



**PayForIt.net**

**PaySchools**  
Online Payment Processing System



## How Do I Sign Up for PayForIt.net?

PayForIt.net is an online web-based payment system that provides wide flexibility to both parents and schools managing lunch accounts, fees, activities, registrations and after school programs for your student(s).

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).

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# Step 1 – From the [www.payforit.net](http://www.payforit.net) home page, press the Sign Up for an Account

1) To sign up for an account from the homepage, press Sign up for an Account.

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[SIGN UP](#)

[ACTIVATE ACCOUNT](#)

[LOGIN](#)

[INFORMATION \(FAQ\)](#)

[HOW DO I...](#)

[CONTACT US](#)

[FUND RAISER](#)



**Log In**

User Name:  \*

Password:  \*

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

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

**Secure online payment<sup>a</sup>**

Your feedback is appreciated; please take our updated survey.

[Start Survey](#)

[TERMS OF USE](#)

[PRIVACY STATEMENT](#)

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**DBS**  
DATA BUSINESS SYSTEMS

## Step 2 – Create New Guardian Account

2) Complete the information on the Create New Guardian Account screen.

- a. Using the pull down menu, find your student's school district.
  - i. 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.
  - ii. If your child's school district is listed, select it and then fill in the remaining contact information.
    1. Be sure to use your name, not your student's. Your school district determines if/how a fee will be applied.
    2. If you are satisfied with your entries, click the next button to proceed.

**Address Information** Step 1 of 3

Select State:

District:

First Name:

Last Name:

Address:

Address 2:

City:

State:

5-digit Zip:

Phone:

\* Please enter the Parent or Guardian's name and address

## Step 3 – Enter Payment Method Information

- 3) Enter the 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 can offer both options, or may only offer ACH or Credit Card payments.
- a) First you need to select the 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.
- i) If opting to enter more than one credit card into PayForIt.net, the Nickname field is used to differentiate between the different cards (i.e. Mom's Visa vs. Dad's Visa). After entering 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.
- ii) Once the credit/debit card or ACH information has been entered, press Next to proceed to the next step.

Sample Credit Card screen for Step 3:

**Payment Method Information**      **Step 2 of 3**

Credit/Debit Card  
 ACH Electronic Check Processing

Type:  ▼

NickName for Card:

Credit Card #  
(no dashes):

Expiration Date:  ▼ /  ▼

**VISA**   **MasterCard**   **DISCOVER**

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 MC, United Miles

## Sample Electronic Check (ACH) Screen for Step 3:

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

## Step 4 – Complete the User Information; Email Address, Login, and Password

- 4) Set up user information. This includes providing a valid email address, a username and a password for the account.
  - a. When this information is complete, press the Create Account button to complete the process.

**User Information** Step 3 of 3

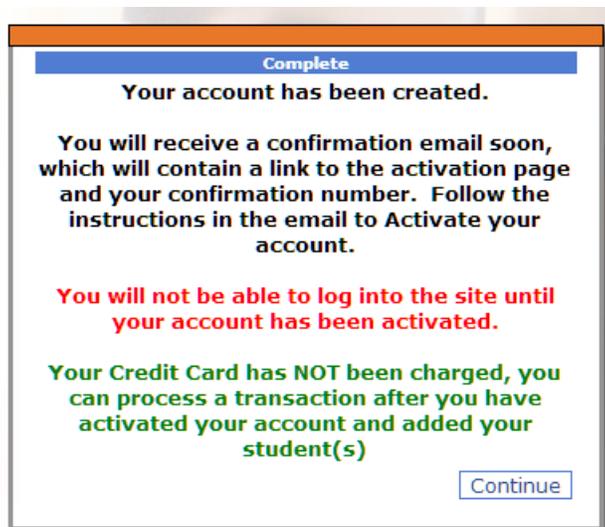
Email:

User Name for login:

Password:

Confirm Password:

b. Once you have pressed the Create Account button the following screen will appear:



## Step 5 – Process Transaction Confirmation

5) Wait for the email confirmation to receive your activation code. The email will look like this:

Customer,

Thank you for signing up with PayFortl.net

**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: SWG9ER8

User Name: Jay17  
Email Address: [nick.traci1116@gmail.com](mailto:nick.traci1116@gmail.com)

NOTE - The best way to enter your confirmation code is to Cut & Paste it into the Confirm Code field

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**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 \*\**

Congratulations! You have successfully signed up for PayFortl.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 PayFortl.net logo in the upper left corner and you can begin using PayFortl.

## General Information

- ❖ 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 and 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
  
- ❖ Important to note:
  - 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