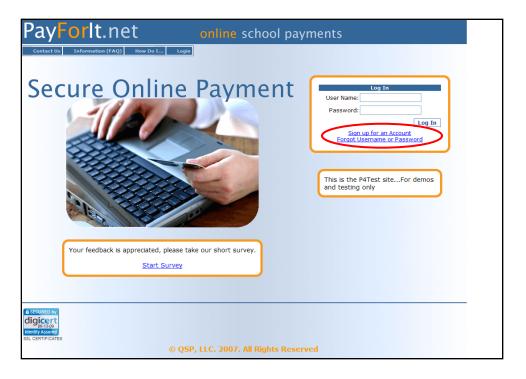# How do I sign up for PayForIt.net?

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**".
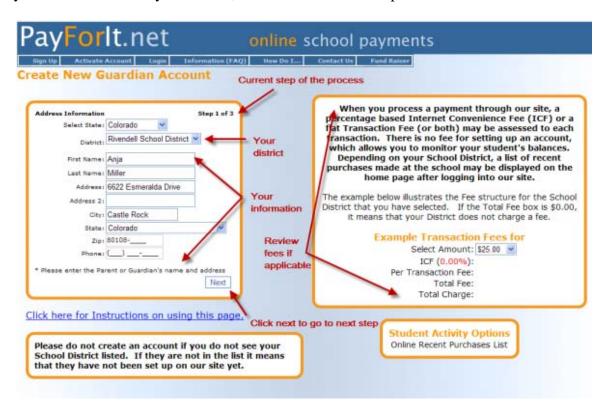

There are three steps in the registration process.

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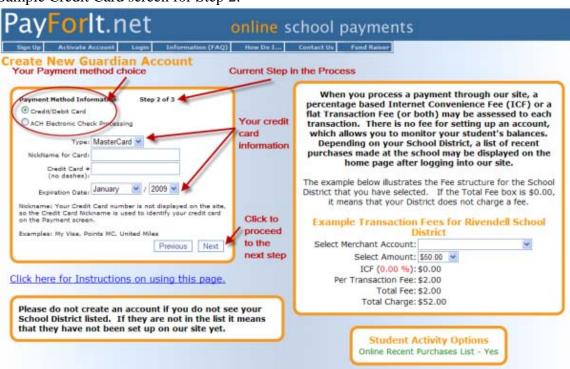
Step 2: The second step requires that you enter your payment method and related information to process your PayForIt.net transactions going forward. Our site allows payments with Credit Cards or ACH Electronic Check Processing, however your school district may not offer both options.

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.
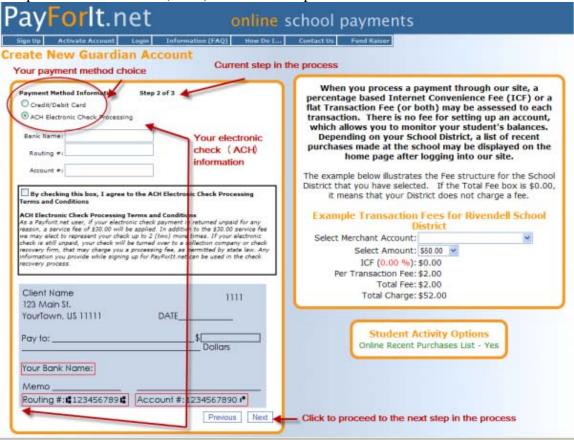
If you opt to enter more than one credit card into PayForIt.net, the "**Nickname**" area is used to differentiate between the different cards (i.e. Mom's Visa vs. Dad's Visa). After you key in your credit card information in this step, PayForIt.net will not display your full credit card information anywhere 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.
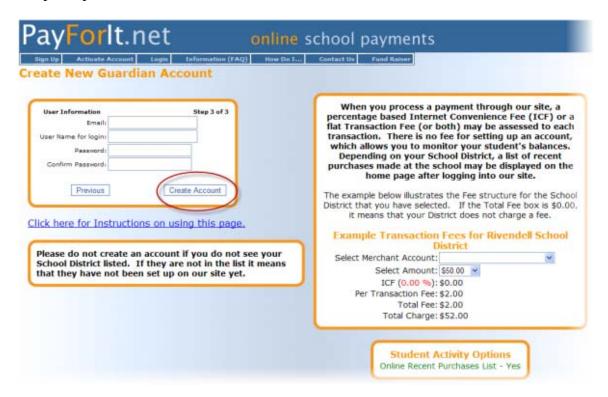
Sample Credit Card screen for Step 2:

Sample Electronic Check (ACH) Screen for Step 2:

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:
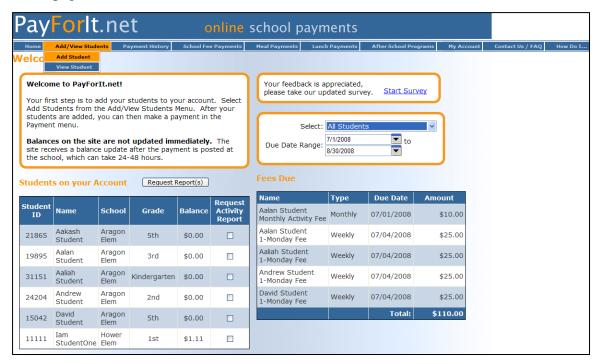
- Add money to your child's account 24/7;
- Review your child's account balance & purchases 24/7;
- Set up an option to automatically replenish your child's account when the balance falls below a certain amount;
- Set up email alerts so you know when your child's balance reaches a certain amount, when 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.

How do I add students to my account?

You can set up all your children through a single account. From the main PayForIt.net home page, click on "**Add/View Students**" and then click on "**Add Student**".

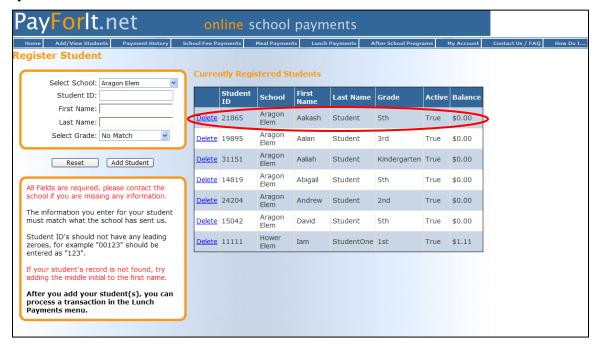After you select "**Add Student**", the following screen will appear:

At this point you will need to do the following:
1. Select your child's school from the pull down menu.
2. Enter your child's student identification number. If you do not have this number, please contact the school and they can provide it to you.
3. Enter your child's first name as they were registered for school. If the name is not recognized, you may need to add your child's middle initial.
4. Enter your child's last name.
5. Select your child's grade from the pull down menu.

When you are done, press the "**Add Student**" button. Now your new student will appear in your list of students.

As soon as the child is added, you will have the ability to see their balance and make deposits onto their account. If the child is not found, double check your information and try again. If it still doesn't match, contact the school to verify you have the correct information.