

DDSD Parent Portal Online Payments

The Delavan-Darien School District provides an online payment system for school fees in the Parent Portal of Infinite Campus. Parents can sign into their Parent Portal account and pay for all fees for all of their students, quickly and easily, online from the convenience of any computer connect to the internet.

Please follow these instructions to complete a payment:

- 1) Access the Parent Portal by going to www.ddschools.org/infinite_campus and clicking on the Parent Portal link.
- 2) Sign in with your username and password that you created during the enrollment/registration process or manually online from our mailings. If you do not have this information please call the main office of the school your child attends for assistance.
- 3) Click on Payments from the left hand menu, select the amount due or enter an amount under Payment on the line item you want to pay, add any additional optional fees, and hit continue.

Payments

Accepted Payment Methods

Payment History

Minimum payment amount is \$5.00

Student	Fee	Due Date	Due	Payment
	School Fees DDHS	08/14/2015	\$40.00	\$ 40.00
	Optional Items			

Total: \$ 40.00

Continue

- 4) Select **Add** to setup a bank account/credit/debit card for handling payments. Click edit if you need to modify an existing payment type. If this is already set up, skip to step 5.

Payments

Accepted Payment Methods

Total: \$40.00

Select the payment method **Add** Edit

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

Back Continue

Fill out all information on the add screen for your payment type and hit save.

Add Payment Method

Billing Information
Name: (required)
Address: (required)
City: (required)
State / Zip: (required) /
Account Type
 Checking Savings Credit/Debit Card
Routing Number:
Account Number:

- 5) Hit continue and proceed to process the fee payment.
- 6) After the fee payment is processed you should receive a receipt. Print your receipt for your records.

Payments

Payment Receipt
Your payment is complete. Please print this receipt for your records.
Date: 8/3/2015 3:40 PM
Reference #: 103619141

Student	Calendar	Fee	Payment
<input type="text"/>	15-16 Delavan-Darien High Scho	School Fees DDHS	\$40.00

Payment Method: **VISA** *7903
Total: \$40.00