PayForIt.net online school payments

What is PayForIt?

PayForIt (PFI) is a Secure Online Payment system which simplifies payment, collection and balancing of funds for School Districts.

> Greene County Career Center is pleased to offer Pay For It.net to our parents for the internet convenience of funding student meal accounts for purchases.

Benefits

- ✓ The meal process is automated for both the parents and the school so errors are minimized and the process is standardized.
- ✓ Using PFI, there is not a chance of lost lunch money from home to the serving lines!
- ✓ Payments can be made by credit card 24 hours a day, 7 days a week at the parents' convenience.
- ✓ Payments can also be made by ACH (Electronic Check).
- ✓ Parents can review what their students are actually purchasing along with account balance information.
- ✓ PFI supports increased communication between the school & the parents.

Features

- ✓ Account balance information is readily available to the parents, the school and the lunch staff.
- ✓ Parents can opt to receive an email when a student balance dips to certain threshold (set by the parent).
- ✓ Parents can opt to use an auto-replenishment feature which replenishes their student account(s) when a balance dips to a specific level (which is specified by the parent).
- ✓ School messages are automatically emailed to parents.
- ✓ A continuous online survey is provided to monitor parent feedback and ideas.
- ✓ Student information is automatically transferred from year-to-year.
- ✓ Parents can manage more than one student account.
- ✓ PFI is PCI compliant and maintains industry standard SSL certificates. This ensures all data is safe & secure as defined by the industry.

How to sign up

Log on to **www.payforit.net** and select the *"Sign Up"* option from the menu. The screens will guide you through the process to establish your account:

1. The internet convenience fee for Visa/MasterCard is 4.30% to the parent per transaction or $1.75 per Transaction for ACH Electronic Check;
2. You will be prompted to enter your contact data, password, payment information, etc.;
3. You will need to indicate which student(s) to attach to your account. Students are already loaded in the PFI system. If you are unsure of your student's ID number, please contact your schools' registrar.

Once all information is entered, PFI will email a validation code for you to confirm the registration. Once confirmed you can begin using PFI as often as you'd like.

Each time you log on, school messages and the balance(s) of the student(s) on your account are displayed on the *Home Page*. You can also submit your opinions via an ongoing survey for PFI.

Once your account is established, please visit the *"My Account"* menu option to set up preferences for your email options.

How to get help

How Do I … Each major function used in PFI, has online help available under the menu option of *"How Do I …"*. The "How Do I" provides step by step instructions as well as screen examples.

Help: Within the *"Help"* menu option, *Frequently Asked Questions (FAQ)* and a *Contact Us* feature are available to you. These areas are addressed directly by the PFI Help Support Staff at QSP to assist users of the system.

Instructions:

How to add funds to your student's account for meal and ala carte purchases:

1. After you sign on, select *"Lunch Payments"* from the *Lunch option* on the menu.
2. The school(s) and student(s) you have access to will be displayed.
3. The balance of the student(s) on your account will also be displayed. Next to each balance, you can enter the amount of funds that you would like to add to the account.
4. Once you have updated the balances as desired, select the *"Create Transaction"* button and you will proceed to the next step in the process.
5. The next screen displayed provides an opportunity for you to make a final review on your payments, any fees, and your total before processing. This screen also enables you to choose which credit card you would like your payment applied to.
6. Select *"Process Payment"* to apply the transaction to your credit card and to your students' account(s). It may take a minute to get approval from your credit card company, please wait during this period. A message will be displayed to you indicating the status after processing (approved/declined).
7. A receipt of your transaction will be displayed to you and sent to your email address.

Tip! At any time during this process, you can review step-by-step instructions, with screen examples for assistance. This help is available from any Lunch Payment screen or within the *"How Do I …"* menu

Important:
It is important to use the **previous button** instead of the back button during credit card processing. This is very common when using internet payment systems. Complex processing is happening behind the scenes to ensure data encryption and the safety of your information. The **previous button** controls an interruption in processing correctly.

Auto-replenishment:

If desired, you can also set up an auto-replenishment function on your student account(s) for ala carte purchases. This feature will replenish the student account and apply the transaction to your credit card anytime the balance dips to a certain level. Full instructions and screen examples are available on the *"Auto-replenish Payments"* from the Lunch menu.

How do I sign up for PayForIt.net?

