



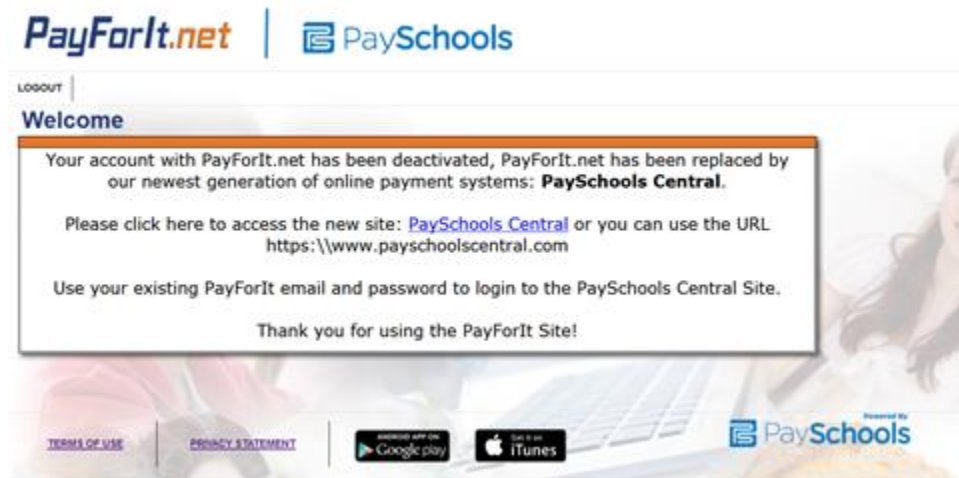
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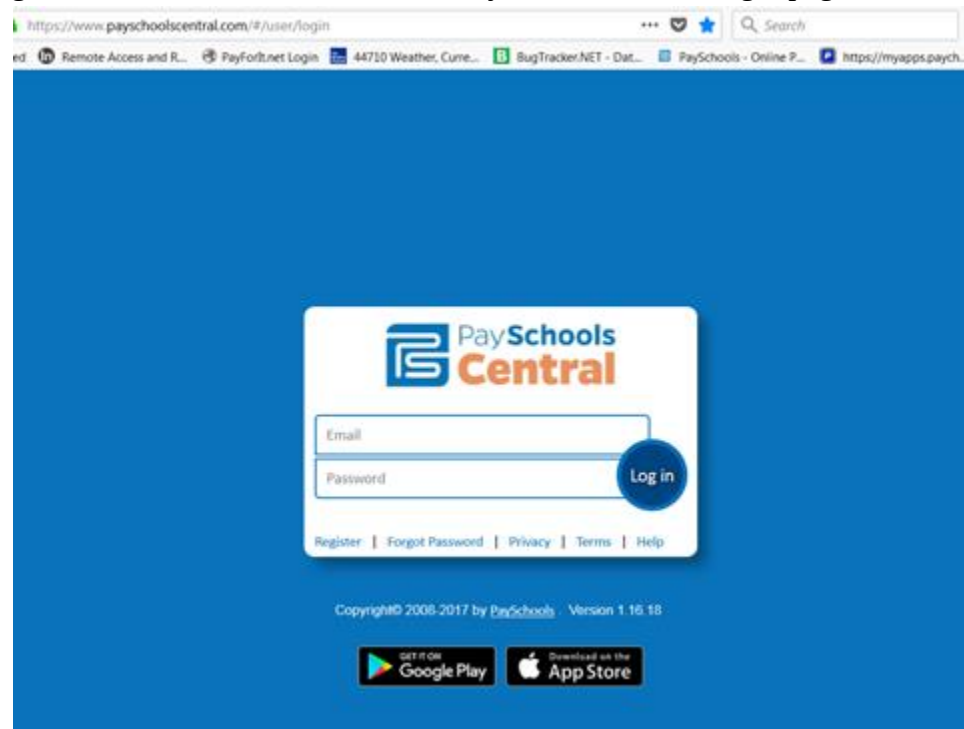


Former PFI Users

- 1) If you previously went to the www.PayForIt.net site to access your account, your information has been migrated over to PaySchoolsCentral.com!



- 2) Clicking the link will re-direct the user to PaySchools Central login page





- 3) The following pop-up will display upon login. Just confirm your information and Continue to Dashboard! When you sign in with your credentials, any information that was migrated will be displayed in the message below.

Message from Payschools

Welcome to Payschools Central!

We found the following students on your PFI account and have added them to your account here.

- 1. [Logan Smith](#)
- 2. [Jane Doe](#)

If you would like to add or remove students you can use the 'User' menu at the top of the page and go to **Manage Students/Patrons**.

Auto-Replenishment(s)

We found Auto Replenishments for your lunch accounts.
We found Auto replenishments for your fund accounts.

We have setup your Auto Replenishments in Payschools Central using your default payment method(s).
If you would like to make any changes to these, use the 'User' menu and go to **Manage Auto Replenishments**.

Notification(s)

We have also migrated your notification settings

If you would like to review these use the **User' menu** and go to **Manage Notifications**.

Scheduled Fee(s)

If you would like to make any changes to the schedule use the '**Schedule Fees**' link on the Fees grid.

[Continue To Dashboard](#)



Registering

- 1) To register, go to payschoolscentral.com and select the Register option below the Email and Password fields.

A screenshot of the PaySchools Central login and registration page. It features a blue background with a white login box in the center. The box contains the PaySchools Central logo, an 'Email' input field, a 'Password' input field, and a 'Log in' button. Below the password field, there is a 'Register' link highlighted with a red box, along with links for 'Forgot Password', 'Privacy', 'Terms', and 'Help'. At the bottom, there are copyright notices and app store download buttons for Google Play and the App Store.

