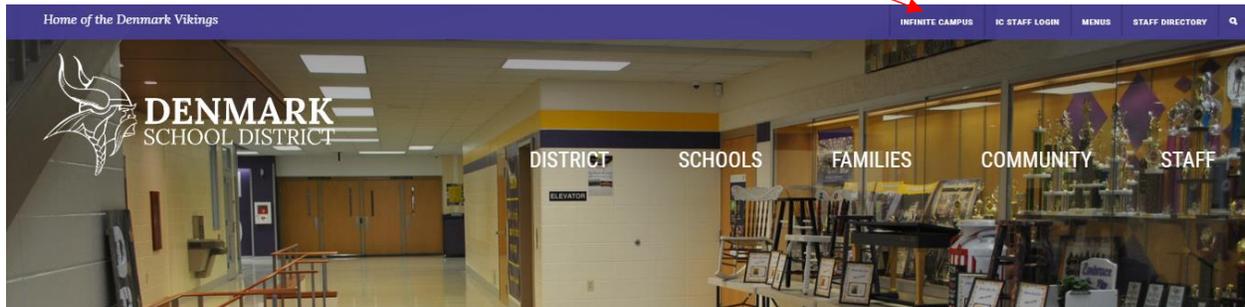# How to Make an Online Payment for School Fees

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.

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, <u>OR</u>
   B) Manually enter the amount you'd like to pay in the Payment field

Student	Fee	Due Date	Due	Payment
* The estimated payment is for one month and is based on the past food service purchases.				
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 VISA MasterCard echeck   Payment History

Total: $82.00

Select the payment method   Add   Edit

○ echeck *6789 – Checking
○ VISA *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)

Payments   Accepted Payment Methods VISA MasterCard DISCOVER echeck   Payment History

Subtotal: $75.00

Select the payment method

- ◉ VISA *0026
- ○ DISCOVER *1111
- ○ echeck *9926 - Checking
- ○ *8431

Add   Edit
Back   Continue

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.

Payments

Confirmation
Please confirm your payment choices and payment type.

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

? Convenience Fee: $2.00
Total: $102.00

Payment Method: echeck *6789 - Checking
Receipt email address: [   ]

Back   Make Payment

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.