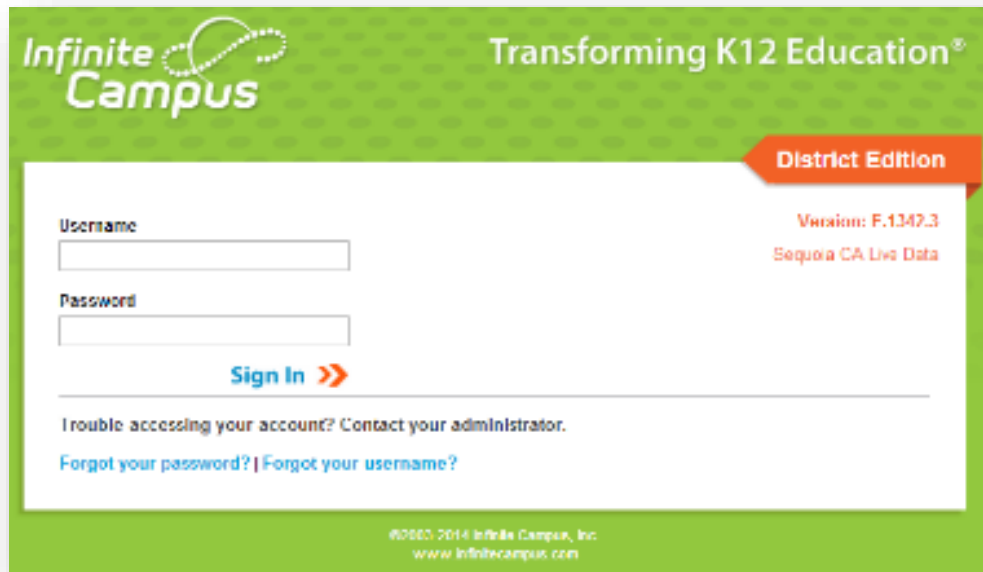
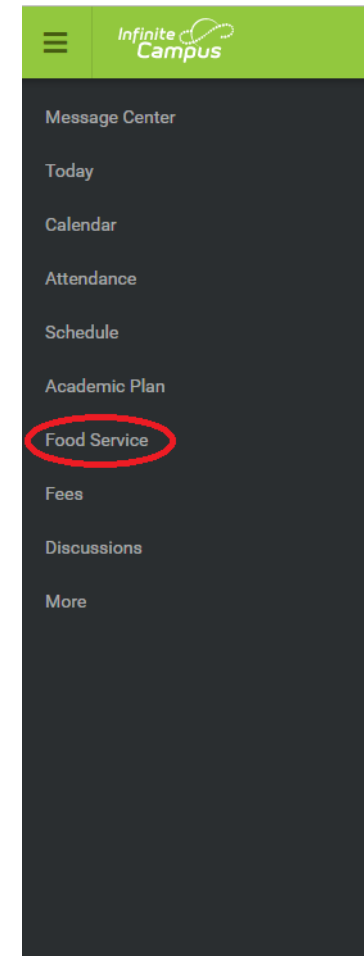


# SUHSD FOOD SERVICES ONLINE PAYMENT INSTRUCTIONS

Go to [portal.seq.org](http://portal.seq.org) and select Campus Parent. Login with the same user name and password used to complete your student's online registration. Select the **FOOD SERVICE** tab on left side of page