PayForIt.net is an online web-based payment system that provides wide flexibility to both parents & schools managing lunch accounts, fees, activities, registrations and after school programs for your child/children.

The functions that parents have access to depend on which functions the school district has chosen to implement.   Districts can utilize one or all of the offerings of the PayForIt.net system (with the offerings being: lunch accounts, fees, activities, registrations and after school programs).

Features geared specifically to parents are highlighted at the end of this guide to help you get started once you are signed up!

From the www.payforit.net home page, click on "**Sign up for an Account**".
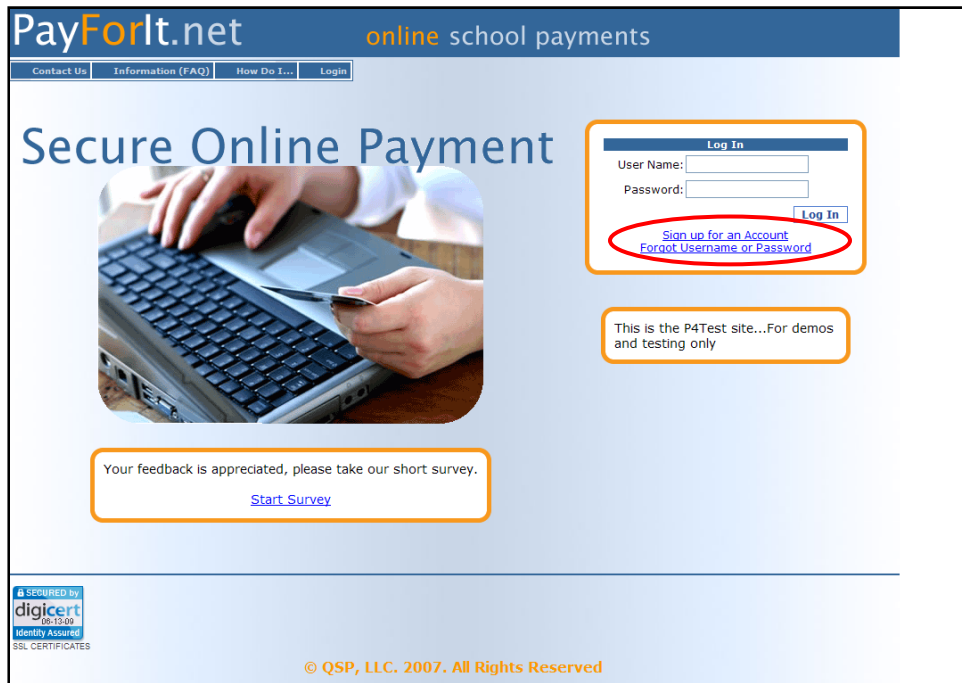
There are three steps in the registration process.

Step 1: The first step requires that you complete the information on the "**Create New Guardian Account**" screen. Using the pull down menu, find your child's school district.

- *Note: If your child's school district is <u>not</u> listed, then you should not sign up for an account yet. The school needs to get established on the system before the parents can join.*

If your child's school district is listed, select it and then fill in the remaining contact information, review the fee associated with your transactions if any. Be sure to use your name, not your student's. Your school district determines if/how a fee will be applied. If you are satisfied with your entries, click the next button to proceed.

Step 2: The second step requires that you enter your payment method and related information to process your PayForIt.net transactions going forward. Our site allows payments with Credit Cards or ACH Electronic Check Processing, however your school district may not offer both options.

First you need to select your payment method choice. Once this is chosen, the screen will display the type of information you need to capture based on credit/debit card requirements or ACH requirements.

If you opt to enter more than one credit card into PayForIt.net, the "**Nickname**" area is used to differentiate between the different cards (i.e. Mom's Visa vs. Dad's Visa). After you key in your credit card information in this step, PayForIt.net will not display your full credit card information anywhere on the site. For security purposes, it will only display your nicknames during the transaction process.

When you have entered your credit/debit card or ACH information, click "**Next**" to proceed to step 3.

