

1. Log into your parent account online at portal.seq.org with the same user name and password used to complete your student's online registration. Once logged in, click the **Payments** section on left side of page

The image shows the Infinite Campus parent portal interface. At the top, there is a login form with fields for 'Username' and 'Password', and a 'Sign In' button. Below the login form, a message says 'Trouble accessing your account? Contact your administrator.' and 'Forgot your password? | Forget your username?' To the right of the login form, it says 'Transforming K12 Education®' and 'District Edition Version: F.1432.3'. On the left, there is a sidebar menu with the following items: Family, Messages (3), Calendar, Fees, Payments (highlighted with a red arrow), Food Service, Applications/Forms, User Account, Account Management, and Access Log.

2. After selecting **Payments**, you will be brought to the **Payment** web link. If you have more than one student in the Sequoia Union High School District, type in the amount you want to allocate for each student in the payment column. There is a \$3 transaction Infinite campus fee for all financial transactions made through Food Services. In an effort to offset the fee, Food Services provides a 5% credit to any transaction made over \$100. The total at the bottom of the page includes the \$3 transaction fee. Click **Continue**.

The image shows the 'Payments' page. At the top, it says 'Accepted Payment Methods' with logos for VISA, MASTERCARD, DISCOVER, and AMEX. Below that, there is a note about a non-refundable convenience fee of \$3.00 per transaction. The 'Payment History' button is on the right. Under 'Recurring Payments', there are sections for 'Food Service' and 'Food Service Account'. The 'Food Service Account' section has a table with columns: Student, Fee, Balance, *Estimate, and Payment. The 'Payment' input field in the last row of the table is circled in red. At the bottom, there is a note about estimated payments, a table for 'Student' and 'Fee', and a 'Continue' button.

3. A payment method must be added in order to complete the transaction. Deposits to student accounts are credited immediately.
4. Recurring payments may also be added to your students' account. Under the Recurring Payments section of the **Payments** tab, click "add" or "edit" and the option to either add money to your students' account on a monthly basis OR the option to add money to your students' account when it reaches a low balance is available. A payment method must be added in order to complete the transaction.
5. Before any online Food Service payments can be made, a payment method must be linked to the account. Accepted methods of payment include echeck, credit card and debit card. After the payment information has been added, click on **SAVE**. The payment method is now available to use for Food Service accounts.

The image shows the 'Add Payment Method' dialog box. It has a 'Billing Information' section with fields for Name, Address, City, State / Zip, Account Type (radio buttons for Checking, Savings, and Credit/Debit Card, with Credit/Debit Card selected and highlighted in red), Card Number, Expiration Date (mm yy), and Name Of Cardholder. There are 'Back to Payments' and 'Save' buttons at the bottom.

6. If you have any questions or need help adding funds to your student's food service account, contact your school site parent coordinator.

SUHSD FOOD SERVICES DEPARTMENT CASH PAYMENT INSTRUCTIONS

CASH payments and deposits will continue to be accepted throughout the remainder of the 2018-19 Fall semester. CASH payments and CASH deposits may be made at the school site cafeteria.

CASH PAYMENTS WILL NO LONGER BE ACCEPTED AT THE FOOD LINES BEGINNING JANUARY 2019.

SUHSD FOOD SERVICES DEPARTMENT CHECK PAYMENT INSTRUCTIONS

Checks may be mailed or hand delivered to the District Office, located at:

SUHSD Food Services
300 James Ave
Redwood City, CA 94062

Make checks payable to “*SEQUOIA UNION HIGH SCHOOL DISTRICT*”. Checks may also be hand delivered to the school cafeteria.