

**The Shelton Public Schools are happy to announce that we now accept online payments for the Food Services program. You can use your credit card to deposit money into your child's foodservice account!**

Paying online offers you several important advantages:

- Paying online is easy, fast, accurate and secure
- You can pay by either VISA or Mastercard
- The system can estimate how much to pay
- You can pay for multiple children with one transaction

In order to utilize online payments, you must have:

- A user ID/login for Infinite Campus Parent Portal
- A VISA or MasterCard

Detailed instructions for on-line payments can be found on the school system website at [www.sheltonpublicschools.org](http://www.sheltonpublicschools.org).

#### **Instructions for on-line payments**

Please direct questions related to on-line payments to the IT Help Desk at 203-924-6530, option 1.

To make an online payment, login to the parent portal and follow the instructions below:

**\*\*If you do not have a login for the Infinite Campus parent portal, please see the main office of your child's school to have one created.**

You can deposit money into food service accounts for members of your household by choosing **Payments** on the left side menu.

Before a user can successfully make an online payment, **Payment Information** must first be registered with the payment vendor. This can be done by selecting the Register Your Credit Cards. **Accepted payment methods are VISA or MasterCard.** You may register more than one card if you prefer to have more than one payment source on file. Once you have entered your payment information, click **Continue**. This will return you to the screen listing your student(s') account(s).

Choose the amount you want to deposit by:

Entering the amount to be paid in the **Payment** field, **OR**

Click the amount in the **Estimate** column to auto fill the deposit amount. Infinite Campus determines this estimate based on your student(s') food service purchases over the previous month. You do not have to choose the amount in the **Estimate** column.

For your payment, or estimate, you may enter any amount equal to or more than the **minimum payment amount. The minimum payment amount is \$20.00.** This amount displays at the top of the

**Payments** tab. If the entered amount you wish to pay is less than the minimum payment amount, a message will display indicating this. Click the OK button and reenter the total amount you wish to pay equal to or more than \$20.00.

Enter a payment for each student account you wish to add food service money to. You may choose to add money for each child or one individual student. Click the **Continue** box. At the next screen you will choose the payment method you have recorded. Click **Continue**. The next screen will prompt you to **Make Payment**. Enter your email address first to have your receipt emailed to you. Click **Make Payment**.

You will notice that a **Convenience Fee of \$3.50** is added to the total payment. This fixed fee covers the cost of transactions with the credit card companies, software provider, and the credit card processor. **The Shelton Board of Education does not profit from the Convenience Fee.** For families not wishing to incur the **Convenience Fee**, the District continues to accept cash or check payments. The **Convenience Fee** is assessed only once per transaction regardless of the number of children that the transaction covers.

The last screen is your confirmation screen. You may print this screen for your records.