

# Making an Online Payment

**PATH:** Portal > Family > Payments

The **Payments** tool allows users to deposit money into food service accounts for members of a household. The **Payments** link appears in the Portal index.

## Deposit Money into a Food Service Account

You can deposit money into food service accounts for members of your household. Once a form of payment has been registered, choose the amount you want to deposit by entering the amount to be paid in the **Payment** field, OR clicking the amount in the **Estimate** column to autofill the deposit amount. This method is an estimate of one month of food service purchases.

### Food Service Accounts

Food Service Account	Balance	*Estimate	Payment
Student, Adam M	\$0.00	\$25.00	\$ <input type="text"/>
Student, Laura A	\$0.00	\$50.00	\$ <input type="text"/>

\* The estimated payment is for one month and is based on the past food service purchases.

Family	
Messages <b>3</b>	>
Discussions	>
Household Information	>
Family Members	>
Payments	>
Food Service	>
User Account	
Account Settings	>

To get to payment, click payments in the Portal.



Payments area will show all your students in Household.

### Payments

Accepted Payment Methods    

[Payment History](#)

Minimum payment amount is \$20.00  
Minimum payment amount is \$20.00

All payments are processed securely. Account balances are updated immediately upon the completion of transactions.

Food Service Account	Balance	*Estimate	Payment
Student, Adam M	\$0.00	\$1.00	\$ <input type="text"/>

\* The estimated payment is for one month and is based on the past food service purchases.

 Convenience Fee: \$ 3.00

Total: \$

[Continue](#)

After you choose an amount, here shown as \$100, you will be able to choose a payment method and save that method.

## Payments

Accepted Payment Methods    

[Payment History](#)

Total: \$103.00

Select the payment method

[Add](#)

[Edit](#)

There are no saved Payment Methods. Click Add to create a Payment Method.

[Back](#)

[Continue](#)

Here is an example of a credit card payment.

### Add Payment Method ✕

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 :

[Back to Payments](#) [Save](#)

## Payment Selection

Select the appropriate payment method (previously registered). Click **Continue** to proceed to the fees Confirmation page.

### 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: \*6789 - Checking

Receipt email address:

[Back](#) [Make Payment](#)

Review the payment information. If a receipt of this payment is desired, enter the email address where the receipt should be sent in the **Receipt Email Address** field. Review the payment information again to ensure accuracy. To exit without making the transaction, click **Cancel**.

Otherwise, click **Make Payments** to process the fees payment. When the transaction has been processed, the Payment Receipt screen will display. Click the **Make Payment** button to process the payment.

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**. If an email address was entered to receive a receipt, it will look similar to this:

#### Important message from the Public Schools Campus Messenger system:

Your payment is complete. Please print this receipt for your records.

Date: 8/7/2013 9:49 AM

Reference #: 16088204

Payment Method: VISA \*0026

Convenience Fee: \$3.00

**Total: \$38.00**

thank you!

This message was delivered on behalf of the Public Schools.

**Please do not reply to this email. This messenger mailbox is not monitored.**

## Online Payment Receipt

To view the details of the households food service activity, select the **View Details** link. A separate window will appear to display the account activity details, including deposits and meal item purchases.

This screen will differ depending on the type of Food Service account setup for the household (*i.e.*, family or individual).

## Printing Account Details

To generate a PDF of Food Service account activity, select the **Print** button.

