

# Payment Methods

Last Modified on 07/23/2020 4:39 pm CDT

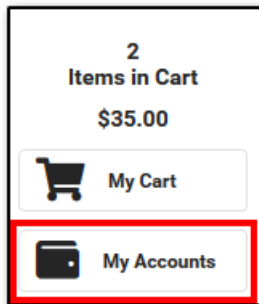
**PATH:** [My Accounts](#) > [Payment Methods](#)

This functionality is only available to districts who have purchased Online Payments.

The Payment Methods tool is where you add and delete methods for making payments in Campus. Depending on the payment methods your district accepts, you can pay by credit card, checking account, or savings account.

## Where do I go to add a Payment Method?

The Payment Methods tool is part of My Accounts. My Accounts appears on the screen when you are looking at [My Fees \(Employee Self Service\)](#) or [My Food Service \(Employee Self Service\)](#)



## How do I add a Credit Card/Debit Card?

1. Click **Payment Methods**.
2. Click **New** at the bottom of the screen.
3. Select the **Credit Card/Debit Card** option. (This option only displays if your district also accepts payments from Checking and Savings accounts.)
4. Enter all required information.
5. Click **Save**.

For more details, see the following [Add a Payment Method](#) section.

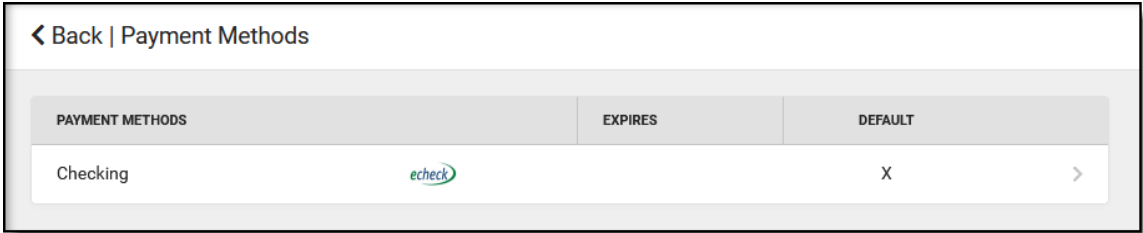
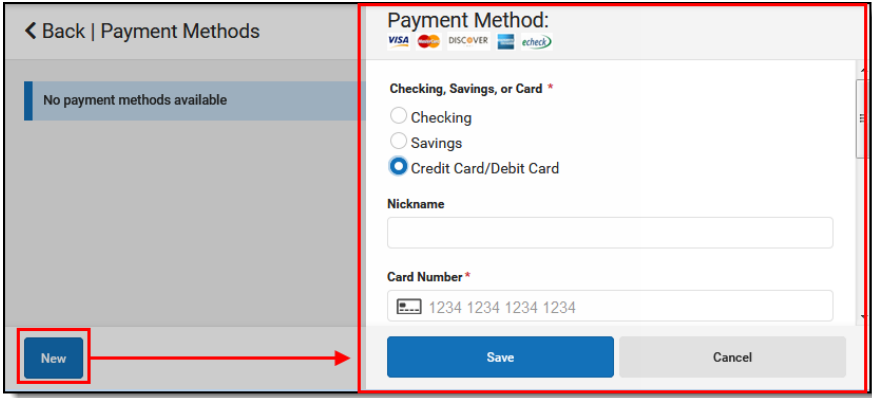
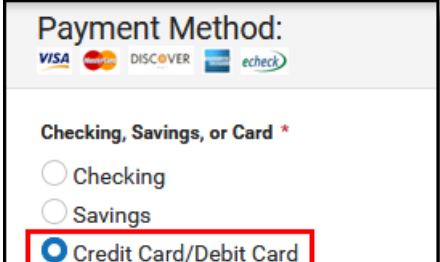
## How do I add a Checking/Savings account?






1. Click **Payment Methods**.
2. Click **New** at the bottom of the screen.
3. Select the **Checking** option or the **Savings** option. (This option only displays if your district also accepts payments from Credit Cards/Debit Cards.)
4. Enter all required information.

5. Click **Save**.

For more details, see the following [Add a Payment Method](#) section.

## Add a Payment Method

Step	Action
1	<p>Click <b>Payment Methods</b>.</p> <p><b>Result</b> The Payment Method screen displays. If you previously added a payment method, it displays on this screen.</p> 
2	<p>Click <b>New</b> at the bottom of screen.</p> <p><b>Result</b> The Payment Method Panel displays.</p> 
3	<p>Select one of the following options:</p> <ul style="list-style-type: none"> <li>• <b>Checking</b></li> <li>• <b>Savings</b></li> <li>• <b>Credit Card/Debit Card</b></li> </ul> <p>These options only display if your district also accepts payments for all payment types.</p> 

Step	Action						
4	<p>Enter all required information. Optional information includes the following:</p> <ul style="list-style-type: none"> <li>• <b>Nickname</b> - This is an optional name that appears on the Payment Methods screen to help you identify the Payment Method. If you choose not to enter a Nickname, part of the account number displays instead.</li> <li>• <b>Default Payment Method</b> - If you mark the <b>Use as default</b> checkbox, Campus makes this card your default Payment Method.</li> </ul> <div data-bbox="274 495 906 1608" style="border: 1px solid black; padding: 10px;"> <p><b>Payment Method:</b>  </p> <p><b>Checking, Savings, or Card *</b></p> <p><input type="radio"/> Checking</p> <p><input type="radio"/> Savings</p> <p><input checked="" type="radio"/> Credit Card/Debit Card</p> <p><b>Nickname</b></p> <input type="text"/> <p><b>Card Number *</b></p> <input type="text" value="1234 1234 1234 1234"/> <p><b>Card Expiration *</b></p> <input type="text" value="MM / YY"/> <p><b>Name On Card *</b></p> <input type="text" value="Matthew Smith"/> <p><b>Address *</b></p> <input type="text" value="12345 First Street SW"/> <p><b>Zip Code *</b></p> <input type="text" value="55345-___"/> <p><b>Default Payment Method</b></p> <p><input type="checkbox"/> Use as default</p> <p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p> </div>						
5	<p>Click  .</p> <p><b>Result</b></p> <p>The Payment Method appears in the table of Payment Methods.</p> <p>If you entered something in error, changes cannot be made. Instead, delete the card and re-enter everything as a new Payment Method.</p> <div data-bbox="274 1895 1214 2049" style="border: 1px solid black; padding: 10px;"> <p>&lt; Back   Payment Methods</p> <table border="1"> <thead> <tr> <th data-bbox="284 1973 751 2007">PAYMENT METHODS</th> <th data-bbox="751 1973 919 2007">EXPIRES</th> <th data-bbox="919 1973 1206 2007">DEFAULT</th> </tr> </thead> <tbody> <tr> <td data-bbox="284 2018 751 2049">xxxxx6789</td> <td data-bbox="751 2018 919 2049"></td> <td data-bbox="919 2018 1206 2049">&gt;</td> </tr> </tbody> </table> </div>	PAYMENT METHODS	EXPIRES	DEFAULT	xxxxx6789		>
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Step	Action
	Card  06/21 X >