

Managing Payment Information

September 2011



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Managing Payment Information

[Overview](#) | [Registering Payment Information](#) | [Registering Checking Information](#) | [Registering Savings Information](#) | [Registering Credit Card Information](#) | [Modifying Payment Information](#) | [Deleting Payment Information](#) | [Viewing Online Payment History](#)

Overview

Online Payment functionality allows the ability to register, modify and delete payment methods. These tools enable a transaction to occur and provide users with the ability to manage their online accounts.

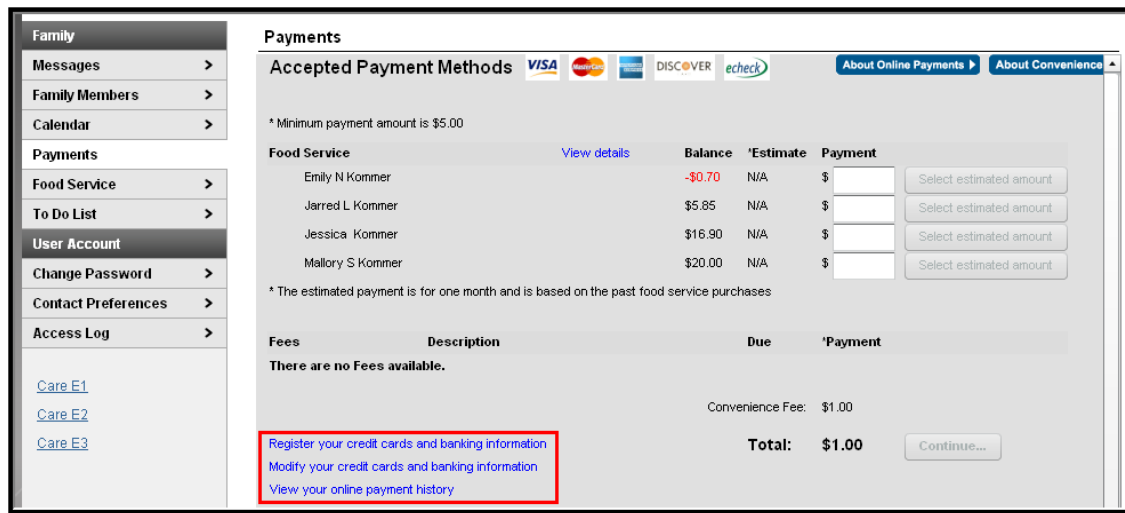


Image 1: Registering / Modifying / Deleting Payment Information

Registering Payment Information

PATH: Portal > Payments

Before a user is able to make an online payment, a payment method needs to be established. Users have the option of paying by credit card, checking account or savings account. To begin registering a payment method, select the **Register Your Credit Cards and Banking Information** hyperlink.

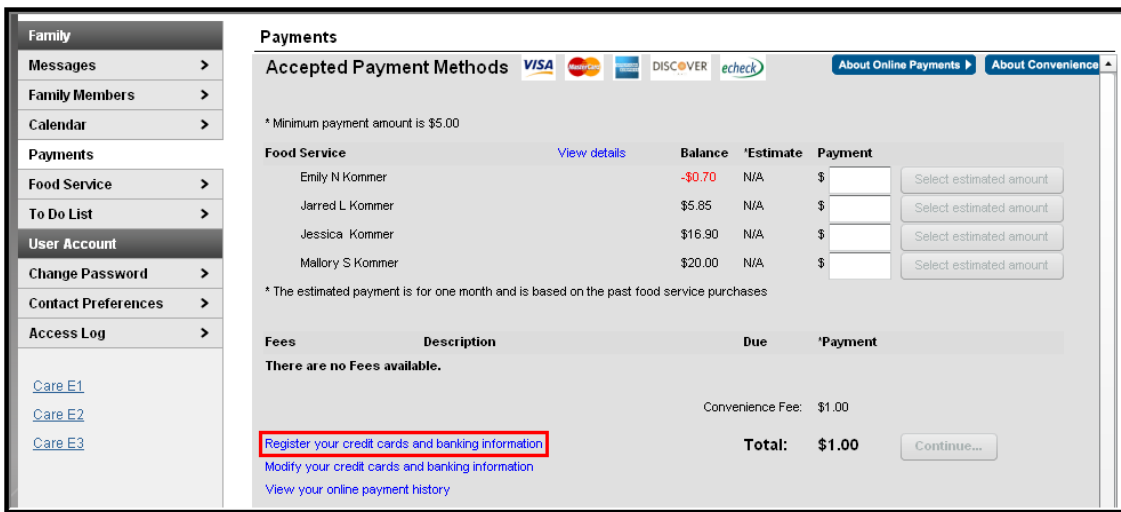


Image 2: Registering a Payment Method

Registering Checking Information

Users have the ability to register and make payments via a checking account. To begin the registration process, select the **Checking** radio button.