Food Service Account Statement for Coco Young						Generated on 05/05/2010 02:59:13 PM	
09-10 - WILLMAR 611 5TH STREET SW, WILLMAR MN 56201-3297							
<b>Transaction Summary for Coco Young</b>							
Balance as of 04/01/2010	Debit	Credit	Transfer	Deposit	Balance as of 04/30/2010		
\$0.00	\$5.20	\$71.00	\$50.00	\$117.34	\$233.14		
<b>Transaction Detail for Coco Young</b>							
Transaction Time	Post Time	Patron Name	Category	Item	#	Debit	Credit
1. 04/06/2010 13:04	04/06/2010 13:07	Young, Coco	*Deposit VISA	CC #0026 (Amount: \$10.00)			<del>65.99</del>
<del>04/06/2010 13:04</del>		<del>Voided Transaction</del>					
2. 04/06/2010 13:10	04/06/2010 13:14	Young, Coco	*Deposit MASTERCARD	CC #1732 (Amount: \$4.00)		\$2.00	
3. 04/06/2010 13:15	04/06/2010 13:19	Young, Coco	*Deposit DISCOVER	CC #0009 (Amount: \$3.00)			\$3.00
4. 04/06/2010 13:16	04/06/2010 13:20	Young, Coco	*Deposit Online Checking	(Amount: \$5.00)		\$4.00	
5. 04/06/2010 13:17	04/06/2010 13:21	Young, Coco	*Deposit Online Savings	(Amount: \$10.00)			\$5.00
6. 04/06/2010 00:00	04/06/2010 13:40	Young, Coco	*Deposit cash deposit POSDeposit	Cash (Amount: \$40.00)			\$20.00
7. 04/06/2010 00:00	04/06/2010 14:19	Young, Coco	*Deposit	Check# 6543 (Amount: \$10.00)			\$5.00
8. 04/06/2010 00:00	04/06/2010 14:23	Young, Coco	*Deposit in office CC payment	CC #9876 (Amount: \$10.00)			\$5.00
9. 04/06/2010 15:54	04/06/2010 16:54	Young, Coco	Als Carte	Hamburger	1	<del>\$4.50</del>	
<del>04/06/2010 16:54</del>		<del>Voided Transaction</del>					
10. 04/06/2010 00:00	04/06/2010 17:29	Young, Coco	Cons Credit Card Payment	0.75 CC # 134	1	\$0.75	\$10.00
11. 04/06/2010 00:00	04/06/2010 17:29	Young, Coco	Cons Check Payment	0.75 Check # 65542	1	\$0.75	\$5.00
12. 04/06/2010 00:00	04/06/2010 17:30	Young, Coco	Cons Cash Payment	0.75	1	\$0.75	\$6.00
13. 04/07/2010 16:53	04/07/2010 16:56	Young, Coco	Breakfast Meal	Brkfst Meal (Sec)	1	\$1.10	
14. 04/08/2010 00:00	04/08/2010 12:59	Young, Coco	*Deposit testing	Cash (Amount: \$100.00)			<del>\$60.00</del>
<del>04/08/2010 00:00</del>		<del>Voided Transaction</del>					
16. 04/08/2010 14:22	04/08/2010 14:29	Young, Coco	Breakfast Meal Als Carte	Brkfst Meal (Sec) Biscuit	1 1	<del>\$4.40</del> <del>\$0.56</del>	
<del>04/08/2010 14:22</del>		<del>Voided Transaction</del>					
18. 04/22/2010 10:20	04/27/2010 13:39	Young, Coco	Als Carte Als Carte	Pop Tart Pop Tart	1 1	\$0.75 \$0.75	
17. 04/22/2010 12:20	04/27/2010 16:10	Young, Coco	Deposit Admin Adjust - Deposit	CC # 3490190880			\$50.00
18. 04/28/2010 10:50	04/28/2010 10:55	Administrator, System	Transfer to Account#4115 (Peterson, Coco)				<del>\$50.00</del>
<del>04/28/2010 10:50</del>		<del>Voided Transaction</del>					
19. 04/28/2010 14:43	04/28/2010 14:49	Administrator, System	Transfer from Account#4115 (Peterson, Coco)				\$50.00
20. 04/28/2010 17:27	04/28/2010 17:32	Young, Coco	Als Carte	Snack	1	\$0.35	
21. 04/29/2010 00:00	04/29/2010 09:20	Young, Coco	*Deposit	Cash (Amount: \$100.00)			\$33.34
22. 04/30/2010 00:00	04/30/2010 17:04	Young, Coco	*Deposit	Cash (Amount: \$100.00)			\$40.00
23. 04/30/2010 00:00	04/30/2010 17:05	Young, Coco	*Deposit	CC #123 (Amount: \$50.00)			<del>\$30.00</del>
<del>04/30/2010 00:00</del>		<del>Voided Transaction</del>					
<b>Total Debits/Credits</b>						<b>\$6.20</b>	<b>\$238.34</b>