- 2) Once on the 'New User Registration' page, fill out all required fields marked by a red asterisk. Be sure to check the User Agreement and click the box before selecting Register.

A screenshot of the 'New User Registration' page on the PaySchools Central website. The page has a blue header with the logo and the title 'New User Registration'. Below the header, there are several input fields for user information, each with a red asterisk indicating it is required. The fields are: Email Address (with example 'ex: xya@gmail.com'), First Name, Last Name, Address Line 1, Address Line 2, City, State (a dropdown menu), Zip Code, Country (a dropdown menu), Phone, and Mobile. At the bottom, there is a checkbox for agreeing to the terms of the PaySchools User Agreement, which is highlighted with a red box. Below the checkbox are two buttons: 'Back to Sign In page' and 'Register'.



- 3) Once the Register button is selected an email will be delivered to your email account with a link to activate your account and set your password. This link is **ONLY VALID FOR 30 MINUTES**. If you do not activate the link within the allotted time, please return to payschoolscentral.com and use the Forgot Password link to request a new email.

Welcome to PaySchools Central.

Hi John Everyman,

To confirm your account and set your password, please follow [this link](#).

This link is active for 30 minutes. If you do not complete your registration during this time period, please return to www.payschoolscentral.com and use the Forgot password link to request a new link for your account.

PaySchools.com allows you to fund your student's account safely and easily online. For more information about PaySchools.com, please visit PaySchools.com. And for further ease of access to your account, be sure to pick up the mobile app for your smartphone or table - you'll find links below.

If you did not mean to create a new account or feel you've received this email in error, [please contact us](#).

Thanks,
PaySchools.com Administrators



- 4) You will then enter your email, password, and confirm to complete registration.



Please enter your email address and password to activate your account.

Password Complexity must meet the following conditions:

- Minimum 8 characters
- Maximum 128 characters
- May not contain more than 2 identical characters in a row
- Must meet at least 3 of the 4:
- upper case, lowercase, numbers and special character.

Email

Password

Confirm Password

[Back to Sign In page](#)



Forgot Password

- 1) If you forget your password, use the Forgot Password link on the login page.

A screenshot of the PaySchools Central login page. The page has a blue background. In the center is a white login box. Inside the box, there is a logo at the top, followed by two input fields labeled 'Email' and 'Password'. To the right of the 'Password' field is a blue circular 'Log in' button. Below the input fields, there are links: 'Register', 'Forgot Password' (which is highlighted with a red rectangle), 'Privacy', 'Terms', and 'Help'.

- 2) From here, choose whether you would like to receive an email link or a text code to reset your password.

A screenshot of the PaySchools Central password reset page. At the top is the PaySchools Central logo. Below it is a blue box with the text 'Please enter the email address associated with your account.' Underneath is an 'Email' input field. Below the input field is the question 'How would you like to reset your password?'. There are two buttons: 'Email me a password reset link' (highlighted with a red rectangle) and 'Send me a text/phone call' (highlighted with a purple rectangle). At the bottom, there are two links: 'Back to Sign In page' and 'I already have a text code'.



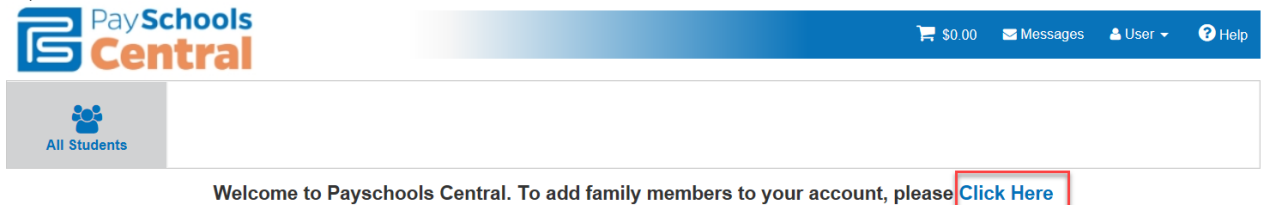
How Do I Add Students To My Account?

You can set up as many students as needed through a single account, as long as they are within the same district. For reporting purposes, and other reasons, the system is unable to create an account for two (2) students with two (2) different districts. You must create separate accounts, listing a different district, and use a different email for each.

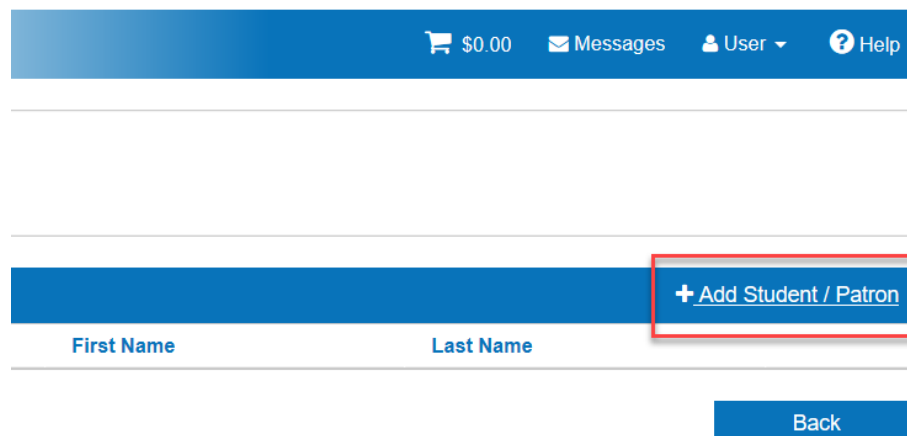
Step 1 – Adding a Student

- 1) Upon logging into the system for the first time, you will be prompted to add a patron to your account. Follow the [Click Here](#) link, then the [Add Student/Patron](#) button to add your student's information.

