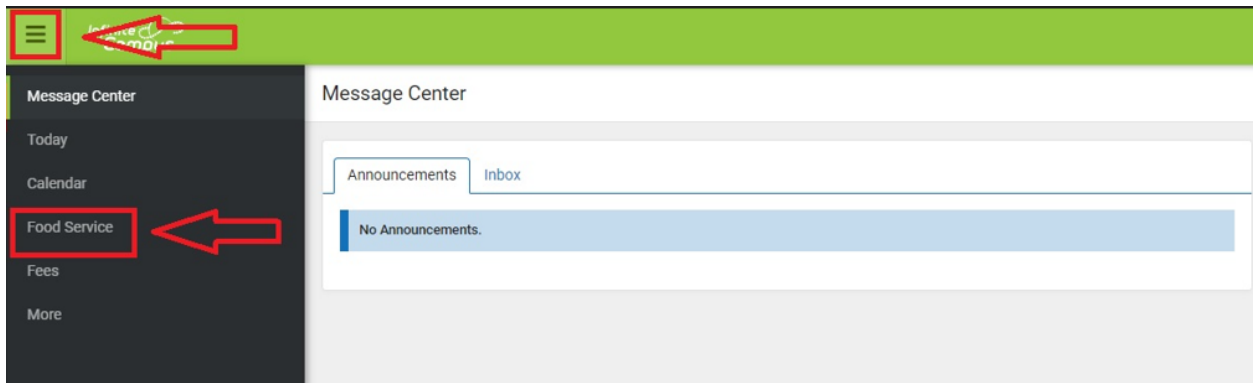
Food Service Account - Setting up Recurring Payments

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

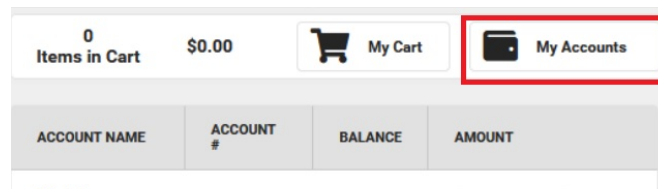
Follow the steps below to set up recurring payment that automatically adds money to the Food Service Account when it reaches a low balance.

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**.



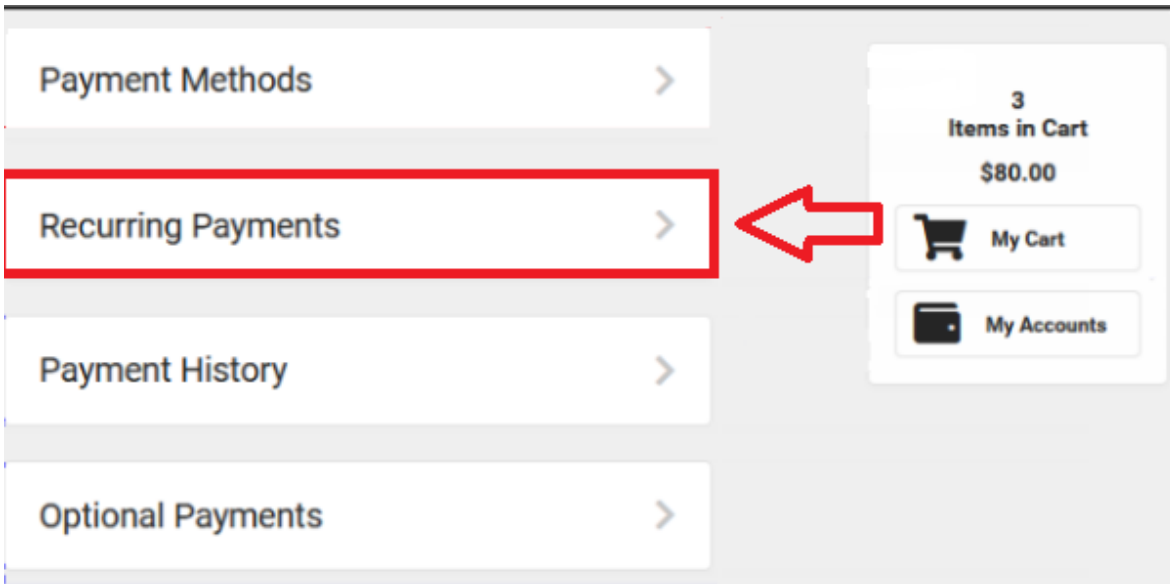
View from computer



View from Parent Portal App

Add Recurring Payments

2. Click **Recurring Payments**.



3. Click **Food Service** and the **Recurring Payment options** will display.

A screenshot of a mobile application showing the 'Recurring Payment' form for 'Food Service'. The form is divided into two sections. The left section is a table with the following data:

TYPE	FREQUENCY	AMOUNT
Food Service	-	-
France Summer Exchange Trip	-	-

The 'Food Service' row is highlighted with a red border. A red arrow points from this row to the right section of the form. The right section is titled 'Recurring Payment' and 'Food Service'. It contains the following fields and options:

- Frequency:** Radio buttons for Weekly, Semi-Monthly (1st and 15th of Month) (selected), Monthly, and Low Balance.
- Start Date:** A date picker field.
- End Date:** A date picker field.
- Payment Amount:** A text input field.
- Payment Method:** Radio buttons for VISA (selected) and other methods. An 'Add Payment Method' button is also present.
- Total:** A text input field.
- Email Address for Receipt:** A text input field.
- Save** and **Cancel** buttons at the bottom.

4. Complete the required information on the Recurring Payment section. Required information will have a red asterisk (*) displayed next to the information needed. Click **Save** when the required information has been entered.

Recurring Payment
Food Service

Frequency *

Weekly

Semi-Monthly (1st and 15th of Month)

Monthly

Low Balance

Start Date *

End Date *

Payment Amount *

Payment Method *

VISA

Total

Email Address for Receipt

- Select **Frequency** option:
 - Weekly: This option adds money to the account every 7 days beginning on the Start Date you select. When selecting this frequency, the fields for the *start date*, the *end date*, and the *payment amount* must also be completed.

- Semi-Monthly: This option adds money to the account on the first and the 15th of the month. When selecting this frequency, the fields for the *start date*, the *end date*, and the *payment amount* must also be completed.
- Monthly: This option adds money to the account on a monthly basis. The payment will automatically occur on the same day every month beginning on the start date selected during setup. If the recurring payment is on the 31st, the system will adjust the payment to the last day of the month if the month doesn't have 31 days. When selecting this frequency, the fields for the *start date*, the *end date*, and the *payment amount* must also be completed.
- Low Balance: This option automatically adds money to the account when the account reaches the low balance amount selected during setup. When selecting this frequency, the fields for the *start date*, the *end date*, the designated *low balance amount* and the *payment amount* must also be completed.
- Select the preferred **Payment Method** for the recurring payment. Refer to the guide Food Service Account - Adding a Payment Method if receiving the message *No payment methods available*.
- Enter an **Email Address** to receive receipts when recurring payments are completed.
- Click **Save** to finalize the recurring payment setup.

* Recurring payments can be deleted by the user who initially setup the recurring payment.