Sample Credit Card screen for Step 2:

Sample Electronic Check (ACH) Screen for Step 2:

PayForIt.net   online school payments

Sign Up | Activate Account | Login | Information (FAQ) | How Do I... | Contact Us | Fund Raiser

Create New Guardian Account

Your payment method choice

Current step in the process

Payment Method Information   Step 2 of 3

- ○ Credit/Debit Card
- ● ACH Electronic Check Processing

Bank Name:

Routing #:

Account #:

Your electronic check (ACH) information

☐ By checking this box, I agree to the ACH Electronic Check Processing Terms and Conditions

ACH Electronic Check Processing Terms and Conditions
As a Payforit.net user, if your electronic check payment is returned unpaid for any reason, a service fee of $30.00 will be applied. In addition to the $30.00 service fee we may elect to represent your check up to 2 (two) more times. If your electronic check is still unpaid, your check will be turned over to a collection company or check recovery firm, that may charge you a processing fee, as permitted by state law. Any information you provide while signing up for PayForIt.net can be used in the check recovery process.

Client Name   1111
123 Main St.
YourTown, US 11111   DATE_____

Pay to: _____ $[   ]
                              _____ Dollars

Your Bank Name:

Memo _____ _____

Routing #: ⑆123456789⑆   Account #: 1234567890 ⑈

When you process a payment through our site, a percentage based Internet Convenience Fee (ICF) or a flat Transaction Fee (or both) may be assessed to each transaction. There is no fee for setting up an account, which allows you to monitor your student's balances. Depending on your School District, a list of recent purchases made at the school may be displayed on the home page after logging into our site.

The example below illustrates the Fee structure for the School District that you have selected. If the Total Fee box is $0.00, it means that your District does not charge a fee.

Example Transaction Fees for Rivendell School District

Select Merchant Account: [▼]
Select Amount: [$50.00 ▼]
ICF (0.00 %): $0.00
Per Transaction Fee: $2.00
Total Fee: $2.00
Total Charge: $52.00

Student Activity Options
Online Recent Purchases List - Yes

[Previous] [Next] ← Click to proceed to the next step in the process

Step 3: The third step is to set up your user information. This includes providing a valid email address, a username and a password for your account. When this information is complete, press "**Create Account**".

Once you have clicked on "**Create Account**" button the following screen will appear:

Click "**Continue**" and you will see the following:

You will need to wait for the email confirmation to receive your activation code. The email will look like this:

Sarah Martin,

Thank you for signing up with P4Test.com

Before you can access the site, you must first Activate your account. Please visit the following link Activate Account to activate your account.

Your Confirmation Code is: 7L7HCCX

User Name: smarshall
Email Address: sarah.martin76@yahoo.com

NOTE - The best way to enter your confirmation code is to Cut & Paste it into the Confirm Code field

---

After you have activated your account, please follow these steps to register your students and process your first payment

1. Login to the site using your username and the password you created during the sign up process
2. Select Add Student from the Add/View Student Menu
3. Enter each student's **School, Student ID, First Name, Last Name and Grade**, then click the Register Student button
4. After you have added all of your students, you can then go to the Lunch Payments screen to process a payment

** If you are missing any of the student information listed in #3, please contact your school **

Rivendell School District

Congratulations! You have successfully signed up for PayForIt.net and are ready to start using the system. You will get this final confirmation page to let you know that the registration process is complete. Click on the "**PayForIt.net**" logo in the upper left corner and you can begin using PayForIt.

Now that you are signed up in PayForIt.net, you can start exploring the features that are useful and convenient to you.

General Information Getting Started:

As stated earlier, you school district will determine which offerings (Lunch Accounts, Fees, Activities, etc.) are available to you and how the Internet Convenience Fee is structured. You will only see the offerings your school is using on your screens when you are in PayForIt.net.

In general, PayForIt.net offers the following features geared specifically to parents:

- Add money to your child's account 24/7;
- Review your child's account balance & purchases 24/7;
- Set up an option to automatically replenish your child's account when the balance falls below a certain amount;
- Set up email alerts so you know when your child's balance reaches a certain amount, when a payment is due, or when a payment has been made;
- Receive school messages electronically through email.

Also important to note, is that:

- PayForIt.net transfers your child's information from school-to-school, and from year-to-year;
- PayForIt.net is PCI compliant and maintains industry standard SSL certificates. This ensures all data is private & secure as defined by the IT (information technology) industry;
- Parents can assign more than one child to their account;
- Information is readily available and the risk of losing information by paper distribution/communication is eliminated.