A)



B)





Step 2 – Enter Student Information

- 1) Your student's information must match the details provided to you at registration by your school. PaySchools **CANNOT** provide student information and any questions pertaining to student information must be directed to your school.

Add Student / Patron

State

-- Select your State --

District

-- Select your District --

ID

First Name

Last Name

Register

Clear

- 2) Once all information has been entered, press the Register button.



Step 3 – View Added Student

- 1) Click the PaySchools Central logo in the upper-left corner of your screen to return to the home page.

PaySchools Central

Manage Students/Patrons + Add Student / Patron

District Name	Student Id	School Name	First Name	Last Name
---------------	------------	-------------	------------	-----------

PaySchools Central

All Students Little Jimmy

Meals Manage Auto Replenish

Student Name	Balance	Bonus Balance	Amount To Add	Add To Cart
Little Jimmy	\$0.00	\$0.00	\$ 0.00	

- 2) Click on the specific student name to see additional settings:

PaySchools Central

All Students Little Jimmy

Meals - Little Jimmy

Want to see what your child is eating? Meal Restrictions Manage Auto Replenish

Balance	Bonus Balance	Amount To Add	Add To Cart
\$0.00	\$0.00	\$ 0.00	

What is my child eating

- A) Want to see what your child is eating? will tell you the item and price of the food your student is purchasing.
- B) Select the dates you want to see, and the activity will populate below and the PDF icon in the upper right will allow you to export the report.

Meal Transaction History - Aaliciyah Smith

From Date: 2/4/2018 To Date: 3/7/2018 Filter

Description	Transaction Date	Quantity	Amount
No items to display.			

Back



Meal restrictions

- A) The Meal Restrictions option will allow you to decide a 'Daily Spending Limit', other meal period specific restrictions, as well as specific 'Item Groups' and 'Items'.

Note: The ability to manage these is contingent on your school or district being equipped with the proper software, or the permissions allowed to you by the school or district.

The screenshot shows the PaySchools Central user interface. At the top is a blue header with the logo, a balance of \$1.00, messages, a user profile, and a help icon. Below the header is a navigation bar with three options: 'All Students', 'Aaliciyah Smith', and 'Little Jimmy' (which is highlighted with a red box). Below this is a sub-header for 'Meals - Little Jimmy' with a link to 'Meal Restrictions' (also highlighted with a red box) and a 'Manage Auto Replenish' link. Below the sub-header is a table with four columns: 'Balance', 'Bonus Balance', 'Amount To Add', and 'Add To Cart'. The 'Amount To Add' column has a text input field with '0.00' and a shopping cart icon.

- B) You can make your selections from the page shown below. Once you have set your restrictions, press the Save button.

The screenshot shows the 'Meal Restrictions - Little Jimmy' page. It has a blue header with the title. Below the header is a table with two columns: 'Description' and 'Value'. The table has four rows: 'Daily Spending Limit' with a value of '\$ 0.00', 'No A La Carte' with a value of 'OFF', 'No Breakfast' with a value of 'OFF', and 'No Second Meal' with a value of 'OFF'. Below the table are four columns for selecting restrictions: 'Item Groups', 'Restricted Groups', 'Items', and 'Restricted Items'. The 'Item Groups' column has a list box with 'A La Carte' and 'Meals'. The 'Items' column has a list box with 'Breakfast', 'Lunch', 'Adult Breakfast', 'Adult Lunch', and 'Milk'. The 'Restricted Groups' and 'Restricted Items' columns are empty. Between the 'Item Groups' and 'Items' columns are four blue buttons: '>', '>>', '<<', and '<'. At the bottom of the page is a blue button labeled 'Save' and a grey button labeled 'Back'.

Select item(s) from the left column(s) and add/move them to the right column(s), to restrict your student(s) from purchasing them.



How do I Add or Edit My Payment Methods?

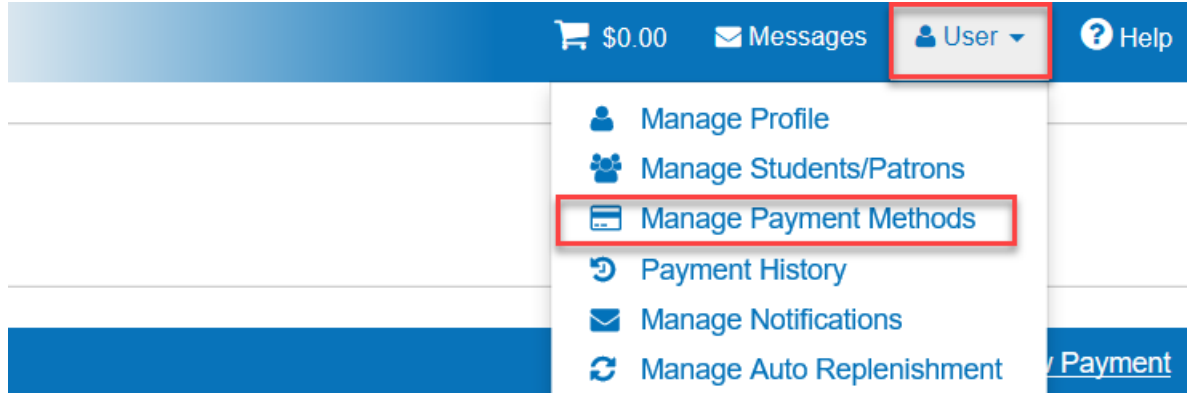
With PaySchoolsCentral.com, you have the ability to store multiple credit card numbers in the system. You can choose which card you want to use with each transaction that you make. You can also enter your banking information to opt to pay transactions by electronic check (commonly known as “ACH”). **Your school district may not offer both options, in that case, you will only see one choice.**

