

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 QSP, LLC. QSP INSTITUTES A PHILOSOPHY OF QUICK, SIMPLE AND PRACTICAL IN THEIR SYSTEMS DEVELOPMENT.

### 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. YOU WILL BE PROMPTED TO ENTER YOUR CONTACT DATA, PASSWORD, PAYMENT INFORMATION, ETC.
2. 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 CHILD(REN)'S SCHOOL(S).

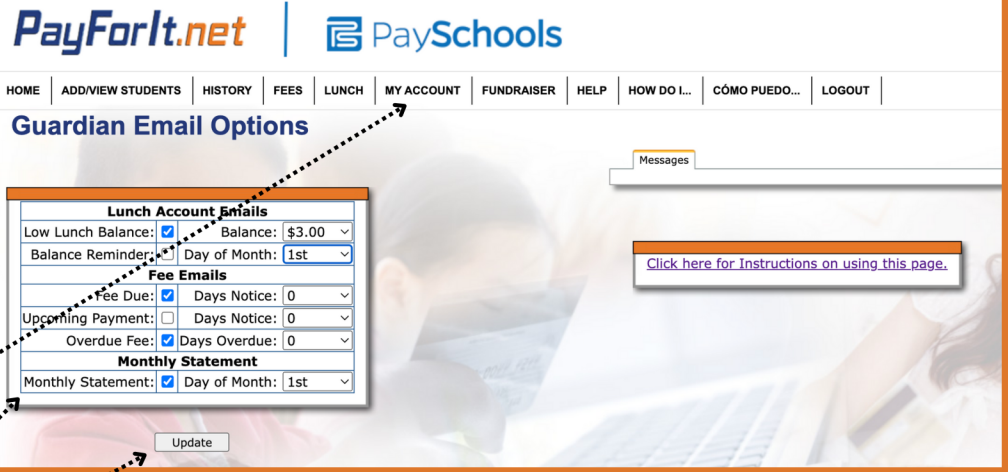
### ADD YOUR STUDENT(S) TO YOUR ACCOUNT

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.
  - YOU NEED TO ENTER SCHOOL, STUDENT ID, FULL NAME AND GRADE. ALL FIELDS ARE REQUIRED.
  - 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 EXACTLY. 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.
  - 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 PAYFORIT, YOU CAN CHOOSE TO SET UP EMAIL ALERT OPTIONS TO BE NOTIFIED WHEN LUNCH ACCOUNTS ARE RUNNING LOW OR OTHER ALERTS SENT THROUGH THE PAYFORIT PROGRAM.

- 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.



### HOW TO ADD FUNDS TO YOUR STUDENT'S ACCOUNT FOR MEAL PURCHASES:

1. SIGN IN AND SELECT "LUNCH PAYMENTS" FROM THE LUNCH OPTION ON THE MENU.
2. THE SCHOOL(S) AND STUDENT(S) YOU HAVE ACCESS TO WILL BE DISPLAYED. 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.
3. ONCE YOU HAVE UPDATED THE BALANCES AS DESIRED, SELECT THE "CREATE TRANSACTION" BUTTON AND PROCEED TO THE NEXT STEP IN THE PROCESS.
4. 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.
5. SELECT "PROCESS PAYMENT" TO APPLY THE TRANSACTION TO YOUR CREDIT CARD AND TO YOUR STUDENTS' ACCOUNT(S). A MESSAGE WILL BE DISPLAYED (APPROVED/DECLINED).
6. A RECEIPT OF YOUR TRANSACTION WILL BE DISPLAYED TO YOU AND SENT TO YOUR EMAIL ADDRESS.

\*LUCAS SCHOOL DISTRICT OFFERS THIS SERVICE FREE OF FEES.\*

### 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.