Image 3: Registering a Checking Account Payment Method

Enter all required Billing Information as well as the checking account's **Routing Number** and **Account Number**. Once information has been entered, select the **Save** button. Users will be directed to a confirmation screen.

Please Confirm the Following Information

| | |
|-----------------|--------------------|
| Name: | DAVID ROTHE |
| Address: | 822 OLIVE ST |
| City: | LINO LAKES |
| State / Zip: | MN / 55014 |
| Account Type: | Checking |
| Routing Number: | 123123123 |
| Account Number: | 111111111111111111 |

Image 4: Registered Payment Method Confirmation

Carefully read and determine if all displayed information is correct. If so, select the **Save** button. The payment method is now saved within Infinite Campus and can now be used to make transactions. If information is incorrect, select the **Back** button. Users will be redirected back to the previous page, allowing for information to be adjusted.

Registering Savings Information

Users have the ability to register and make payments via a savings account. To begin the registration process, select the **Savings** radio button.

Billing Information

| | |
|-------------------------|---|
| Name: (required) | <input type="text" value="DAVID ROTHE"/> |
| Address: (required) | <input type="text" value="822 TEST ST"/> |
| City: (required) | <input type="text" value="TESTVILLE"/> |
| State / Zip: (required) | <input type="text" value="MN"/> / <input type="text" value="55014"/> |
| Account Type | <input type="radio"/> Checking <input checked="" type="radio"/> Savings <input type="radio"/> Credit/Debit Card |
| Routing Number: | <input type="text" value="111111111"/> |
| Account Number: | <input type="text" value="12321312313123123"/> |

Image 5: Registering a Savings Account Payment Method

Enter all required Billing Information as well as the saving account's **Routing Number** and **Account Number**. Once information has been entered, select the **Save** button. Users will be directed to a confirmation screen.

| Please Confirm the Following Information | |
|--|--------------------|
| Name: | DAVID ROTHE |
| Address: | 822 OLIVE ST |
| City: | LINO LAKES |
| State / Zip: | MN / 55014 |
| Account Type: | Savings |
| Routing Number: | 123123123 |
| Account Number: | 111111111111111111 |

Image 6: Registered Payment Method Confirmation

Carefully read and determine if all displayed information is correct. If so, select the **Save** button. The payment method is now saved within Infinite Campus and can now be used to make transactions. If information is incorrect, select the **Back** button. Users will be redirected back to the previous page, allowing for information to be adjusted.

Registering Credit Card Information

Users have the ability to register and make payments via a major credit/debit card. To begin the registration process, select the **Credit/Debit Card** radio button.

| Billing Information | |
|---|---|
| Name: (required) | <input type="text" value="DAVID ROTHE"/> |
| Address: (required) | <input type="text" value="822 TEST ST"/> |
| City: (required) | <input type="text" value="TESTVILLE"/> |
| State / Zip: (required) | <input type="text" value="MN"/> / <input type="text" value="55014"/> |
| Account Type | <input type="radio"/> Checking <input type="radio"/> Savings <input checked="" type="radio"/> Credit/Debit Card |
| Card Number: | <input type="text" value="12121212121212"/> |
| Expiration Date: (mm yy) | <input type="text" value="01"/> / <input type="text" value="12"/> |
| Name Of Cardholder: | <input type="text" value="David Rothe"/> |

Image 7: Registering a Credit Card Payment Method

Enter all required Billing Information as well as the **Card Number**, **Expiration Date** and **Name of Cardholder**. If the **Card Number** is incorrect, the field will highlight in red and a red exclamation point will appear. Selecting the red exclamation point will generate a separate window describing the error that has occurred.

