

Dear Incarnation Parents,

Signing up for the Pay for it Service for online lunches is now available to all families. As you follow the attached directions please take into account that you will sign up under the following District: St. Alberts.

Our lunch program for the Catholic schools of this area falls under St. Albert's School

Thank you

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**”.

PayForIt.net online school payments

Contact Us Information (FAQ) How Do I... Login

Secure Online Payment

User Name:
Password:

[Sign up for an Account](#)
[Forgot Username or Password](#)

This is the P4Test site...For demos and testing only

Your feedback is appreciated, please take our short survey.
[Start Survey](#)

SECURED by digicert
09.19.09
Identity Assured
SSL CERTIFICATES

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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 not 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.

The screenshot shows the 'Create New Guardian Account' page on PayForIt.net. The page title is 'PayForIt.net online school payments'. A navigation bar includes links for 'Sign Up', 'Activate Account', 'Login', 'Information (FAQ)', 'How Do I...', 'Contact Us', and 'Fund Raiser'. The main heading is 'Create New Guardian Account' with a sub-heading 'Current step of the process'. The form is titled 'Address Information Step 1 of 3' and includes fields for 'Select State' (Colorado), 'District' (Rivendell School District), 'First Name' (Anja), 'Last Name' (Miller), 'Address' (6622 Esmeralda Drive), 'Address 2', 'City' (Castle Rock), 'State' (Colorado), 'Zip' (80108), and 'Phone'. A 'Next' button is at the bottom right of the form. A red arrow points to the 'District' dropdown menu with the label 'Your district'. Another red arrow points to the 'First Name' and 'Last Name' fields with the label 'Your information'. A third red arrow points to the 'Next' button with the label 'Review fees if applicable'. To the right of the form is a text box explaining that a percentage-based Internet Convenience Fee (ICF) or a flat Transaction Fee may be assessed. Below this is an 'Example Transaction Fees for' section with a 'Select Amount' dropdown set to '\$25.00' and fields for 'ICF (0.00%)', 'Per Transaction Fee', 'Total Fee', and 'Total Charge'. At the bottom left, a blue link says 'Click here for Instructions on using this page.' and a red arrow points to the 'Next' button with the label 'Click next to go to next step'. At the bottom right, a box titled 'Student Activity Options' contains the link 'Online Recent Purchases List'. A warning box at the bottom left states: 'Please do not create an account if you do not see your School District listed. If they are not in the list it means that they have not been set up on our site yet.'

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:

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

Step 2 of 3

Payment Method Information

Credit/Debit Card
 ACH Electronic Check Processing

Type: MasterCard

Nickname for Card: _____

Credit Card # (no dashes): _____

Expiration Date: January / 2009

Nickname: Your Credit Card number is not displayed on the site, so the Credit Card Nickname is used to identify your credit card on the Payment screen.
Examples: My Visa, Points NC, United Miles

Previous Next

Click to proceed to the next step

Your credit card information

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

Click here for Instructions on using this page.

Please do not create an account if you do not see your School District listed. If they are not in the list it means that they have not been set up on our site yet.

Student Activity Options
Online Recent Purchases List - Yes

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 #:

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

Click to proceed to the next step in the process

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.

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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](#)

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**”.

PayForIt.net online school payments

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

Create New Guardian Account

User Information Step 3 of 3

Email:

User Name for login:

Password:

Confirm Password:

[Click here for Instructions on using this page.](#)

Please do not create an account if you do not see your School District listed. If they are not in the list it means that they have not been set up on our site yet.

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](#)

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

PayForIt.net online school payments

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

Create New Guardian Account

Complete

Your account has been created.

You will receive a confirmation email soon, which will contain a link to the activation page and your confirmation number. Follow the instructions in the email to Activate your account.

You will not be able to log into the site until your account has been activated.

Your Credit Card has NOT been charged, you can process a transaction after you have activated your account and added your student(s)

[Click here for Instructions on using this page.](#)

Please do not create an account if you do not see your School District listed. If they are not in the list it means that they have not been set up on our site yet.

Click “**Continue**” and you will see the following:



Activate Guardian

User Name: sarahmartin

Confirmation Code:

Reset Activate

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: smarshal
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, your 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.