PayForIt.net   online school payments

What is PayForIt.net?

PayForIt.net (PFI) is a Secure Online Payment system which simplifies payment, collection and balancing of funds for School Districts. Additionally, it lets Parents/Guardians manage their student's accounts directly.

PFI is a web-based portal system that is part of a suite of online school systems offered by PaySchools. PaySchools institutes a philosophy of *quick, simple and practical* in their systems development.

> Effective immediately, Triad Local Schools is pleased to offer PFI to our parents for review & payment of Student Fees and Athletic Participation Fees.

Benefits of using PFI

✓ 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 schools & the parents.

✓ PFI lends standardization across all fees within the district. Offering complete information and efficiencies for both the district and the parents.

Features in PFI

✓ 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 Level 1 compliant and maintains industry standard SSL certificates. This ensures all data is safe & secure as defined by the online payment & collections industry.

> Information to the right of this page and on the reverse side will help you to get started using PayForIt.net (PFI).
>
> 1. Access the site & sign-up to use PayForIt.net
> 2. Add students to your account
> 3. Set your email options
> 4. View & Pay Fees

How to sign up for PayForIt.net

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 is 3.9% per Visa/MasterCard transaction or $1.75 per Transaction for ACH 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.

Logging in simply requires going to www.PayForIt.net and entering your logon and password.

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

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, *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.

Add your student(s) to your account

1. Before you can pay Fees, you need to add your students to your account using the *Add Student* screen from the Add/View Student menu.

   a. You need to enter School, Student ID, full name and grade. All fields are required.
   b. Please contact the school if you need any missing data. The information you enter for your student must match what the school loaded to the system <u>exactly</u>. Do not enter any leading zeroes for the Student ID. If your student record is not found, try adding the middle initial to the first name.
   c. After your student(s) are registered to your account, you can process transactions on the Fees screen of PFI.

2. Full step-by-step instructions to perform this function are available to you on the screen and within the "How Do I …" menu option.

Set your email options

1. Once you've set up your account in PFI, you can set up options in PFI to receive payment due reminders and school messages via email.

   a. Select "*My Email Options*" from the My Account menu.
   b. Check the Opt In boxes for the messages you'd like to receive.
   c. Click the update button to save your changes.

2. Full step-by-step instructions to perform this function are available to you on the screen.
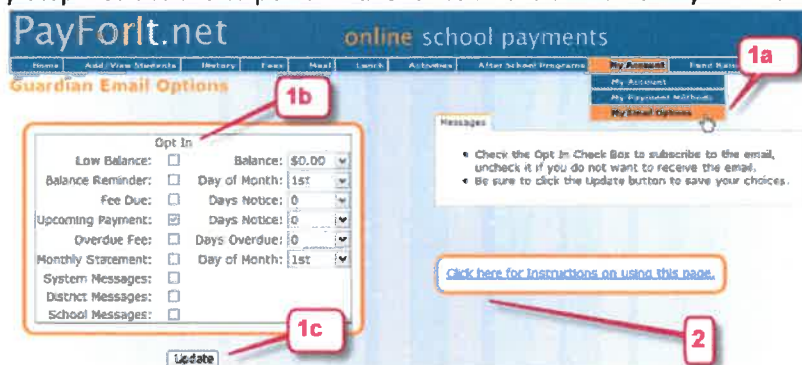
View Fees & Make Fee Payments

1. Select "*Make Fee Payment*" from the Fees menu.
2. The fees owed on your account are listed.
3. The screen will guide you through the process step-by-step.

   *Note: It is important to use the **previous button** instead of the back button during credit card (or ACH-Electronic Check) 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.*