**Infinite Campus Payment Information—Lunch, Fees & School Store**

### FOOD SERVICE

**To add money to a lunch account:**
- Select PAY
- Enter amount for student
- Click ADD TO CART
- Click MY CART (to the right)
- Select or Add payment method
- Click SUBMIT PAYMENT

**To make recurring payments when student reaches a certain balance:**
- Click MY ACCOUNTS
- Select RECURRING PAYMENTS
- Click on the Arrow under Amount
- Enter Monthly or Low Balance
- Enter Start & End Date
- Enter Amount
- Select or Add Payment Method
- Enter email address for receipt
- Click SAVE

### FEES

**To pay Fees:**
- Select FEES
- Select Fee you wish to pay
  - For non-school supply fees, click OPTIONAL PAYMENTS (on bottom)
- Click ADD TO CART
- Click MY CART (to the right)
- Select or Add payment method
- Enter email address for receipt (optional)
- Click SUBMIT PAYMENT

### SCHOOL STORE

The School Store is where specific purchases or sign up options are.

- Within the Parent or Student Portal, click on SCHOOL STORE (Non-Household parents will not be able to place orders in Infinite Campus)
- Choose the school store for your student. (You will have multiple if you have students at different schools)
- Click SHOP for the specific school
- Click VIEW on the specific option you are looking for
- To the right a box will appear for you to fill out
- Click Add to Cart **Some items may not be an actual purchase, but needs to be in cart to process**
- Choose MY CART and review your requests.
- Add payment method if not already set
- Click SUBMIT when complete.