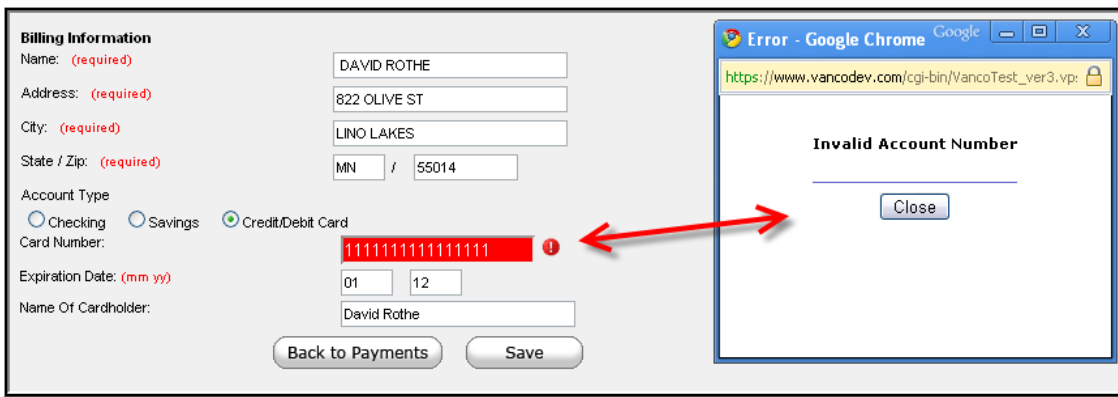


Image 8: Incorrect Credit Card Information

Once correct information has been entered, select the **Save** icon. The credit card is now established within Infinite Campus and may be used for transactions.



Image 9: Registered Payment Method Confirmation

Modifying Payment Information

PATH: *Portal > Payments*

Users have the ability to modify registered payment methods by selecting the **Modify Your Credit Cards and Banking Information** hyperlink.

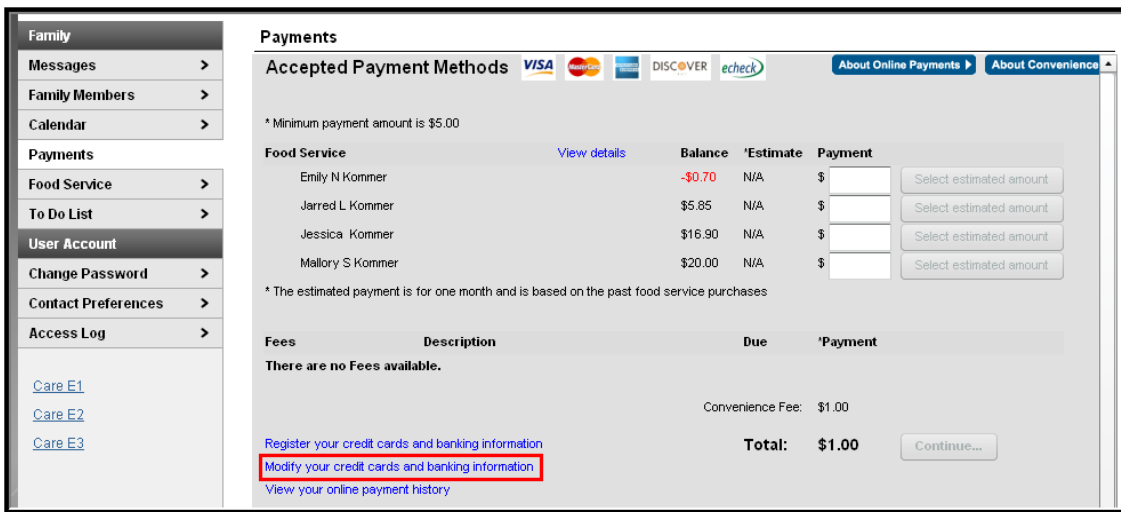


Image 10: Modifying a Registered Payment Method

Once selected, users are directed to a new screen displaying all registered payment methods. To edit a payment method, select the corresponding **Edit** button.

