**PayForIt.Net – Online Lunch Payment System**

PayForIt.net is a secure online payment system which simplifies payment, collection and balancing of funds for school districts. It is endorsed by the Ohio School Board Association. It lets Parents/Guardians manage their student's accounts directly. This system will replace PaySchools which the district has utilized for two years. We make this transition to offer quick, simple, secure, and better online fee and lunch payment services for our parents.

**Benefits of Using PayForIt**

Using PFI, processes are automated for both the parents and the schools so errors are minimized and current information is readily available.

* Payments can be made by credit card or ACH (Electronic Check) 24 hours a day, 7 days a week at the parents' convenience.
* PFI supports increased communication between the district, the school, and parents.
* School messages are automatically emailed to parents.
* A continuous online survey is available for parent feedback and ideas.
* Student information is automatically transferred 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 s
* Safe and secure as defined by the online payment and collections industry.

**How to Sign Up**

1. Log on to [www.payforit.net](https://www.payforit.net/)and select the "Sign Up" option from the menu.
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 the main office at 676-2002.

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.

**How to Login**

Logging in simply requires going to [www.payforit.net](https://www.payforit.net/) and entering your login and password.

**Adding Funds**

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 or declined).
7. A receipt of your transaction will be displayed to you and sent to your email address.

**Important Information for Credit Card Payments**

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 of processing correctly.

**Auto Replenish Feature**

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 "Autoreplenish Payments" from the Lunch menu.

**Tips**

Prepaying meals helps lines move quickly and students love that!

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.