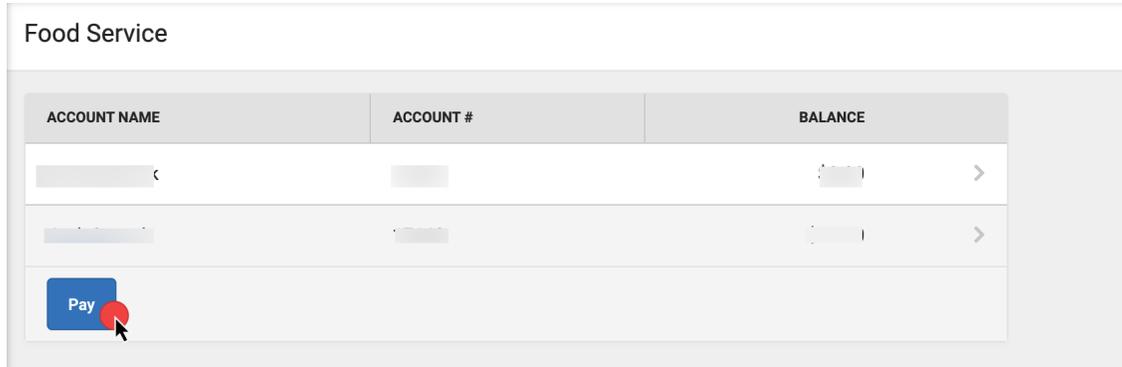


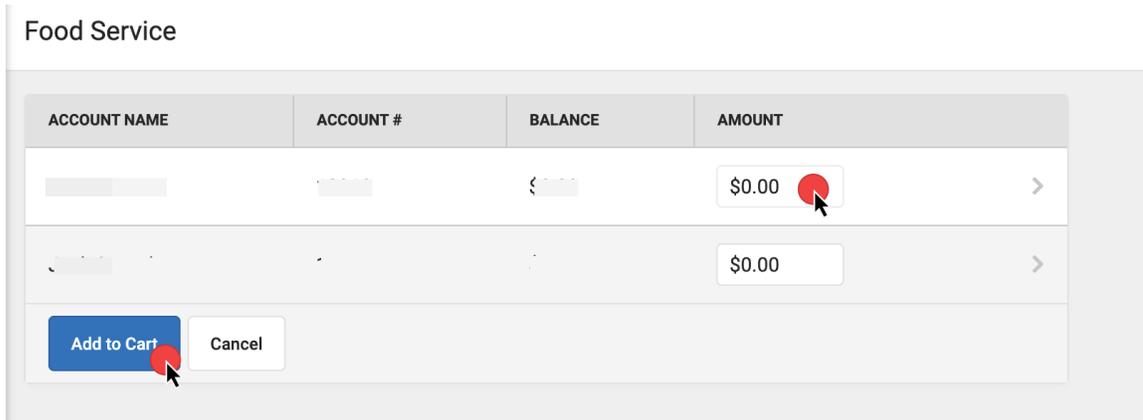
Add Funds to Your Food Service Account via CAMPUS PARENT

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

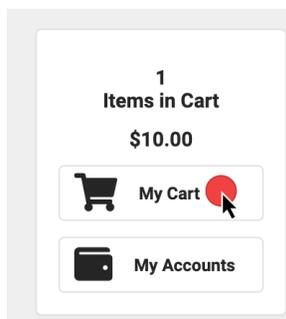
1. Login to [Campus Parent](#) and click **Food Service** on the left-side navigation pane. The current balance will show for your student(s).
3. To add funds, click the blue **Pay** box.



4. Enter the amount(s) in the amount field(s) and click **Add to Cart**.



5. Click **My Cart** to the right.



6. On the Checkout screen, click **Add Payment Method** to add a credit card to the account. If you have added one previously, it will show under Payment Method.

Checkout screen showing a table of food service accounts and a payment method section.

FOOD SERVICE ACCOUNT	NAME	AMOUNT
		\$10.00 Remove

Payment Method

Subtotal: \$10.00

Service Fee: \$0.00

Total: \$10.00

Add Payment Method

Email Address for Receipt

7. If you are adding a new payment method, a window will open to the right side to enter the card information. Click the **Save** button in the **Payment Method** window.

Payment Method window showing fields for card information and contact information.

Accepted Payment Methods

visa discover

Nickname

Card Number *

0000 0000 0000 0000

Card Expiration * CVV *

00 00 123

Name On Card *

JOHN SMITH

Contact Information *

Address

City

State

Zip

Default Payment Method

Use as default

Save Cancel

8. Enter an **Email Address for Receipt** on the checkout screen and click **Submit Payment**.

Other Tools in My Accounts

On the right once in Food Service

Payment Methods

Add or delete credit card information

Payment History.

It defaults to the Last 7 days but you may choose a different Search Range.

< Back | Payment History

Search Range
Last 7 Days

DATE	STATUS	AMOUNT
... /2021	Completed	██████████

Recurring Payments

A different recurring payment can be set up for each student if you have multiple. Check the upper right once you click Recurring Payments to see what student you are on or change students. Then click Food Service under Type. Select a Frequency option. Fill in the required fields based on your option, select a saved payment method or add a new, and enter an email address for a receipt. Click Save at the bottom.

< Back | Recurring Payments

TYPE	FREQUENCY	AMOUNT
Food Service	-	-

Recurring Payment
Food Service

Frequency
 Weekly
 Semi-Monthly (1st and 15th of Month)
 Monthly
 Low Balance

Start Date *

End Date *

Payment Amount *
\$0.00

Payment Method
 VISA

Add Payment Method

Email Address for Receipt
user@example.com

Optional Payments

Only available for Deerfield High School and on select items