

## Add Funds to Your Food Service Account via CAMPUS PORTAL

Follow these directions to add funds to your student's food service account and to check payments.

1. Login to Campus Portal: <https://ic.dist113.org/campus/portal/township.jsp>
2. Select the appropriate child from the **Select a Student** link at the top of the page if necessary.
3. Click **Payments** on the left-side navigation pane.
4. Enter an amount in the **Payment** box.
5. Click **Continue**.

**Payments**

Food Service >

**User Account**

Contact Preferences >

Access Log >

Notification Settings >

*Township High School District 113 does NOT charge a service fee for online payments.*

Food Service Account	Balance	*Estimate	Payment
	\$20.45	<b>\$16.00</b>	\$ <input type="text"/>
	\$0.00	<b>\$58.00</b>	\$ <input type="text"/>

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

**Continue**

6. Click **Add** to add a credit card to the account.

**Payments**

Accepted Payment Methods

Total: \$27.50

Select the payment method **Add** **Edit**

**Back** **Continue**

7. Click the **Save** button in the **Add Payment Method** window.
8. Click **Save** again in the **Add Payment Method** window to confirm.

**Add Payment Method**

Billing Information

Name: (required)

Address: (required)

City: (required)

State / Zip: (required)  /

Account Type

Credit/Debit Card

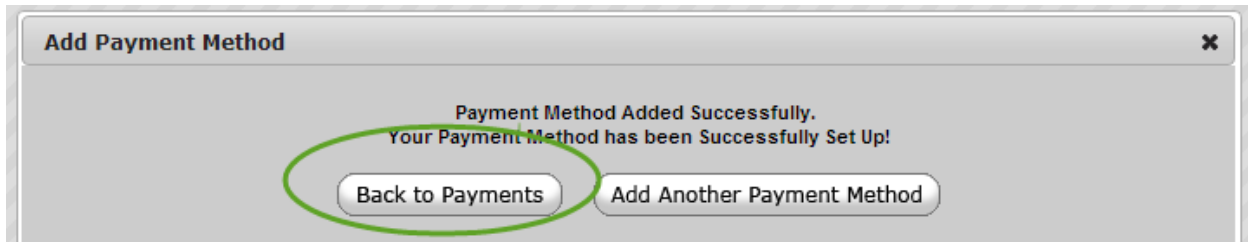
Card Number:

Expiration Date: (mm yy)  /

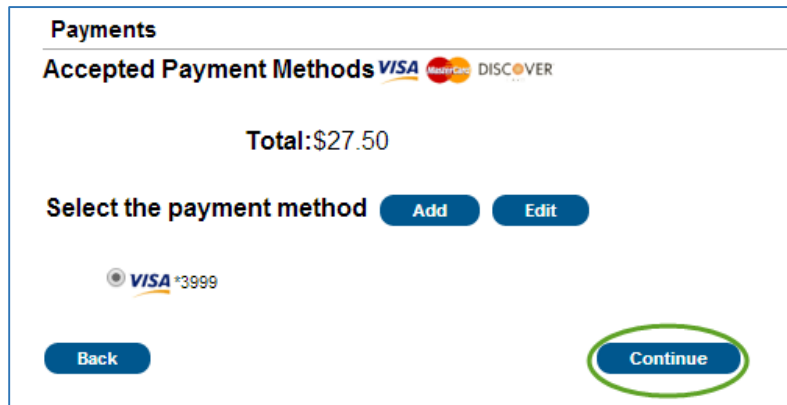
Name Of Cardholder:

**Back to Payments** **Save**

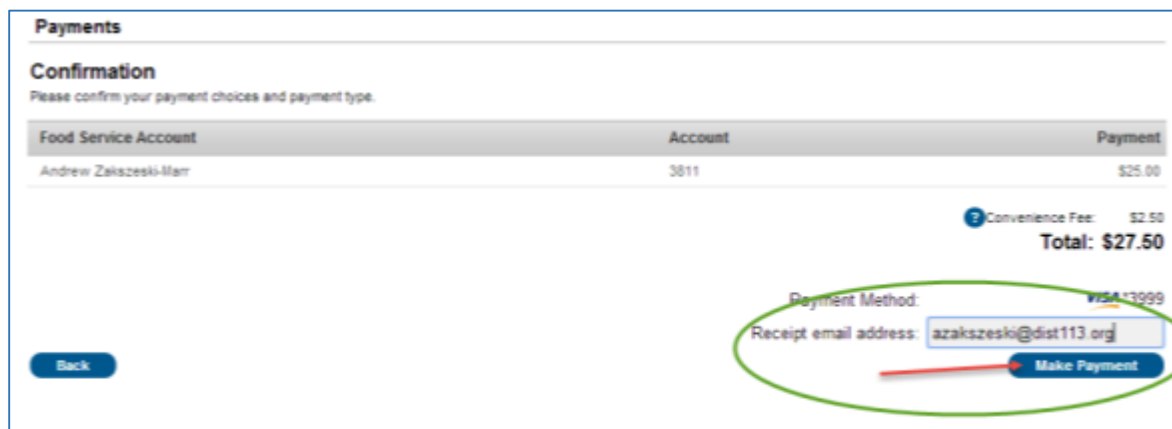
9. Click **Back to Payments** in the **Add Payment Method** window to continue the transaction.



10. Click **Continue** in the **Payments** window.



11. Enter your e-mail address in the **Receipt email address** box.
12. Click **Make Payment**.



Your **Payment Receipt** will appear on the screen with the option to print.

Your receipt will be sent to you via **e-mail** specified 2 steps earlier.

**Payment history.** Click **Payment History** in the **Payments** window to view previous transactions.