To add credit card numbers or banking information, follow these steps:

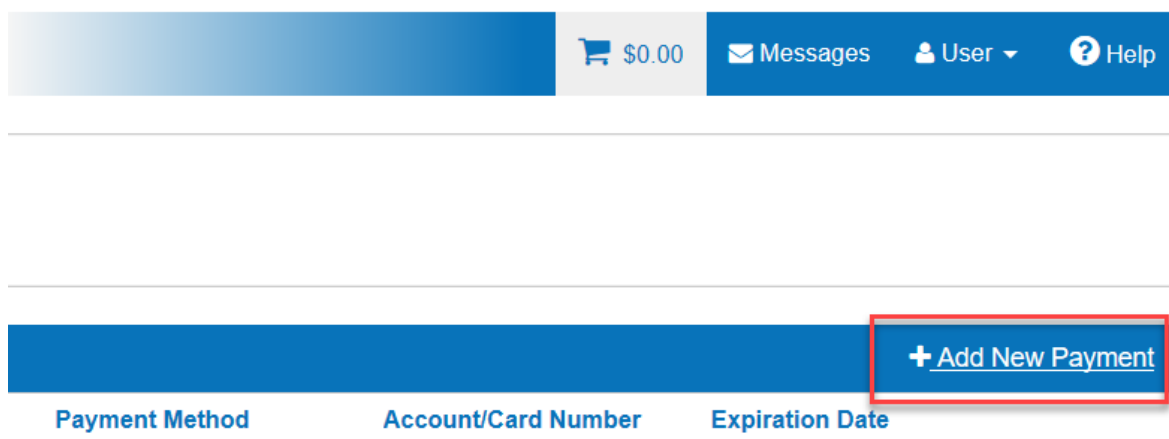
Step 1 – User → Manage Payment Methods → Add New Payment

- 1) To configure your payment methods from the homepage, press My Account and choose My Payment Methods.

a)



b)





Step 2 – Select and enter payment method options

- 1) Use the Choose Payment Type dropdown menu, to indicate what type of payment method to add. Be sure to enter a Nick Name for your payment option to help identify your payment method at checkout. **Please Note: This cannot have any special characters.**

Add Payment Details

Note:

Your Account number is not displayed on the site, so the Nickname/Bank Name is used to identify your account on the Payment screen.

The Default Credit Card/ACH Account cannot be deleted. To delete the default, you first need to add a new one.

Credit Card Processing terms and Conditions :
1. I authorize CP-DBS, LLC dba Data Business Systems, as owner and operator of payschoolscentral.com, to charge my account described above for non-recurring credit card transactions processed through the site.

ACH Electronic Check Processing Terms and Conditions:
1. I authorize CP-DBS, LLC dba Data Business Systems, as owner and operator of payschoolscentral.com, to debit my account described above for non-recurring ACH Electronic transactions processed through the site.
2. I agree to pay a return fee of up to \$30.00 if my ACH transfer is returned unpaid. CP-DBS, LLC dba Data Business Systems may represent my transfer up to two more times. I authorize CP-DBS, LLC dba Data Business Systems to make a one-time electronic fund transfer from my account to collect the \$30.00 fee. If my electronic transfer remains unpaid, my debt will be turned over to a collection company or a check recovery company that may charge me a processing fee, as permitted by law. Any information I provide while registering for payschoolscentral.com can be used in this process.

By Registering above account for credit/ACH transfers, I acknowledge that I am an authorized signer of this account.

Payment Type

-- Choose your Payment Type --

Please Choose your Payment Type.

Nick Name

Card Number

Card Number

Expiration Date

MM/YYYY

CVV Number

CVV Number

☐ By Checking This Checkbox, I Agree To The Payment Terms And Conditions.

Clear

Submit

- 2) Depending on your selection of credit/debit card or ACH, the information needed will be displayed. Enter your information into each field.

Credit/Debit Card

Add Payment Details

Note:

Your Account number is not displayed on the site, so the Nickname/Bank Name is used to identify your account on the Payment screen.

The Default Credit Card/ACH Account cannot be deleted. To delete the default, you first need to add a new one.

Credit Card Processing terms and Conditions :
1. I authorize CP-DBS, LLC dba Data Business Systems, as owner and operator of payschoolscentral.com, to charge my account described above for non-recurring credit card transactions processed through the site.

ACH Electronic Check Processing Terms and Conditions:
1. I authorize CP-DBS, LLC dba Data Business Systems, as owner and operator of payschoolscentral.com, to debit my account described above for non-recurring ACH Electronic transactions processed through the site.
2. I agree to pay a return fee of up to \$30.00 if my ACH transfer is returned unpaid. CP-DBS, LLC dba Data Business Systems may represent my transfer up to two more times. I authorize CP-DBS, LLC dba Data Business Systems to make a one-time electronic fund transfer from my account to collect the \$30.00 fee. If my electronic transfer remains unpaid, my debt will be turned over to a collection company or a check recovery company that may charge me a processing fee, as permitted by law. Any information I provide while registering for payschoolscentral.com can be used in this process.

By Registering above account for credit/ACH transfers, I acknowledge that I am an authorized signer of this account.