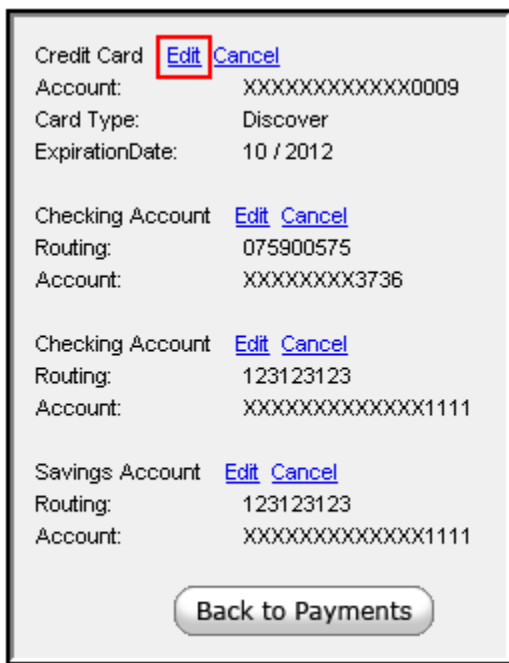


Image 11: Editing a Registered Payment Method

Once the **Edit** button is selected, users are directed to the Billing Information editor where information can be modified.

Billing Information

Name: (required)

Address: (required)

City: (required)

State / Zip: (required) /

Account Type

Checking Savings Credit/Debit Card

Card Number:

Expiration Date: (mm yy)

Name Of Cardholder:

Image 12: Entering Correct Payment Method Information

Once all modifications have been made, select the **Save** button. Users are directed to a confirmation screen.

Please Confirm the Following Information

| | |
|---------------------|------------------|
| Name: | David Rothe |
| Address: | 822 Olive St |
| City: | Lino Lakes |
| State / Zip: | MN / 55014 |
| Account Type: | CC |
| Card Number: | 4012000033330026 |
| Expiration Date: | 06/12 |
| Name Of Cardholder: | David Rothe |

Image 13: Confirming Edited Payment Method Information

Ensure all payment method information is accurate and select the **Save** button. Users are directed to a screen confirming the payment method update was successful. If information is incorrect, select the **Back** button. Users will be directed back to the Billing Information editor, allowing for information to be modified.

Payment Method Updated Successfully.

Image 14: Confirmation of Edited Payment Method

Deleting Payment Information

PATH: *Portal > Payments*

Payment methods can be deleted by selecting the **Modify Your Credit Card and Banking Information** hyperlink.

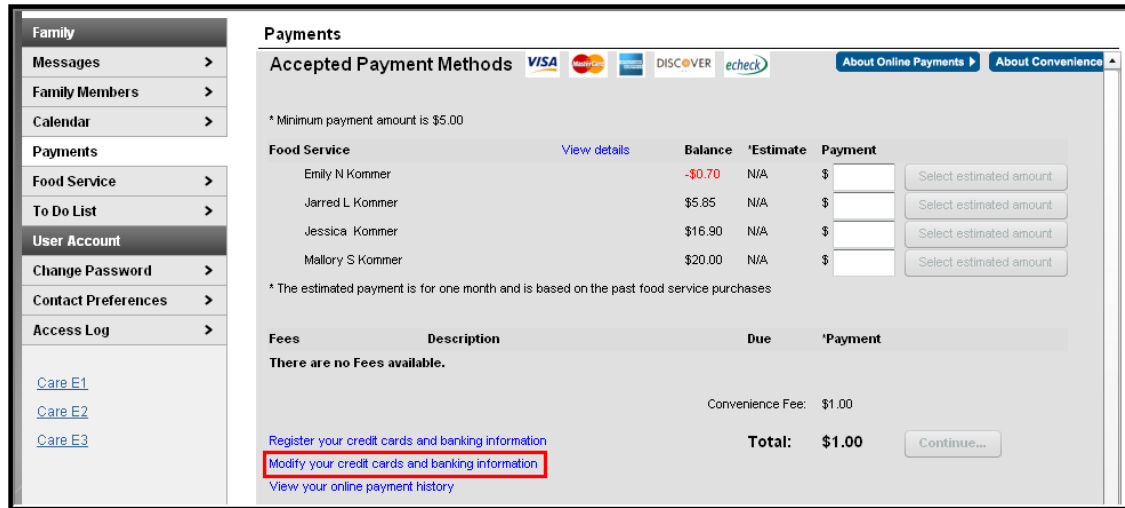


Image 15: Deleting Registered Payment Methods

Once selected, users are directed to a screen displaying all established payment methods. Select the **Cancel** hyperlink for the payment method to be deleted.

