



Online Payments — Infinite Campus

Where do I go to view and pay fees?

[Infinite Campus Log-In Instructions](#)

Overview of Fees

Most fees are assigned to students based on courses or classes in which they are enrolled. Other fees may be assigned such as Athletic Fees, Club Fees, Technology Fees, etc. When you log into Campus Parent, you will notice a 'My Cart' and 'My Accounts' option under the Home or Fees tab.

The Fees tool is available as a menu option in the navigation panel to the left.

The screenshot shows the Infinite Campus interface. On the left is a dark navigation menu with 'Fees' highlighted in a blue box. A blue arrow points from this box to the main content area. The main content area is titled 'Fees' and contains three dropdown filters: 'Person' set to 'All', 'School Year' set to '2022 - 2023', and 'Type' set to 'Unpaid'. Below these filters, it states 'Total Due: \$0.00'. A table with the following columns is shown: DESCRIPTION, DUE DATE, PERSON, and FEE BALANCE. The table contains one row with 'Total' in the PERSON column and '0.00' in the FEE BALANCE column. On the right side of the page, there are two buttons: 'My Cart' with '0 Items in Cart \$0.00' and 'My Accounts'.

- **My Cart:** Pay fees with one seamless transaction (simply add all payments to your cart and checkout).
- **My Accounts:** Manage payment methods, recurring payments, payment history and optional payments from one convenient location.

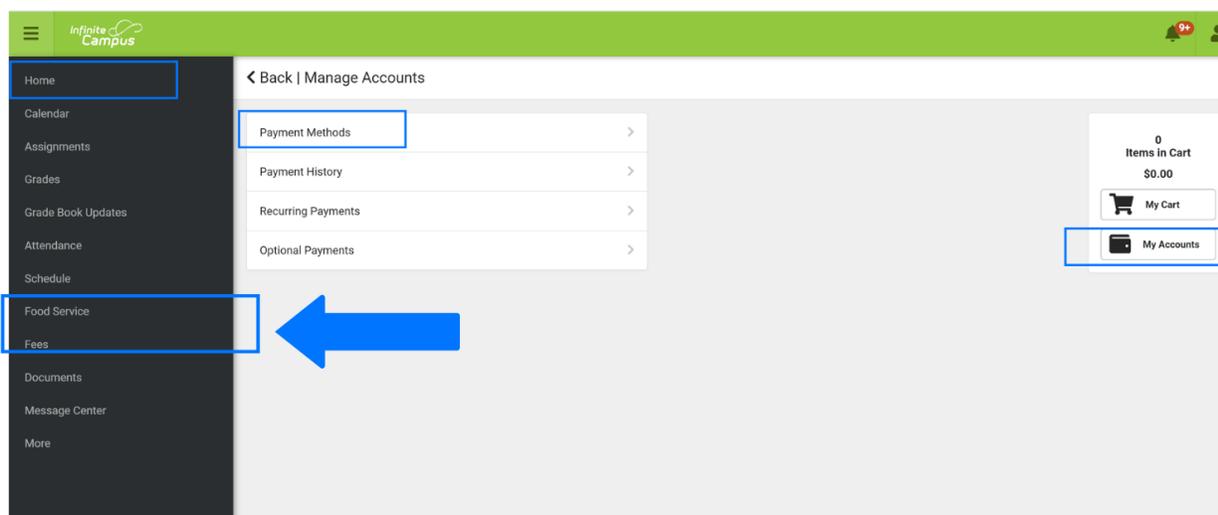
NOTE: A 3.5% convenience fee will be added to payments made in the Infinite Campus Parent Portal via credit card or via e-check payment.

Payments can also be made to the Chardon Local School District via check or cash at your child's school building or mailed to the Chardon Local School District, Attn: Treasurer's Office at 428 North Street, Chardon, OH 44024. Please do not mail cash.

Make a Payment in Infinite Campus

Where Do I Go to Make a Payment?

The Payment Methods Tool is part of My Accounts. My Accounts appears on the screen when you are looking at the Home, Food Service or Fees tools.



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**.

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**.

**Fees can also be accessed through the Infinite Campus Mobile App!
Get the Infinite Campus App today!**