Payment Type

Credit/Debit Card

Nick Name

Card Number

Card Number

Expiration Date

MM/YYYY

CVV Number

CVV Number

☐ By Checking This Checkbox, I Agree To The Payment Terms And Conditions.

Clear

Submit



ACH

Add Payment Details

Note:

Your Account number is not displayed on the site, so the Nickname/Bank Name is used to identify your account on the Payment screen.

The Default Credit Card/ACH Account cannot be deleted. To delete the default, you first need to add a new one.

Credit Card Processing terms and Conditions :

1. I authorize CP-DBS, LLC dba Data Business Systems, as owner and operator of payschoolscentral.com, to charge my account described above for non-recurring credit card transactions processed through the site.

ACH Electronic Check Processing Terms and Conditions:

1. I authorize CP-DBS, LLC dba Data Business Systems, as owner and operator of payschoolscentral.com, to debit my account described above for non-recurring ACH Electronic transactions processed through the site.

2. I agree to pay a return fee of up to \$30.00 if my ACH transfer is returned unpaid. CP-DBS, LLC dba Data Business Systems may represent my transfer up to two more times. I authorize CP-DBS, LLC dba Data Business Systems to make a one-time electronic fund transfer from my account to collect the \$30.00 fee. If my electronic transfer remains unpaid, my debt will be turned over to a collection company or a check recovery company that may charge me a processing fee, as permitted by law. Any information I provide while registering for payschoolscentral.com can be used in this process.

By Registering above account for credit/ACH transfers, I acknowledge that I am an authorized signer of this account.

Payment Type

ACH/Check

Nick Name

Account Type

-- Choose your Account Type --

Routing Number

Routing Number

Account Number

Account Number

☐ By Checking This Checkbox, I Agree To The Payment Terms And Conditions.

Clear

Submit

AMERICAN EXPRESS

DISCOVER

MasterCard

VISA

3) Press the By Checking This Checkbox to agree to terms and conditions

Step 3 – Choosing your payment method at checkout

- 1) If you have decided to list multiple payment methods on your account, you now have the ability to choose which method you want to use in the Select Your Payment Type drop-down.

Checkout

Review the below details and proceed to payment

Select Your Payment Type:

-- Select Your Payment --

-- Select Your Payment --

EFG

ABC

Use New Card

Description	Amount
Electron [REDACTED]	\$10.00

Internet Convenience Fee: \$0.00

Cart Total Amount: \$10.00

Submit Payment



How Do I Make A Lunch Payment?

There are two ways that you can make a deposit onto your student's lunch account.

- 1) One is to process a **one-time transaction**, which will be addressed in this section.
- 2) The second is to use our convenient **auto-replenishment feature** which will automatically deposit money onto your student's account once their balance reaches a certain level.

Make One Time Lunch Payment

- 1) To make a lunch payment from the Home Page, enter the amount you want to be deposited in the open field to the right of each student's name.

The screenshot shows the PaySchools Central interface. At the top, there's a navigation bar with the logo, a shopping cart icon showing \$0.00, Messages, User, and Help. Below this, there's a section for 'All Students' and 'Little Jimmy'. The 'Meals' section is active, showing a table with columns: Student Name, Balance, Bonus Balance, Amount To Add, and Add To Cart. The table has one row for 'Little Jimmy' with a balance of \$0.00 and a bonus balance of \$0.00. The 'Amount To Add' field is set to \$10 and is highlighted with a green box. The 'Add To Cart' button is highlighted with a red box.

Student Name	Balance	Bonus Balance	Amount To Add	Add To Cart
Little Jimmy	\$0.00	\$0.00	\$ 10	

- 2) Click the icon below Add to Cart and then confirm the amount in the pop-up. You will see the number of items, as well as the amount displayed in the cart icon at the top of your screen

The screenshot shows the 'Add to Cart' pop-up window. The window has an orange header with the title 'Add to Cart' and a close button. Below the header, it says 'Review details and Add Meal amount to cart'. There's a table with columns: NAME, EXISTING BALANCE, and AMOUNT TO ADD. The table has one row for 'Little' with an existing balance of \$0.00 and an amount to add of \$10.00. Below the table, there's a blue 'Add to Cart' button highlighted with a red box. At the bottom of the page, the shopping cart icon in the top navigation bar is highlighted with a red box, showing a total of \$10.00.

NAME	EXISTING BALANCE	AMOUNT TO ADD
Little	\$0.00	\$10.00



Step 2 – Process Payment

- 1) Review the transaction before submitting it for processing.
- 2) If you are ready to process the transaction, you need to select your desired payment method and press the Checkout button.

A screenshot of a 'Items in Cart List' pop-up window. The window has a blue header bar with a shopping cart icon, '\$10.00', and links for 'Messages', 'User', and 'Help'. Below the header is a table with columns: 'Name ↑', 'Cart Name', 'Description', 'Amount', and 'Remove'. The table contains one item: 'Little Jimmy' (Meal) with a description 'Patron: Little Jimmy' and an amount of '\$10.00'. Below the table, it says 'Cart Amount: \$10.00' and has a blue 'Checkout' button.

Name ↑	Cart Name	Description	Amount	Remove
Little Jimmy	Meal	Patron: Little Jimmy	\$10.00	

Cart Amount: \$10.00 [Checkout](#)

- 3) From the Checkout pop-up, select your payment method and then Submit Payment.

