



Infinite Campus Parent Portal LUNCH and FEE payment instructions

Dear Mayfield Parent(s),

Welcome to the 2018-19 school year! The following information will assist you when paying your child's lunch and school fees and/or applying for Free or Reduced Meals!

- Log on to the **Infinite Campus Parent Portal** (if you need assistance with your login, please email: ichelp@mayfieldschools.org)
- Click on **PAYMENTS**. Each student's Food Service Account and Student Fees will be listed. An email account is necessary to register for payments.
- Enter the **amount** you wish to pay for the appropriate student's account (fees or lunch)
- Click **Continue** (or go to "To ADD a credit card")
- Select the payment method, **Continue**
- Click **Make Payment** to complete the deposit

**** To ADD a credit card ****

- Click **ADD** to enter a payment method if you don't have one set up, or if you want to add another Credit Card.
- Enter the **required information** (Name, Address)
- Check **CREDIT/DEBIT CARD** as **this is the only payment accepted online and cannot be just a DEBIT card**.
 - If you do not have a credit card, you can write a check payable to Mayfield Food Service. Please put the child's first and last name on the front of the check and send it to the school office or they can hand deliver to the food service cashier. **PLEASE separate checks if students are located at different buildings.**
 - Cash is accepted but is *not recommended*. The final goal is to eliminate students carrying cash for lunch. Cash can easily be lost or stolen and delays lunch lines.
- **Enter the Card Number** and the expiration date and the name of Cardholder
- Click **SAVE** – Click SAVE again if it appears
- Click **BACK** to get back to the fee page
- Parents can also **apply online for Free and Reduced Meals via the Parent Portal** (click on **Application/Forms**)

**** Recurring Payments (Optional) ****

- Under **PAYMENTS** in the **RECURRING PAYMENTS** section, click **ADD**
- Select Low Balance **Start/End date** and the **Minimum balance** and the amount you want to add
- Select **payment method**
- Enter an **email address** to receive confirmation of your recurring payments
- Click **SAVE**

All students will access their accounts by entering their **six digit student ID** on a pin pad. Elementary student accounts can also be brought up by name until he/she memorizes his/her student ID. All student accounts have a picture ID for cashier verification.

If you have further questions, please call Robin Smeal, Mayfield Food Service Director at 440-995-7835 or email: rsmeal@mayfieldchools.org
<http://www.mayfieldschools.org/FoodNutritionServices.aspx>