

**O N L I N E PA Y M E N T S**

The Des Moines Public Schools, by contracting with RevTrak, a national credit card payment processor, will provide you a secure site for making online payments. Payments can be made using a VISA, MasterCard or Discover credit or debit card. Below are instructions for the payment of outstanding fees that appear in Infinite Campus. These fees include textbook fees, planners, course fees, and other school specific fees. The web store also allows you to connect to existing departments that currently offer online payments including payments for schools meals and community education courses.

School Fee Payment Instructions for Infinite Campus

1. **Visit** ourdistrict website at [**www.dmschools.org**](http://www.dmschools.org)and find the Parents Link at the top of the site.
2. Click the **Online Payments** link under **Links for School Info** to get to the Des Moines Public Schools Web Store.
3. Select **School Fees.**
4. Enter your **Infinite Campus** **Parent Portal User** **Name** and **Currently enrolled child’s birthdate (MM/DD/YYYY)** to access a list of your student’s fees.
5. **Select the fees** you would like to make a payment for and click **Next Page.**
6. **Confirm** your **payment choices** and click **Go to Checkout.**
7. If a **new customer,** select “**I am a new customer**”.
	1. Enter your **email address**
	2. Click **“Sign in”**
8. **If a returning customer,** select “**I am a returning customer**”.
	1. Enter your **email** **address** and **password**
	2. Click **Sign in**
9. Enter your **billing information** and c**reate a password** (if required).
10. Enter your **payment information.**
11. Verify information for accuracy and select **Complete Order.**
12. Payment will be processed and **Receipt** can be viewed and printed.

Need Help?

 ***Forgotten Web Store Password?*** Click Password Reminder under Services, enter your email address and click the arrow. Your password will be emailed to you shortly.

***Forgotten your Infinite Campus Parent Portal Password or no Parent Portal Access?*** Contact your student’s school building secretary.