A screenshot of a 'Checkout' pop-up window. The window has an orange header bar with the title 'Checkout' and a close button. Below the header is a blue link: 'Review the below details and proceed to payment'. A dropdown menu titled 'Select Your Payment Type:' is open, showing options: '-- Select Your Payment --', 'EFG', 'ABC', and 'Use New Card'. The dropdown is highlighted with a red box. To the right of the dropdown is a table with columns: 'Description' and 'Amount'. The table contains one item: 'Patron: [redacted]' with an amount of '\$10.00'. Below the table, it says 'Internet Convenience Fee: \$0.00' and 'Cart Total Amount: \$10.00'. At the bottom right is a blue 'Submit Payment' button.

Description	Amount
Patron: [redacted]	\$10.00

Internet Convenience Fee: \$0.00
Cart Total Amount: \$10.00
[Submit Payment](#)

- 4) After completing your purchase, you will receive an email with a receipt listing the item and amount of your transaction.

A screenshot of a transaction confirmation email. The email has an orange header bar with the text 'Transaction processed for AnywhereUSA on 2/23/2018 2:55:00 PM' and a close button. Below the header, it says 'Date: 02/23/2018' and has a 'Delete' button. At the bottom, it lists the transaction details: 'AnywhereUSA - Transaction # 57178 - Subtotal: \$5.00 - Transaction Fee: \$2.50 - Convenience Fee: \$0.00 - Total: \$7.50 Kenneth Jones (400160) - Patron Account QuikLunch Account (Food Service) - Amount: \$5.00'.

Transaction processed for AnywhereUSA on 2/23/2018 2:55:00 PM

Date: 02/23/2018 [Delete](#)

AnywhereUSA - Transaction # 57178 - Subtotal: \$5.00 - Transaction Fee: \$2.50 - Convenience Fee: \$0.00 - Total: \$7.50 Kenneth Jones (400160) - Patron Account QuikLunch Account (Food Service) - Amount: \$5.00



Auto Replenishment

- 1) To turn on, or modify Auto Replenishment, first go to User -> Manage Auto Replenishment

The screenshot shows the PaySchools Central dashboard. At the top, there's a navigation bar with the logo, a balance of \$1.00, messages, a user dropdown, and a help icon. Below the navigation bar, there are tabs for 'All Students', 'Aaliciyah Smith', and 'Little Jimmy'. A 'Meals' table is visible, showing student names, balances, bonus balances, and amounts to add. A dropdown menu is open from the 'User' icon, listing various management options. The 'Manage Auto Replenishment' option is highlighted with a red box.

Student Name	Balance	Bonus Balance	Amount To Add
Little Jimmy	\$0.00	\$0.00	\$ 0.00
Aaliciyah Smith	\$0.00	\$0.00	\$ 0.00

- 2) From your list of students, choose the **Balance Level** (the lunch balance at which Auto Replenish will be triggered), **Amount to Add** (the amount to be added to the account), **Stop Payments After** (the date Auto Replenish will deactivate), **Payment Method** (this can be updated at any time), and be sure to **Turn On** and **Save**.

The screenshot shows the 'Auto Replenishment - Meal' form. It has a table with columns for Student Name, Balance Level, Amount To Add, Stop Payments After, Payment Method, Turn On, and Status. The 'Balance Level' and 'Amount To Add' fields are highlighted with red and purple boxes respectively. The 'Stop Payments After' field is highlighted with a green box. The 'Payment Method' field is highlighted with an orange box. The 'Turn On' field is highlighted with a yellow box. A 'Save' button is highlighted with a black box at the bottom right.

Student Name	Balance Level	Amount To Add	Stop Payments After	Payment Method	Turn On	Status
Little Jimmy	\$0	\$10	2/27/2018	Select Payment	OFF	
Aaliciyah Smith	\$0	\$10	2/27/2018	Select Payment	OFF	



- 3) Parents who have Auto replenishment set up for the Meal/Fund accounts now have a status indicator to alert them if a payment will be attempted today.
- When they log in, a new status of a Green Check box will indicate that this account meets the criteria for a payment to be processed today.
 - A Red X will indicate that a payment is not needed.
 - Hovering over either of these new flags will give them more information about what the flag means. See screenshots below:

The screenshot shows the 'Auto Replenishment - Meal' page in the PaySchools Central interface. At the top, there's a navigation bar with the logo, a balance of \$40.00, and links for Messages, User, and Help. Below this is a student selection bar with icons for 'All Students', 'Molly Thai', 'Benjamin Freng', and 'Rebecca Dombey'. The main section is a table titled 'Auto Replenishment - Meal' with columns for Student Name, Balance Level, Amount To Add, Stop Payments After, Payment Method, Turn On, and Status. The table contains three rows of data for the students listed. At the bottom right, there are 'Save' and 'Back' buttons.

Student Name	Balance Level	Amount To Add	Stop Payments After	Payment Method	Turn On	Status
Molly Thai	\$20	\$10	1/11/2018	DemoCC	ON	✓
Benjamin Freng	\$10	\$20	1/11/2018	DemoCC	ON	✗ Meal/Fund
REBECCA Dombey	\$0	\$10	1/10/2018	Select Payment	OFF	

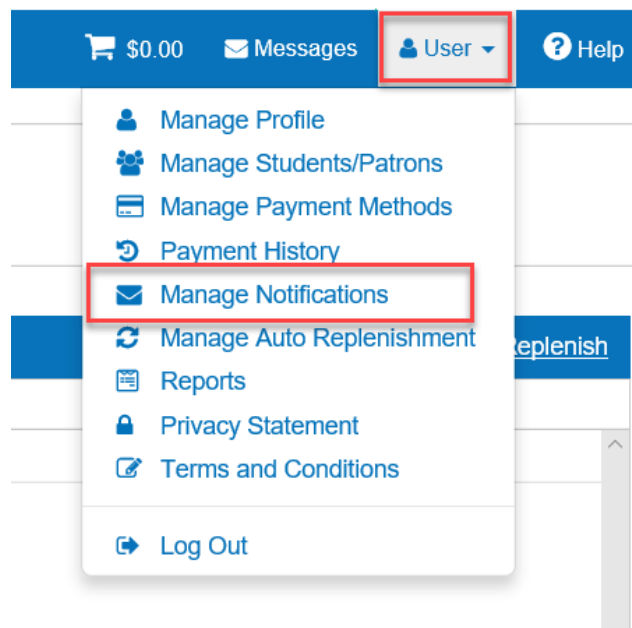


How Do I Configure Email Options For My Account?

