

BOONE COUNTY SCHOOLS

HOW TO MAKE AN ONLINE PAYMENT via INFINITE CAMPUS PARENT PORTAL:

- 1) Log into your parent portal (online payments are not available via the Infinite Campus App; you must log into the portal to make a payment)
- 2) To VIEW the fees charged for a student, select a Student at the top if you have multiple children, then FEES from the menu on the left to VIEW the fees for that student. If there is only one child in the household, you may just select FEES from the menu on the left.
- 3) Select the current year from the FILTER drop down menu to see ONLY THE CURRENT YEAR FEES
- 4) Select PAYMENT from the menu on the left; all children in the household will appear
- 5) To pay an amount in full, click on the amount and you will see it populate the amount to pay
- 6) To make a partial payment, type in the amount in the space to the right of the fee you are paying
- 7) Select CONTINUE followed by PAYMENT METHOD: ADD
 - a. Add requested information *
 - b. Click SAVE
 - c. It will ask you to verify the information
 - d. Click SAVE again
 - e. Click BACK TO PAYMENTS
 - f. Click CONTINUE

*Enter the credit card or E-Check information you wish to pay with. Note we do not accept American Express. All payment transactions made via the Infinite Campus portal are directly routed to Vanco Services, LLC and in no part of the transaction process is Infinite Campus or Boone County Schools storing, monitoring or able to view any information. For more information on Vanco Services, LLC, please refer to vancopayments.com.

- 8) Type in your email for a receipt to be sent
- 9) Click MAKE PAYMENT

Note: a \$3 convenience fee is charged to cover the credit card/e-check processing fees charged by the merchant processor.
- 10) Please print a receipt for your records

Note: schools may require this receipt to be shown at schedule pick up
- 11) Select FEES from the menu on the left to verify the payment was applied to your child's account
- 12) Thank you for your online payment!

NOTE: Payments cannot be accepted until schools post the current year school fees. If there are multiple children in a household, it will be beneficial to make a payment after all schools post fees, so the \$3 convenience fee would be paid only one time. **Refunds** will be handled by the financial secretary at the school office; credits/refunds will not take place via the credit card service, but with a refund check from the school.