Parent Communication: New Payment Processing Vendor

Below is a communication that your district can send to parents regarding the migration to the new payment processing vendor. It will outline why we are making the change, how it will impact parents, what they can expect, instructions, and helpful links on how to make a payment.

Dear Parent,

On March 8, 2021, Infinite Campus announced it is switching payment processors for all online payment functions in the Campus Portal. We have chosen to make the switch on \_\_\_/\_\_\_/2021.  This will have minimal impact to you. However, any payment methods you’ve set up for your credit cards or eCheck accounts will be deleted to ensure the security and confidentiality of your data.  After we make the switch, you will be asked to enter your payment methods into the Parent Portal.

Any Recurring Payments you may have set up (if you intend to continue making payments this way), will also need to be updated to use the new payment methods you create.  There are no other changes in the way you will experience online payments. The instructions below will walk you through the process of setting up your payment methods and updating you recurring payments.

This change will improve financial reporting efficiency for the district, as well as the support experienced by district staff when researching reported issues.

**Add Payment Methods**If you need assistance adding payment methods, please follow these [**instructions**](https://kb.infinitecampus.com/help/payment-methods).

 **Add Recurring Payments**If you need assistance with recurring payments, please view these [**instructions**](https://kb.infinitecampus.com/help/recurring-payments-portal).

**Make a payment.**

If you need assistance making a payment, please follow these instructions:

* [Fee Payment](https://kb.infinitecampus.com/help/my-fees-employee-self-service#pay-a-fee)
* [Recurring Payment](https://kb.infinitecampus.com/help/recurring-payments-portal)
* [Optional Payment](https://kb.infinitecampus.com/help/optional-payments)