

# FOOD SERVICE (My Cart)

## How do I view and add money to my Food Service Account?

**Beginning July 2021, Infinite Campus has updated our payment program, and any credit card information that was on file previously in the parent portal account has been deleted. Your payment information will need to be added by clicking on: MY ACCOUNTS > PAYMENT METHODS > NEW > fill out all credit card information**

Click on **Food Service**  
Select **PAY**

ACCOUNT NAME	ACCOUNT #	BALANCE
Christian Abram	9	\$14.50
Amy Abram	10	\$0.00
Phillip Abram	11	\$50.00

Enter the amount you want to add in the **Amount** field. If a box is not available for you to enter an amount, your account may not be active and you will need to contact your school.

Select **Add to Cart**  
Select **My Cart** on the right

ACCOUNT NAME	ACCOUNT #	BALANCE	AMOUNT
Christian Abram	9	\$15.50	\$10.00

The **Checkout Screen** displays.

Click **ADD** (or select) your **payment method**.

Enter an **email address** for receipt

Be sure to select **SUBMIT PAYMENT** (bottom left)

Subtotal: \$10.00

Service Fee: \$0.00

Total: \$10.00

Payment Method \*  
No payment methods available

Add Payment Method

Email Address for Receipt

**Submit Payment**

## FOOD SERVICE (My Cart)

### How do I make recurring payments?

To automatically add money to a Food Service Account:

- 1) Click on **My Accounts** (to the right)
- 2) Select **Recurring Payments**
- 3) Click on the **Arrow** under Amount

< Back Manage Accounts

Today

Calendar

Assignments

Grades ①

Grade Book Updates

Attendance

Schedule

Responsive Schedule

Academic Plan

Food Service

Fees

Payment Methods >

Recurring Payments ③ >

Payment History >

Optional Payments >

0 Items in Cart \$0.00

My Cart

My Accounts ②

AMOUNT

- >

- 4) Select Either **Monthly** or **Low Balance**
- 5) Enter the **Start & End Date**
- 6) Enter the **amount** you would like to re-load each time
- 7) Select or Add **Payment Method**
- 8) Enter **email address** for receipt
- 9) Be sure to click **SAVE** (bottom in blue)

Recurring Payment  
Food Service

Frequency

Monthly

Low Balance

Start Date \*

End Date \*

Low Balance Amount \*

Payment Amount \*

Payment Method \*

VISA

Email Address for Receipt

Save

### PLEASE NOTE:

We have been having issues when using Internet Explorer. We recommend you **use Chrome or Firefox** as your browser on your computer.

If you still have issues: 1) *Try clearing your cache items;* 2) *Restart your browser;* or 3) *use a different browser*