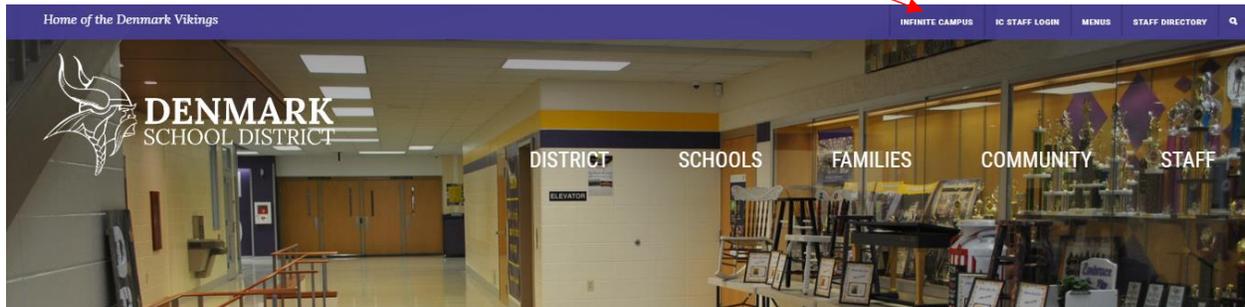


How to Make an Online Payment for School Fees

****Online payment is only available for amounts \$10.00 and higher. There is also a \$2.00 service fee charged for credit card payments.****

1. Log in to your Infinite Campus Portal. Link is available at the top of our School District Web Page www.denmark.k12.wi.us



2. Click on "Payments" on the left-hand side of your screen. This will bring up fees for all of your students.

A screenshot of the Infinite Campus 'Payments' page. The left-hand navigation menu has 'Payments' highlighted with a red box and a red arrow pointing to it. The main content area shows 'Accepted Payment Methods' (VISA, MASTERCARD, DISCOVER, echeck) and a 'Payment History' button. Below this is a table for 'Food Service Account' with columns for 'Student', 'Balance', '*Estimate', and 'Payment'. It lists two students, Adam M and Laura A, both with a balance of \$0.00 and an estimate of N/A. A note states: '* The estimated payment is for one month and is based on the past food service purchases.' Below that is a table for 'Student' fees with columns for 'Student', 'Fee', 'Due Date', 'Due', and 'Payment'. It lists fees for Adam M: Registration Fee (\$25.00 due 09/20/2013), New Fee (\$50.00 due 06/19/2014), and Optional Fee 1 (\$150.00 due 06/19/2014). There is also a partially visible row for Laura A.

3. Once you have clicked on payment, choose the amount you'd like to pay by either:
 - A) Click the blue button with the dollar amount under the "Due" column. This will auto-fill the fee in the payment column, OR
 - B) Manually enter the amount you'd like to pay in the Payment field

* The estimated payment is for one month and is based on the past food service purchases.

Student	Fee	Due Date	Due	Payment
Student, Adam M	Registration Fee	09/20/2013	\$25.00	\$ 25.00
	New Fee	06/19/2014	\$50.00	\$
	Optional Fee 1	06/19/2014	\$150.00	\$
	Optional Items			
Student, Laura A	Registration Fee	09/20/2013	\$25.00	\$
	Optional Fee 1	06/30/2014	\$144.00	\$
	Choir Concert	07/01/2014	\$13.00	\$
	Optional Items			

Subtotal: \$

[Continue](#)

4. Once you have entered the fees/amounts you would like to pay, click "Continue"
5. At this point, if it is your first time doing an online payment, you need to enter your payment information. Click the "Add" button to enter your payment information.

Payments

Accepted Payment Methods    

[Payment History](#)

Total: \$82.00

Select the payment method [Add](#) [Edit](#)

 *6789 - Checking

 *0026

[Back](#) [Continue](#)

6. A box will pop up for you to enter your payment information. You will then click "Save", and then "Save" again on the next box. Then, click "Back to Payments".

Payment Method Added Successfully.
Your Payment Method has been Successfully Set Up!

[Back to Payments](#) [Add Another Payment Method](#)

7. Select your payment type, and then click “Continue”. (If your new payment type does not show up, click back to “Payments” on the left-hand side and repeat steps 3-5 above)

The screenshot shows the 'Payments' interface. At the top, it says 'Accepted Payment Methods' with logos for VISA, DISCOVER, and echeck. A 'Payment History' button is in the top right. Below that, the 'Subtotal: \$75.00' is displayed. The main section is titled 'Select the payment method' and lists four options: VISA *0026 (selected), DISCOVER *1111, echeck *9926 - Checking, and *8431. At the bottom, there are buttons for 'Add', 'Edit', 'Back', and 'Continue'. Red arrows point from the text in step 7 to the 'Continue' button and the VISA option.

8. Review the payment information. If you would like a receipt emailed to you, please enter your email in the “Receipt email address” box. Our \$2.00 Convenience Fee will be applied at this time. It displays on this page and is included in the Total.

The screenshot shows the 'Payments Confirmation' screen. It asks the user to 'Please confirm your payment choices and payment type.' Below this is a table with the following data:

Student	Calendar	Fee	Payment
Student, Adam M	12-13 Senior High	Athletics	\$100.00

Below the table, it shows a 'Convenience Fee: \$2.00' and a 'Total: \$102.00'. The 'Payment Method' is listed as 'echeck *6789 - Checking'. There is a text input field for 'Receipt email address:' which is highlighted with a red box. At the bottom, there are 'Back' and 'Make Payment' buttons. Red arrows point from the text in step 8 to the 'Convenience Fee' and the 'Make Payment' button.

9. Click “Make Payment” to process the fees payment. When the transaction is processed, the Payment Receipt screen will display. To print a copy of the receipt, click Print in the lower right-hand side of the screen. To return to the main Payments screen, click Back To Payments.