

# Credit Card Payment Instructions for Student Lunch Accounts

<http://www.cretin-derhamhall.org>

Click **Current Parents & Students**

Click **Infinite Campus Portal**

Type in your parents **Username & Password**

Click **Sign In**

Or

Go to: <https://mncloud2.infinitecampus.org/campus/portal/cdh.jsp?status=portalLogoff&lang=en>

Type in your parents **Username & Password**

Click **Sign In**

From the Infinite Campus website main page click **Payments** on the left menu.

Under **Payment** to the right of the student's name type in the amount of money you would like to put in your son/daughter's account. (A \$2.00 convenience fee will be charged for using the online payment.)

Click **Continue**

*To add a credit card*

Click the **Add** button

Type in your credit card information

Click **Save**

To Add the Payment Method click **Save**, again.

You will get a message (Payment Method Added Successfully. Your Payment Method has been Successfully Set Up!)

Click **Back to Payments** to continue to add money to your son/daughter's account.

*To Edit a payment method*

Click **Edit** from the **Select the Payment Method**.

Click **Edit** from the **Edit Payment Method** Screen.

Follow the onscreen directions to edit the card or to delete the credit card.

Back to the Payments Screen

Click **Continue**

**Receipt email address:** Type in your email address to receive a Receipt

Click **Make Payment**.

Click **Print** to print a copy of your receipt.

If you provided an email address for a receipt sent to your email you should check your email to make sure the receipt arrived. Make sure to check your SPAM folder if the email does not arrive in your inbox. If you do not receive the email or receipt please call Mary Winker.

If you have any questions about the payment please call Mary Winker, Director of Food Services Taher at 651-696-3326.