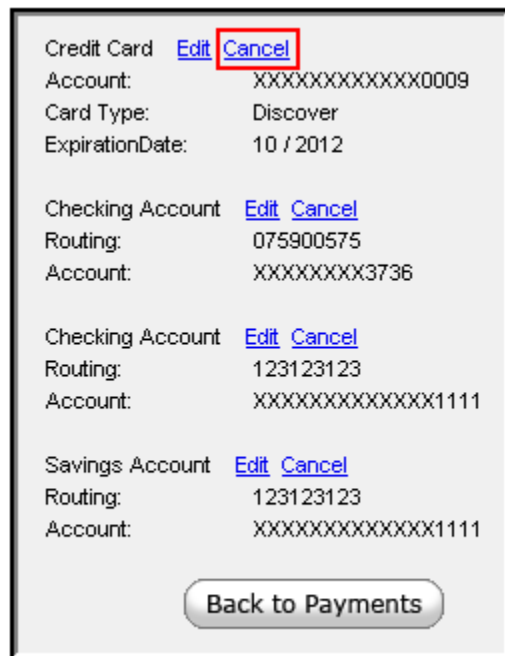


Image 16: Deleting a Registered Payment Method

Once selected, users are directed to a confirmation screen. To permanently delete the payment method, select

the **Cancel** button. To go back to the previous screen and cancel the payment method deletion, select the **Back** button.



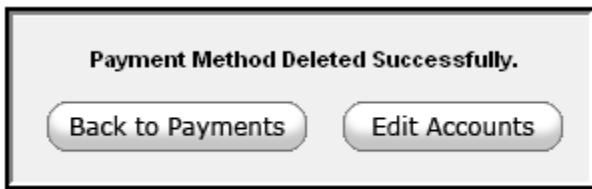
Click Cancel to Delete This Payment Method:

| | |
|--------------|--------------|
| Name: | David Rothe |
| Address: | 822 Olive St |
| City: | Lino Lakes |
| State / Zip: | MN / 55014 |

| | |
|---------------------|------------------|
| Account Type: | CC |
| Card Number: | XXXXXXXXXXXX0009 |
| Expiration Date: | 06/12 |
| Name Of Cardholder: | David Rothe |

Image 17: Confirmation of Payment Method Deletion

Once the **Cancel** button is selected, a screen will appear confirming the payment method has been successfully deleted.



Payment Method Deleted Successfully.

Image 18: Confirmation of a Successfully Deleted Payment Method

Viewing Online Payment History

PATH: *Portal > Payments*

Users can view detailed payment history information by selecting the **View Your Online Payment History** hyperlink.

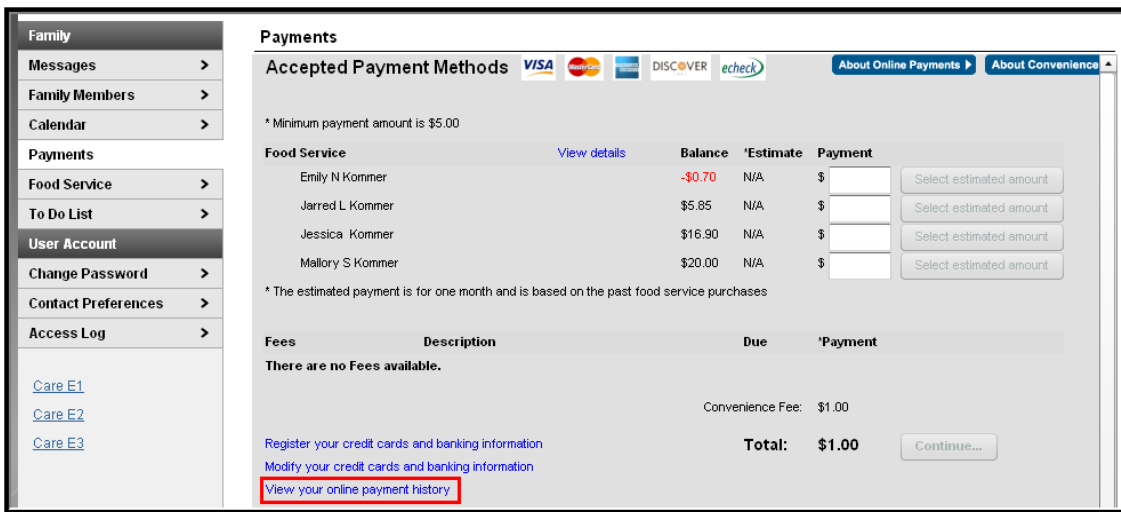


Image 19: Viewing Online Payment History

Once selected, users are directed to a screen detailing payment transactions within the date range entered.