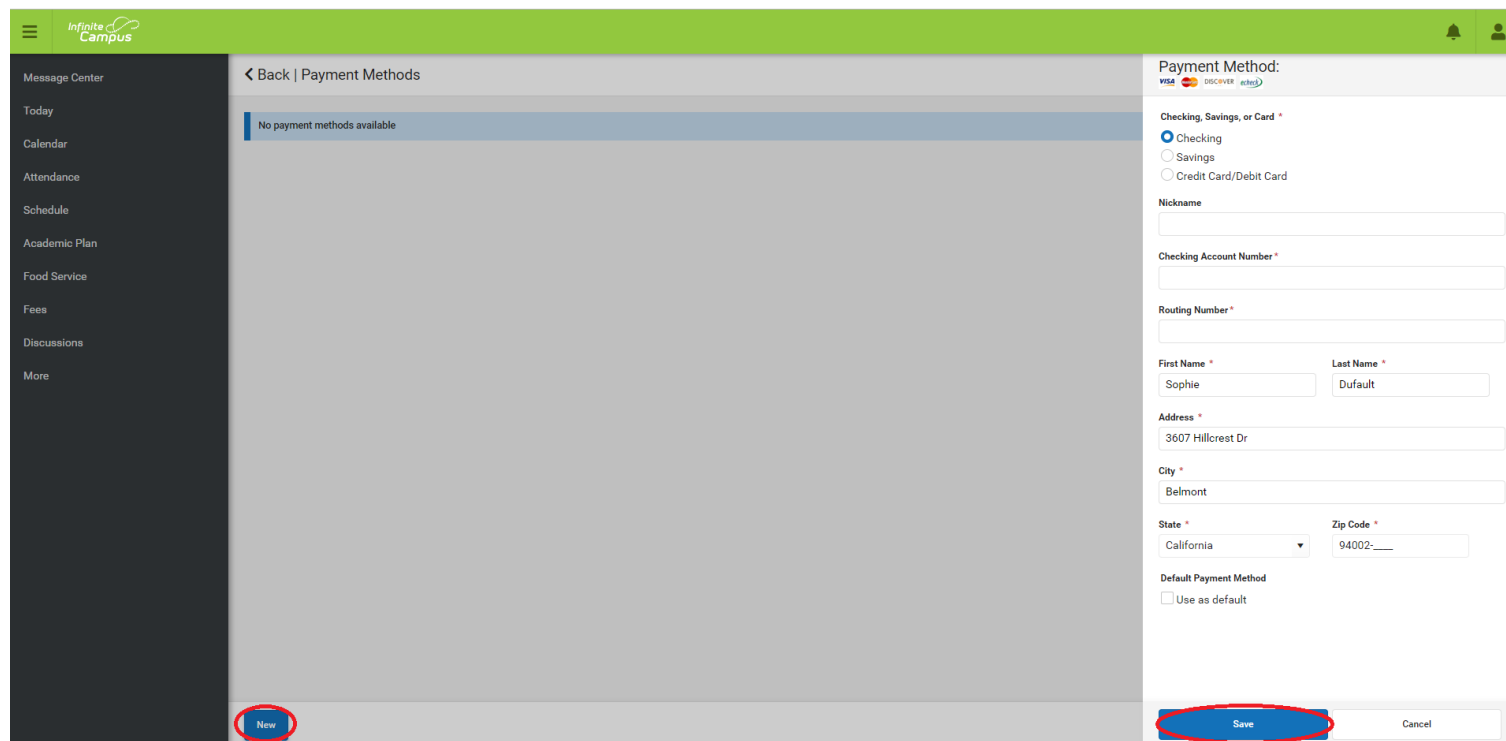
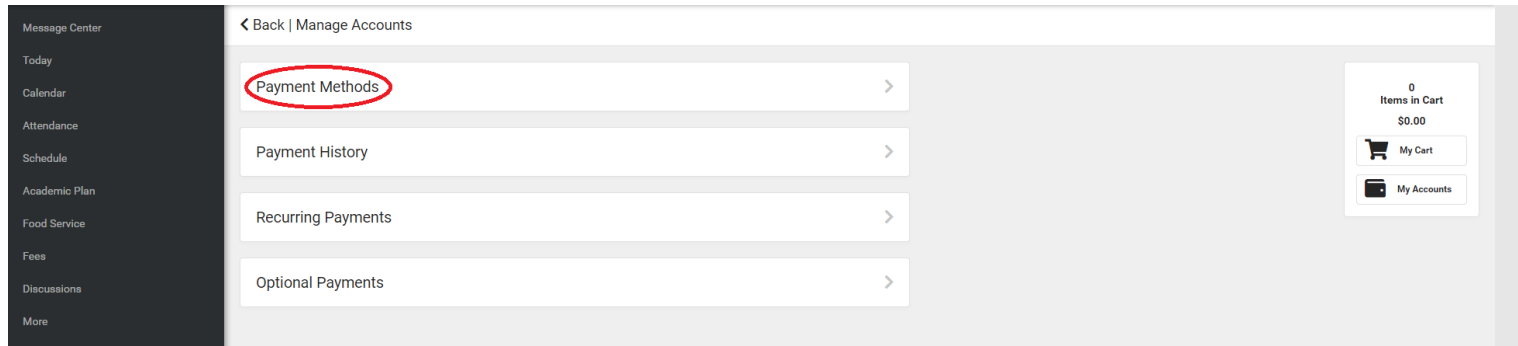


