

## STEPS TO PAY ACTIVITY FEE

1. Log into Infinite Campus (<https://duluthmn.infinitecampus.org/campus/portal/duluth.jsp>)
2. Select Student from drop-down box at top of screen



3. Select 'Fees' from menu on left side of screen



4. Review fee statement and select 'Make Payment'

### Fee Statement





**Make Payment** **Print** Filter By: All Years

Fees									
Description	Due Date	Person	Type	Date	Exempt	Debit	Credit	Balance	
East Basketball Boys	11/26/2018	[REDACTED]	East Basket			235.00		235.00	
						<b>Subtotals</b>	<b>235.00</b>	<b>0.00</b>	<b>235.00</b>

**Amount Due: 235.00**

5. Enter payment amount and 'Continue'

### Payments

Accepted Payment Methods    

[Payment History](#)

Minimum payment amount is \$5.00

ISD709 accepts online payments via Infinite Campus's portal. This payment method is only available for activity fees and instrument rentals at this time. ISD709 charges a 4% convenience fee.

Activity fees are assigned when the student is entered into the system for that activity based on the signup sheets for the activity's first meeting or practice. If you have questions regarding activity fees, please contact the Activities Department for your school:

East H.S. - Shawn Roed at 336-8845 Ext 2151 or shawn.roed@isd709.org  
Denfeld H.S. - Tom Pearson at 336-8830 Ext 1948 or tom.pearson@isd709.org

If you have questions regarding Instrument Rentals, please contact your student's teacher.

Please note that school lunch payments cannot be made via this payment method. Please refer to the Child Nutrition's department page on the website for questions relating to its payment system for school lunches.

Student	Fee	Due Date	Due	Payment
[REDACTED]	East Basketball Boys	11/26/2018	<b>\$235.00</b>	\$ <input type="text"/>
			<b>Subtotal:</b>	\$ <input type="text"/>

**Continue**

6. Select payment method:

### Payments

Accepted Payment Methods    

[Payment History](#)

Subtotal: \$235.00

Select the payment method

There are no saved Payment Methods. Click Add to create a Payment Method.

**Add**

**Back**

**Continue**

**If you have not previously entered a payment method, you will have 'Add' one.**  
There will be a pop-up window to set up payment method and save:

**Add Payment Method**

**Billing Information**  
Name: (required)  
Address: (required)  
City: (required)  
State / Zip: (required) MN /  
Account Type  
 Checking  Savings  Credit/Debit Card  
Card Number :  
Expiration Date: (mm yy)  
Name Of Cardholder :

Back to Payments Save

If you already have a payment method set up, select the payment method and 'Continue'

Payments Accepted Payment Methods VISA MasterCard DISCOVER echeck Payment History

Subtotal: \$235.00

Select the payment method

VISA

Add Edit Back Continue

## 7. Confirm payment amount, add email address and select 'Make Payment'

Payments Accepted Payment Methods VISA MasterCard DISCOVER echeck Payment History

Confirmation  
Please confirm your payment choices and payment type.

Student	Calendar	Fee	Payment
	335 18-19 Ordean East MS	East Basketball Boys	\$235.00

Convenience Fee: \$9.40  
**Total: \$244.40**

Payment Method: VISA  
Receipt email address:

Back Make Payment

## 8. Payment confirmation, option to print a receipt and DONE.