

# Vanco Online Payment System

## HOW TO SET UP YOUR ACCOUNT

From the district website, **Click On Infinite Campus**

This takes you to the **Parent Portal**

Once you have logged on, **Click on Payments**

All of your children will show up under Food Service Account

On the far right side (under Payments) put in how much money you want to put into each child's account (you will be charged a \$2.00 Convenience Fee). **Select Continue**

To select a payment method, **Select Add**

Follow directions for adding a credit card or e-check.

**Select Continue**

If all information is correct select **Save**

## YOU MUST DO THIS FINAL STEP IN ORDER FOR YOUR TRANSACTION TO BE COMPLETED.

At the Payments page select **Continue**. This will take you to the **Confirmation Page**

**Add your email address into the "receipt email address box"**

**Select Make Payment**

**Print** for your records