PaySchoolsCentral.com gives you the ability to set up a variety of email options unique to your account. You have the flexibility to opt in or opt out of these options and make changes at any time. The emails will automatically be sent to the email address associated with the PaySchoolsCentral.com account.

Step 1 – User→Manage Notifications

- 1) To configure your email options from the homepage, press User and choose Manage Notifications.





Step 2 – Email options

Each of these will provide information about your account, and a complete list is below. If your school does not offer that feature, you will not see that feature in the options:

- **Low Balance:** PaySchoolsCentral.com will automatically send an email when your child's account balance reaches a predetermined balance you specify, so you know to add money to the account. Using the pull down, you can specify the amount.
- **Balance Reminder:** PaySchoolsCentral.com will automatically send an email on a predetermined day of the month alerting you as to your child's account balance. You can determine which day of the month you want this reminder sent by using the pull down box.
- **Fee Due:** If your school is using PaySchoolsCentral.com to process school fees, then you can opt in to this email alert. PaySchoolsCentral.com will automatically send an email reminding you that your child's school fee is due so that you can remember to make the payment in a timely fashion. You can set how far in advance you will get the notification that payment is due using the pull down box.
- **Upcoming Payment:** If your school is using PaySchoolsCentral.com to process school fees, then you can opt in to this email alert. PaySchoolsCentral.com will automatically send an email reminding you there is an upcoming fee payment which has been scheduled. You can determine how many days in advance you will be notified of the upcoming payment using the pull down box.
- **Overdue Fee:** If your school is using PaySchoolsCentral.com to process school fees, then you can opt in to this email alert. PaySchoolsCentral.com will automatically send an email if one of your fees is not paid by the due date. You can set PaySchoolsCentral.com so a notification email is sent "x" number of days after the payment is overdue.
- **Monthly Statement:** PaySchoolsCentral.com will automatically send you an email one day a month showing all the PaySchoolsCentral.com transactions for the month. You can determine which day of the month this is emailed to you.

Step 3 – Set Email options

- 1) To select the email alert, simply select ON in the box to the right of the option and determine when you want to receive the alert.



\$0.00
Messages
User
Help

All Students

Little Jimmy

Notifications

Meal Account			
Low Meal Balance :	☒	Balance :	\$ 10.00
Balance Remainder :	☒	Day of Month :	27th
Fee			
Fee Due :	☒	Days Notice :	3
Upcoming Payment :	☒	Days Notice :	2
Overdue Fee :	☒	Days Overdue :	5
Fund Account			
Low Fund Balance :	☒	Balance :	\$ 5.00 Add
Balance Remainder :	☒	Day of Month :	1st Add
Monthly Statement			
Monthly Statement :	☒	Day of Month :	Last Day Add

- 2) Press the Update button, to save the settings.



How Do I Make Fee Payments?

The fees available to you are set and maintained by your School District. If you are looking for a fee that is not listed on your screen, please contact your School District.

Note: If your School District is not using the fees module in PayForIt.net, you will not see the option on your menu bar.

Step 1 – Select Fees→Make Fee Payment

The screenshot shows the PaySchools Central interface. At the top, there's a navigation bar with the logo, a shopping cart icon showing \$0.00, and links for Messages, User, and Help. Below this is a section for 'All Students' and 'Little Jimmy'. The main content area is titled 'Fees' and has a 'Schedule Fees' link. There are two tabs: 'ASSIGNED' (selected) and 'OPTIONAL'. Below the tabs is a search bar and 'Filter' and 'Reset' buttons. A table lists fees for 'Little Jimmy'. The table has columns: Student Name, Fee Category, Fee Description, Due Date, Amount Due, Amount To Pay, Amount In Cart, Fee Rules, and Add To Cart. The first row shows a fee for 'Test' due on 04/08/2018 for \$150.00. The 'Add To Cart' button (cart icon) is highlighted with a red box.

Student Name	Fee Category	Fee Description	Due Date	Amount Due	Amount To Pay	Amount In Cart	Fee Rules	Add To Cart
Little Jimmy	Test	04/08/2018	\$150.00	\$ 150.00	\$0.00	F		

- 1) Scroll down to the Fees section of the Home page and toggle between the Assigned and Optional fees available to your student. To add fees to your cart, click on the cart icon on the right side of the screen. You can add multiple fees for multiple students before checking out.



- 2) You can decide to remove items from your cart before checking out by clicking the trash can icon under the cart icon at the top of your screen.

Name ↑	Cart Name	Description	Amount	Remove
Little Jimmy	Fee	Patron: Little Jimmy	\$150.00	

Cart Amount: \$150.00

Checkout

- 4) From the Checkout pop-up, select your payment method and then press Submit Payment.

