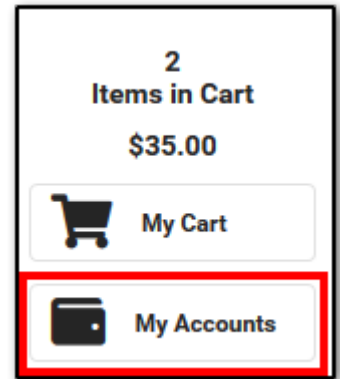


# How to Add Payment Method in Parent Portal/Parent App

The Payment Methods tool is part of My Accounts.

## How do I add a Checking/Savings account?

1. Click **Payment Methods**.
2. Click **New** at the bottom of the screen.
3. Select the **Checking** option or the **Savings** option. (This option only displays if your district also accepts payments from Credit Cards/Debit Cards.)
4. Enter all required information.
5. Click **Save**.



## How do I add a Credit Card/Debit Card?

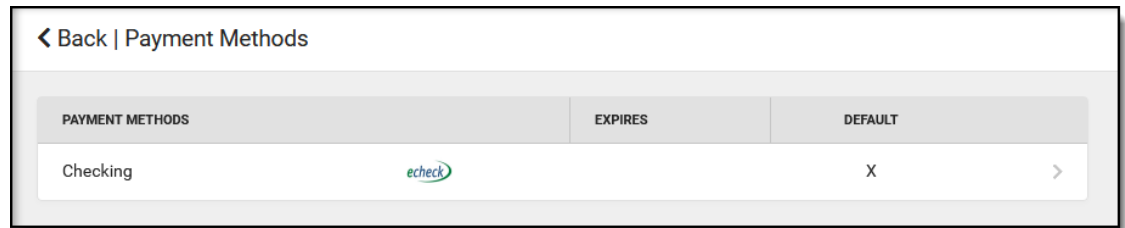
1. Click **Payment Methods**.
2. Click **New** at the bottom of the screen.
3. Select the **Credit Card/Debit Card** option. (This option only displays if your district also accepts payments from Checking and Savings accounts.)
4. Enter all required information.
5. Click **Save**.


## Add a Payment Method

Click **Payment Methods**.

### Result

The Payment Method screen displays. If you previously added a payment method, it displays on this screen.



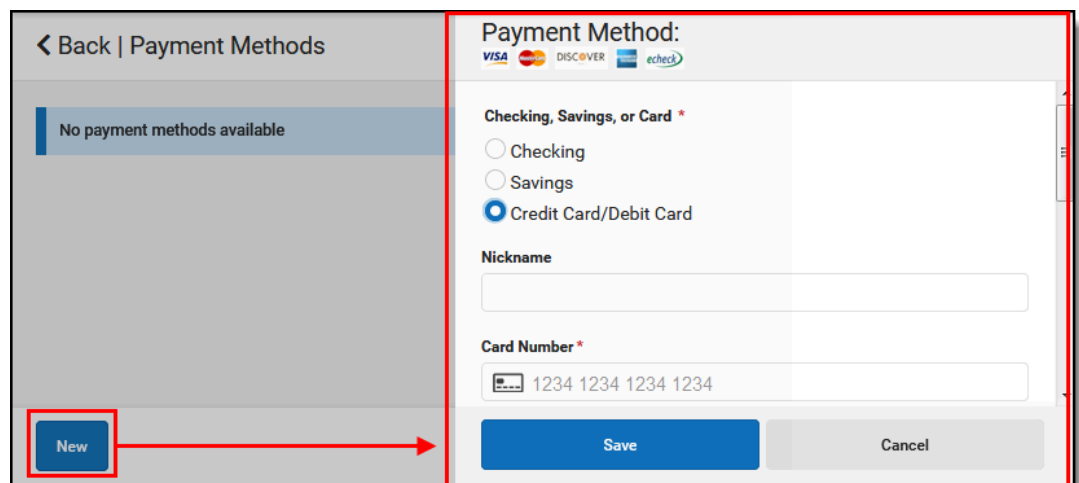
Click  at the bottom of screen.

### Result

The Payment Method Panel displays.

Select one of the following options:

- **Checking**
- **Savings**
- **Credit Card/Debit Card**



These options only display if your district also accepts payments for all payment types

Enter all required information. Optional information includes the following:

- **Nickname** - This is an optional name that appears on the Payment Methods screen to help you identify the Payment Method.  
If you choose not to enter a Nickname, part of the account number displays instead.
- **Default Payment Method** - If you mark the **Use as default** checkbox, Campus makes this card your default Payment Method.

Save


Click

## Result




The Payment Method appears in the table of Payment Methods.

If you entered something in error, changes cannot be made. Instead, delete the card and re-enter everything as a new Payment Method.

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PAYMENT METHODS	EXPIRES	DEFAULT
xxxxx6789 		
Credit Card 	06/21	X

### Payment Method

Accepted Payment Methods  
  

Checking, Savings, or Card \*

Checking  
 Savings  
 Credit Card/Debit Card

Nickname

Card Number \*

Card Expiration \*

CVV \*

Name on Card \*

Contact Information \*

Address

City

State

Zip


Default Payment Method  
 Use as default

Save Cancel




## Delete a Payment Method

1. Click **My Accounts**.
2. Select Payment Methods.
3. Select the Payment Method that will be deleted.
4. Click **Delete**. A Confirm Delete message will appear.
5. Click **Delete**. A Deletion Successful message will appear.

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PAYMENT METHODS	EXPIRES	DEFAULT
Primary Payment Method 	11/29	X

### Payment Method

Accepted Payment Methods  
  

Nickname

Card Number \*

Card Expiration \*

First Name \*

Last Name \*

Address \*

Zip Code \*

Default Payment Method  
 Use as default

New Save Delete Cancel