The image shows the login page for Infinite Campus. The header features the Infinite Campus logo and the tagline "Transforming K12 Education®". Below the header is a white login box with a green border. Inside the box, there are two input fields for "Username" and "Password". A "Sign In >>" button is located below the password field. To the right of the login fields, there is a red banner that says "District Edition" and a version number "Version: F.1347.3" with a link for "Sequoia CA Live Data". At the bottom of the login box, there is a link for "Forgot your password?" and "Forgot your username?". The footer of the page contains the copyright information: "©2003-2014 Infinite Campus, Inc. www.infinitecampus.com".



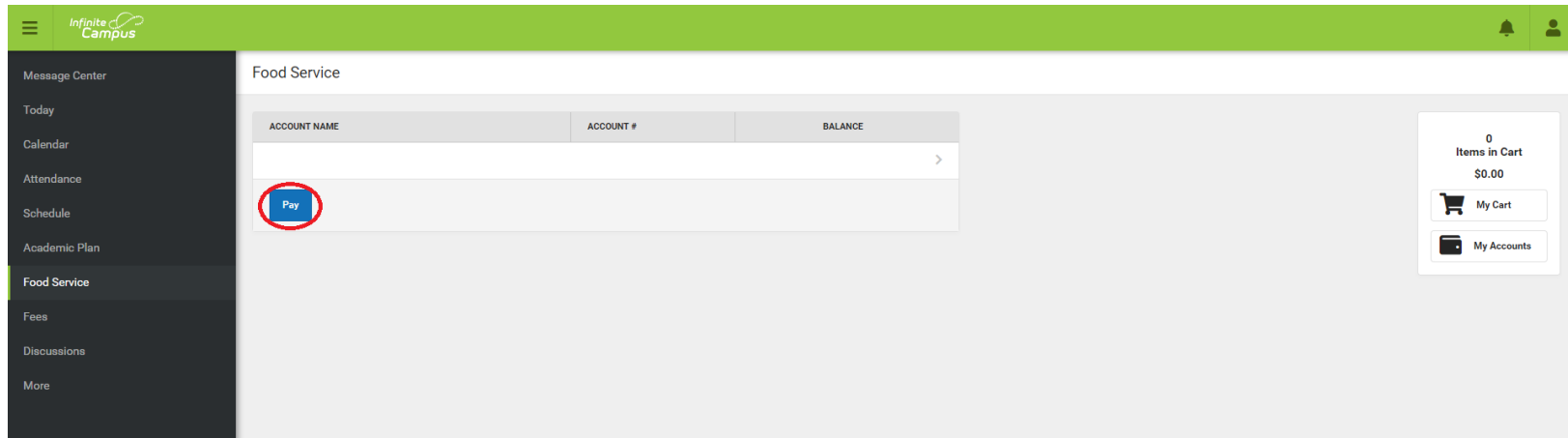
## ADDING A PAYMENT METHOD

A payment method must be added *BEFORE* any transactions take place in order to complete the transaction. Deposits to student accounts are credited immediately. In order to add a payment method, click on the **MY ACCOUNTS** tab on the right hand side. Select the white **PAYMENT METHODS** bar and then click on the blue **NEW** button. Enter the required information and select the blue **SAVE** button on the bottom of the page.

