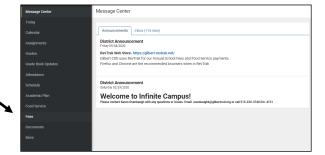# Infinite Campus Online Payments

As of July 1st, 2022 the Gilbert Community School District will be using a new payment processor for school fees and lunch balances. This processor is fully integrated with your Infinite Campus Parent Portal so you will no longer have to log into both Infinite Campus and RevTrak. All communication and fee transactions will now be made through Infinite Campus.

If you do not have an Infinite Campus parent portal or have forgotten your login information, please contact the District Office at 515 232 3740.
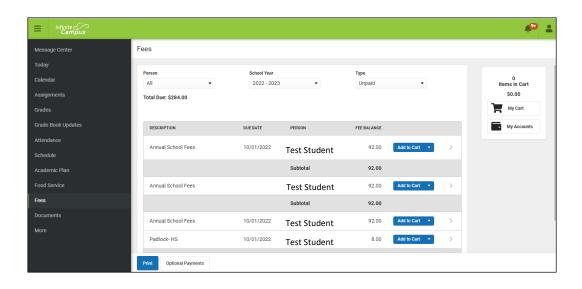
Following are instructions on paying school fees and adding money to your lunch account.

Paying School Fees

After logging into your Infinite Campus Parent Portal click on the *Fees* index option.

On the Fees screen make sure to check what values have been selected on the filtering tool at the top of this screen. This tool allows you edit the materials you wish to view. You can view all students in the household or each student separately. If you want to see only fees that are unpaid then you will need to make sure the type drop down menu is set to **Unpaid**. Click the *Add to Cart* button next to each fee to be paid. This will add those fees to your cart

All of the mandatory fees will be displayed. **Optional fees** can be accessed through the button at the bottom of the screen. Optional fees are also available in <u>My Accounts</u>. These fees can be added to the cart and paid in the same manner as the required fees and lunch balances.

Add any optional item you would like to purchase to your cart. To get back to the fees screen click on the *Back* button located in the upper left hand corner.
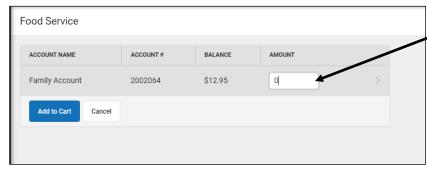
‹ Back | Manage Accounts

Adding Money to Food Service Accounts

From the main menu, click on Food Service. Clicking on the three little horizontal lines in the top left corner will return you to the main menu if this is not displayed.

To add money to your account click on the **Pay** button at the bottom of the screen.
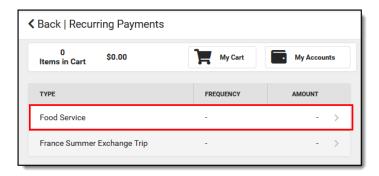

Enter the amount to add to the account in the *Amount* prompt.

Once the amount is entered, click on the **Add to Cart** button.
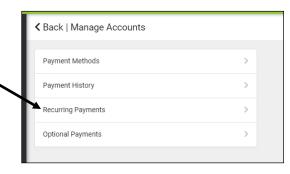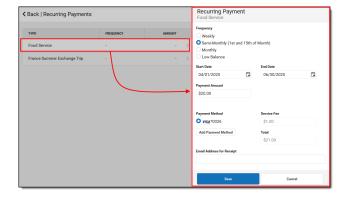
Recurring Payments

You may set up recurring payments for your food service account through the **My Accounts** screen.

Click on Recurring Payments. Click on Food Service.

Enter the frequency, amount and payment method for the re-curring payment. An email will be sent to the email address indicated once the payment has been made.
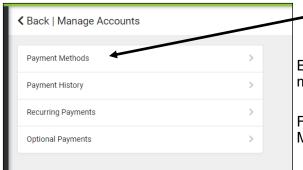
Completing Payments

When you have all items wanted in your cart, click on **My Cart**.

Click on *My Accounts* and then **Payment Methods**.

0
Items in Cart
$0.00

🛒 My Cart

👛 My Accounts

< Back | Manage Accounts

Payment Methods	>
Payment History	>
Recurring Payments	>
Optional Payments	>

Enter your credit/bank card information in the payment information screen.

Families can use most debit and credit cards including VISA, Mastercard, Discover, and E-Check.

Payments are completed through the checkout screen using the payment information saved. If you do not want to save your payment information you may add it each time you make a payment by clicking on Add Payment Method at the time of checkout.
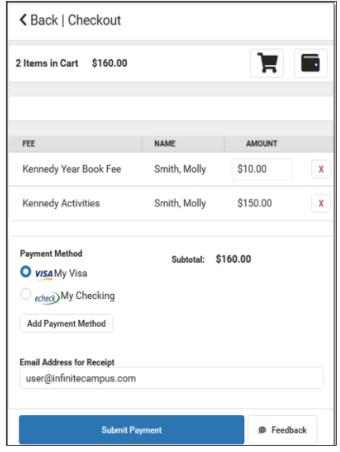
The checkout screen is accessed by clicking on **My Cart**.
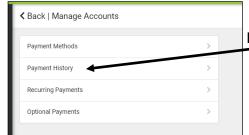
On this screen you can review different items currently in your cart. If you are wanting to remove an item from your cart you can do so by clicking on the red x found next to the amount column.

Important Note: if there is a gray box around an amount listed on this screen then it means you can edit this amount. This may come in handy if you want to adjust how much you are paying for something.

Once all the fields have been reviewed, you simply need to click on what payment method you would like to use (or possibly add one) and input your email address for the receipt.

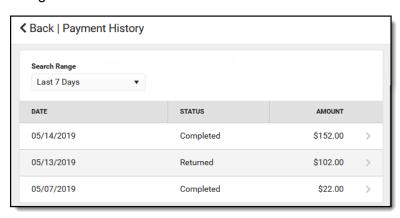After this you can click on *Submit Payment*. A receipt will be emailed to the address you indicate.

< Back | Checkout

2 Items in Cart $160.00   🛒   👛

FEE	NAME	AMOUNT	
Kennedy Year Book Fee	Smith, Molly	$10.00	X
Kennedy Activities	Smith, Molly	$150.00	X

Payment Method   Subtotal: $160.00

⦿ VISA My Visa

◯ echeck My Checking

Add Payment Method

Email Address for Receipt

user@infinitecampus.com

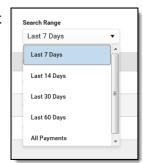| Submit Payment	💬 Feedback

From **My Accounts** you may also check your payment history.

Payment History

In Payment History you can set the search range to better locate the payment you want to view.

Once you have the search range set you should now see a list of payments in that range.

DATE	STATUS	AMOUNT	
05/14/2019	Completed	$152.00	>
05/13/2019	Returned	$102.00	>
05/07/2019	Completed	$22.00	>

If you click on any of the payments listed you will see a breakdown of what was paid for, how it was paid, the reference number of the payment, and you can print a receipt of this payment.