Checkout

[Review the below details and proceed to payment](#)

Select Your Payment Type:

-- Select Your Payment --

-- Select Your Payment --

	Description	Amount
1	atron: [redacted]	\$10.00

Internet Convenience Fee: \$0.00

Cart Total Amount: \$10.00

Submit Payment

- 5) After completing your purchase, you will receive an email with a receipt listing the item and amount of your transaction.

Transaction processed for AnywhereUSA on 2/23/2018 2:55:00 PM

Date: 02/23/2018

Delete

AnywhereUSA - Transaction # 57178 - Subtotal: \$5.00 - Transaction Fee: \$2.50 - Convenience Fee: \$0.00 - Total: \$7.50



How Do I Schedule Fee Payments/Installments?

The fees associated with your account are set and maintained by your School District. The directions below will help you use the PayForIt.net application to pay for your fees.

Step 1 – Select Fees → Schedule Fee Payment

- 1) To set up Scheduled fees from the homepage, scroll down to Fees and choose Schedule Fee Payment

The screenshot shows the 'Fees' section of the PayForIt.net application. At the top, there's a blue header with 'Fees' and a 'Schedule Fees' button. Below this, there are tabs for 'ASSIGNED' and 'OPTIONAL'. A search bar with 'Filter' and 'Reset' buttons is present. Below the search bar, a note says '(Search based on Fee Category, Fee Description or Due Date)'. A table lists fees with columns: Student Name, Fee Category, Fee Description, Due Date, Amount Due, Amount To Pay, Amount In Cart, Fee Rules, and Add To Cart. The table shows one fee for 'Little Jimmy' with a due date of 04/08/2018 and an amount due of \$150.00.

..	Student Name	Fee Category	Fee Description	Due Date	Amount Due	Amount To Pay	Amount In Cart	Fee Rules	Add To Cart
▼	Fee Category:								
	Little Jimmy		Test	04/08/2018	\$150.00	\$ 0.00	\$150.00	F	

- 1) To limit the list, choose a certain student and/or a certain date range.
- 2) The fees existing on your account will display in the *Fee Name* drop down.

Step 2 – Choose Installment Payment Amounts and Dates

- Depending on the amount of installments allowed by your school, an Installment field will display for each payment.
- The installment payments can be set to any amount and date but must total the Amount Due and Payments fields must be completed before the due date.
- The system will allow the payments on the first day after the start date.
- In our example, the Amount must be paid within the time frame given
- Scheduled payments must be made before the due date



Payment History

- 1) Payments can be viewed at any time, via the User → Payment History menu. Press the Trans ID link to show the details from a transaction.

The screenshot shows the PaySchools Central interface. The top navigation bar includes the logo, a balance of \$0.00, Messages, a User dropdown, and a Help icon. The User dropdown menu is open, showing options: Manage Profile, Manage Students/Patrons, Manage Payment Methods, Payment History (highlighted with a red box), Manage Notifications, Manage Auto Replenishment, Reports, Privacy Statement, Terms and Conditions, and Log Out. Below the menu, the 'Payment History' section is visible, showing a table with columns: TransactionID, Name, Description, Amount, and Status. The table is currently empty, with a note '0 items to display.'

Running Reports

- 1) From the User tab, open the Reports option.

The screenshot shows the PaySchools Central interface. The top navigation bar includes the logo, a balance of \$1.00, Messages, a User dropdown, and a Help icon. The User dropdown menu is open, showing options: Manage Profile, Manage Students/Patrons, Manage Payment Methods, Payment History, Manage Notifications, Manage Auto Replenishment, Reports (highlighted with a red box), Privacy Statement, Terms and Conditions, and Log Out. Below the menu, the 'Meals' section is visible, showing a table with columns: Student Name, Balance, Bonus Balance, and Amount To Add. The table contains two rows of data:

Student Name	Balance	Bonus Balance	Amount To Add
Little Jimmy	\$0.00	\$0.00	\$ 0.00
Aaliciyah Smith	\$0.00	\$0.00	\$ 0.00

- 2) **NOTE: The reports in this section are contingent on the set up of your district. Not all schools and districts will have access to these reports.**



Patron Account Activity Report

The first report is the Patron Meals Activity Report. Select you patron and your date range then, Generate Report.

This screenshot shows the PaySchools Central interface. At the top, there's a header with the logo and a search bar. Below the header, there are two tabs: 'All Students' and 'Little Jimmy'. A blue bar labeled 'Reports' is visible. On the left, a sidebar menu has 'Meals' expanded, showing 'Patron Meals Activity' and 'General'. The 'Patron Meals Activity' option is highlighted. On the right, the 'Report : Patron Meals Activity' form is displayed. It includes a 'Parton Name' dropdown menu with 'Select your Patron' as the current selection. Below this are 'From Date' and 'To Date' fields, both with calendar icons. The 'To Date' field is pre-filled with '3/13/2018'. At the bottom of the form are two buttons: 'Generate Report' and 'Back'.

Patron Fund Account Activity

The next report is the Patron Fund Account Activity which will provide detailed account of child care

This screenshot shows the PaySchools Central interface for generating a 'Patron Fund Account Activity' report. The layout is similar to the previous one, with the 'Reports' bar and the 'General' category selected in the sidebar. The 'Patron Fund Account Activity' option is highlighted. The form on the right, titled 'Report : Patron Fund Account Activity', includes a 'Parton Name' dropdown menu. Below it is a 'Fund Account' dropdown menu with 'Select Account' as the current selection. There are also 'From Date' and 'To Date' fields with calendar icons. The 'To Date' field is pre-filled with '3/13/2018'. At the bottom are 'Generate Report' and 'Back' buttons.