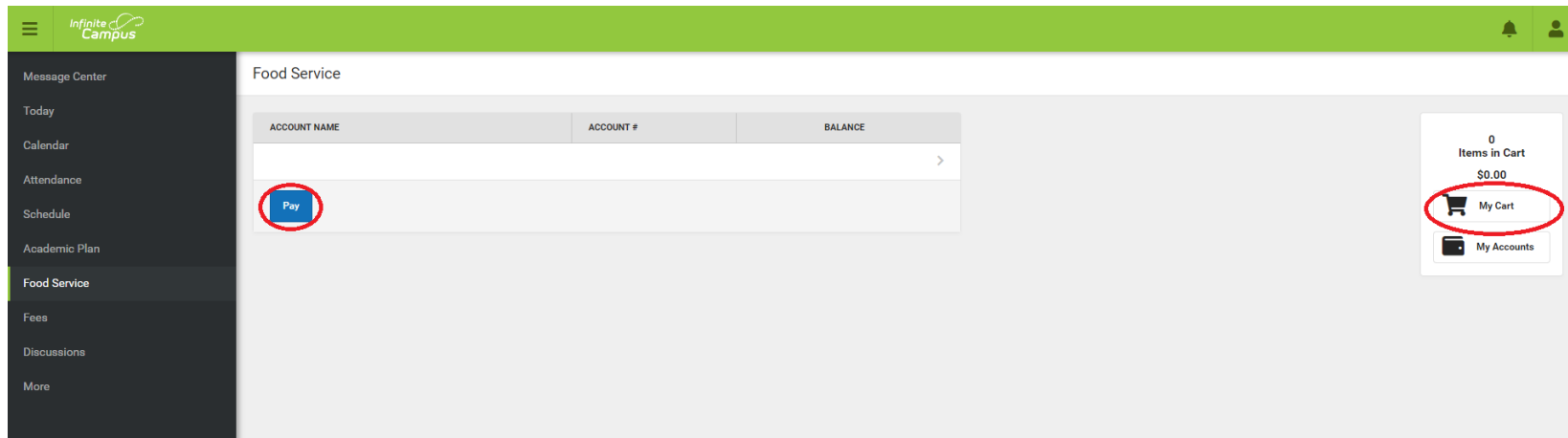


## MAKING A ONE TIME PAYMENT

After selecting the **FOOD SERVICE** tab, you will be brought to the **FOOD SERVICE** payment web link. If you have more than one student in the Sequoia Union High School District the students will be listed under **ACCOUNT NAME**. Click **PAY** in order to make a one-time payment to the account.



Enter the amount to be paid to the account and click the **ADD TO CART** button. After you have added all funds to your cart, click the **MY CART** button, review the payment, and click the **SUBMIT PAYMENT** button. There is a \$3.00 third party transaction fee for **ALL FINANCIAL** transactions, not only credit card transactions. In an effort to offset the fee, the Food Services department will provide a \$3.00 credit to any transaction made over \$50. The total at the bottom of the page includes the \$3.00 transaction fee.



## SETTING UP A RECURRING PAYMENT METHOD

Recurring payments may also be added to your students' account. After selecting **MY ACCOUNTS** under the **FOOD SERVICES** tab, click the white FOOD SERVICE bar. A window will appear asking for recurring payment information. You have the option to have your payment occur on a monthly basis by selecting **MONTHLY** or whenever the account reaches a low balance by selecting **LOW BALANCE**. of your choosing. Indicate the start and end dates, the payment amount to be replenished for each recurring payment, and click the blue **SAVE** button on the bottom of the page.

The first screenshot shows the 'Food Service' page in the Infinite Campus interface. A table with columns 'ACCOUNT NAME', 'ACCOUNT #', and 'BALANCE' is visible. A blue 'Pay' button is located below the table. On the right side, there is a 'My Accounts' button circled in red. The second screenshot shows the 'Recurring Payment' form for the 'Food Service' account. The 'TYPE' column in the table is circled in red. The form includes options for 'Frequency' (Monthly or Low Balance), 'Start Date', 'End Date', 'Payment Amount', and 'Payment Method'. The 'Payment Method' section indicates 'No payment methods available' and includes an 'Add Payment Method' button. An 'Email Address for Receipt' field is also present.

## SUHS D FOOD SERVICES DEPARTMENT CASH PAYMENT INSTRUCTIONS

CASH deposits will continue to be accepted at designated deposit lines in the school cafeterias. No change will be allowed at the deposit terminals. All cash deposits will remain on the student's food service account. To request a refund of funds, a link is available under the payments tab of the food services website: [www.suhsdfoodservice.org](http://www.suhsdfoodservice.org)

**CASH PAYMENTS WILL NOT BE ACCEPTED AT THE FOOD LINES**