



MAKING ONLINE FOOD SERVICE PAYMENTS THROUGH THE INFINITE CAMPUS PARENT PORTAL

Parents are now able to make student food service account deposits through the parent portal. Directions are following:

1. Log into your portal account.
2. Click on the payments tab in the index.
3. Choose the student/students for whom you wish to make a deposit .
4. Enter the amount you wish to add. There is a minimum payment of \$5.00 plus a convenience fee of \$1.50*. If you agree with the amount displayed click continue.
5. Add your credit card information.
6. Review the payment information. If a receipt is desired, enter the email address in the Receipt Email Address field. To exit without making the transaction click Cancel.
7. If the transaction is correct, click Make Payment to process the fee.
8. When the transaction has been processed, the Payment Receipt screen will display. To print a copy of the receipt, click Print. If an email address has been entered you will receive an email receipt.
9. Please contact Michelle Hammond at mrhammond@rfschools.com if you encounter any problems using this system.

*The \$1.50 convenience fee allows RFSD to provide a convenient payment system for parents and staff. While the District will be absorbing the majority of the processing costs the \$1.50 fee will help offset part of these costs.

This institution is an equal opportunity provider.