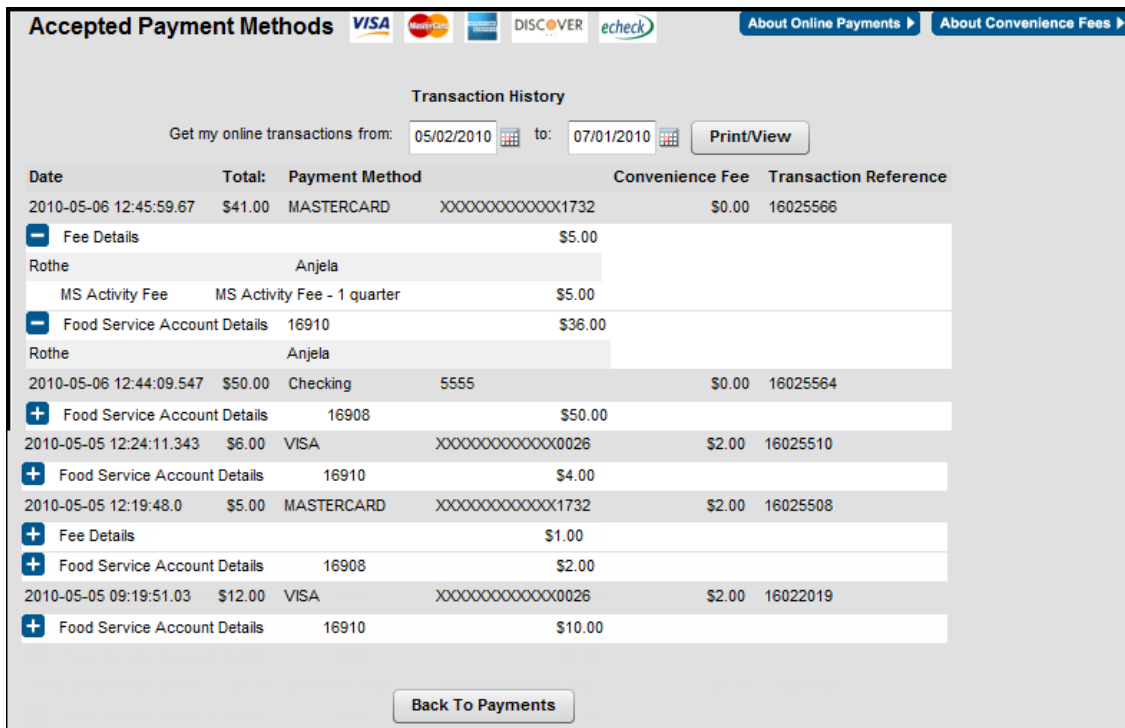


Image 20: Payment History Detail

To generate a printable version of this information, select the **Download PDF for Printing** button. The Online Transaction Report will appear in a separate window in PDF format.

Online Transaction Report

David Rothe
05/03/2010 04:05:49 PM

From Date: 03/04/2010
To Date: 05/03/2010

| Transaction Date | Amount | Payment Method | Convenience Fee | Transaction Reference: |
|--------------------------------|-----------------------|-----------------------------------|-----------------|------------------------|
| 2010-03-31 00:00:00.0 | \$37.00 | DISCOVER XXXXXXXXXXXX0009 | \$2.00 | 16005782 |
| Food Service Account: Rothe | 4094 Angela | \$5.00 | | |
| Fees for: Rothe | Cazandra OLP Fee 2 | Max Fee Test - 2 | | 20.00 |
| Fees for: Rothe | Angela OLP Fee 1 | Maximum Test | | 10.00 |
| Transaction Date | Amount | Payment Method | Convenience Fee | Transaction Reference: |
| 2010-04-01 00:00:00.0 | \$8.00 | AMERICAN EXPRESS XXXXXXXXXXXX8431 | \$2.00 | 16005802 |
| Food Service Account: Rothe | 4094 Angela | \$1.00 | | |
| Food Service Account: Rothe | 4095 Cazandra | \$2.00 | | |
| Food Service Account: Rothe | 4096 Nikolas | \$3.00 | | |

Image 21: Online Transaction Report