PaySchools Central

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Former PFI Users

If you previously had a PayForIt.net account, your information has been migrated over to PaySchoolsCentral.com! The following pop-up will display upon login. Just confirm your information and <u>Continue to Dashboard</u>!

| 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 <u>Register</u> option below the Email and Password fields.

| PaySchools Central |
|--|
| Email Password Log in |
| Register Forgot Password Privacy Terms Help |
| Copyright© 2008-2017 by <u>PaySchools</u> . Version 1.16.18 Geogle Play |

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

| State* - Choose your State |
|----------------------------|
| Choose your State |
| - Griouse your state - |
| Zip Code" |
| Zip |
| Country* |
| Choose your Country 👻 |
| Phone |
| Phone |
| Mobile |
| Mobile |
| |
| |
| |



Once the <u>Register</u> 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 <u>Forgot Password</u> 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 <u>www.payschoolscentral.com</u> 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 <u>PaySchools.com</u> . 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 ente | er your email address and password to activate your account. |
|---|---|
| - Minimum 8 char - Maximum 128 c - May not contain - Must meet at le | haracters more than 2 identical characters in a row |
| Email | |
| Password | |
| | sword |



1) If you forget your password, use the <u>Forgot Password</u> link on the login page.

| | PaySchools Central |
|----------|--|
| Ema | ail |
| Pas | sword Log in |
| Register | Forgot Password Privacy Terms Help |

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

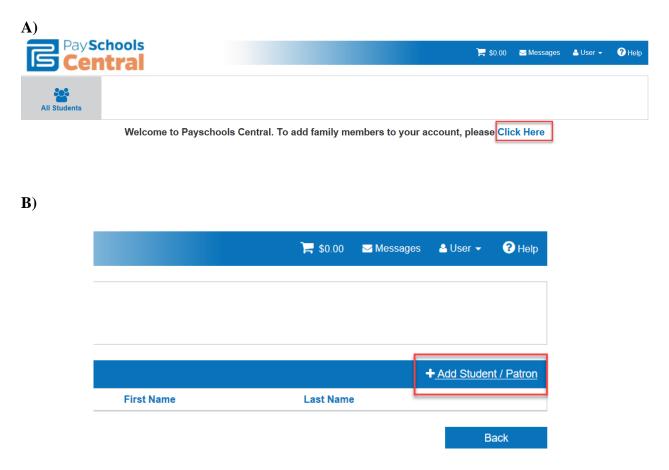
| Pay Schools Central | | | | | |
|--|----------------------------|--|--|--|--|
| Please enter the email add account. | lress associated with your | | | | |
| Email | | | | | |
| How would you like to reset your password? | | | | | |
| Email me a password reset link | Send me a text/phone call | | | | |
| Back to Sign In page | I already have a text code | | | | |



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 <u>Click Here</u> link, then the <u>Add Student/Patron</u> button to add your student's information.





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 St | ate | • |
| District | | |
| Select your Di | istrict | • |
| ID | | |
| | | |
| First Name | | |
| | | |
| Last Name | | |
| | | |
| | | |
| | | |

2) Once all information has been entered, press the <u>Register</u> button.



Step 3 – View Added Student

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

| Pay Sc Cen | | | | ो ≓ \$0.00 🛎 Me | lessages 🔺 User 🗸 | ? Hel |
|---------------------|--------------|---------------|---------------|----------------------------------|-------------------|--------------|
| Manage Students/Pat | trons | | | | +Add Stud | lent / Patro |
| District Name | Student Id | School Name | First Name | Last Name | | |
| | | | | | | |
| Pay Sch Cent | cools ral | | | ो ल \$0.00 🛛 M ess | sages 🛔 User 👻 | 🕜 Help |
| ** | <u>*</u> | Bonus Balance | Amount To Add | े 🗮 \$0.00 🛛 ा Mess Add To C: | Manage Auto F | |

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

| PaySchool Centra | s | | 🏹 \$0.00 🛛 Messages 🔺 User | + 🕜 Help |
|--|---------------|----------------------|--|---------------|
| and the second | e Jimmy | | | |
| 🎙 Meals - Little Jimmy | | Want to see what you | r child is eating? Veal Restrictions. Manage A | uto Replenish |
| Balance | Bonus Balance | Amount To Add | Add To Cart | |
| \$0.00 | \$0.00 | \$ 0.00 | E | 2 |

What is my child eating

- A) <u>Want to see what your child is eating?</u> 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 - Aalic | iyah Smith | | From Date: | 2/4/2018 | To Date: | 3/7/2018 | 1 | T Filter |
|------------------------------------|------------------|----------|------------|----------|----------|----------|----|-----------------|
| Description | Transaction Date | Quantity | | Amount | | | | Ð |
| No items to display. | | | | | | | | |
| | | | | | | | Ba | ack |



Meal restrictions

A) The <u>Meal Restrictions</u> 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.

| Cen | tral | | | 🥵 😪 S1.00 🛛 🖉 Messagi | as 🔺 User 🗸 😯 Help |
|------------------------|-----------------|---------------|-----------------------|------------------------------------|-----------------------|
| All Students | Aaliciyah Smith | 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 | R | < 2 2 |

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

| Meal Restrictions - Little Jimmy | |
|---|-------------------|
| Description | Value ↑ |
| Daily Spending Limit | \$ 0.00 |
| No A La Carte | OFF |
| No Breakfast | OFF |
| No Second Meal | OFF |
| Item Groups | Restricted Groups |
| A La Carte Meals | * |
| Items | Restricted Items |
| Breakfast Lunch Adult Breakfast Adult Lunch Milk External text | * |

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.

Save Back



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 <u>My Account</u> and choose <u>My Payment Methods</u>.
 - ? Help \$0.00 Messages 💄 User 🤜 Manage Profile 4 Manage Students/Patrons Manage Payment Methods Payment History Manage Notifications Payment C Manage Auto Replenishment b) ? Help \$0.00 Messages 🔒 User 👻 + Add New Payment **Expiration Date** Payment Method Account/Card Number
 - a)



Step 2 – Select and enter payment method options

1) Use the <u>Choose Payment Type</u> 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 Paymen | it 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. | Payment Type Choose your Payment Type Please Choose your Payment Type. Nick Name |
| Credit Card Processing terms and Conditions : 1. I authorized 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: | Card Number Card Number |
| 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. | Expiration Date |
| 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 transfer, I acknowledge that I am an authorized signer of this account. | CVV Number CVV Number By Checking This Checkbox, I Agree To The Payment Terms And Conditions. |
| Master Card VISA | 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

| Note: | Payment Type |
|---|--|
| Your Account number is not displayed on the site, so the Nickname/Bank Name is used to identify your account on the Payment screen. | Credit/Debit Card 👻 |
| The Default Credit Card/ACH Account cannot be deleted. To delete the default, you first need to add a new one. | Nick Name |
| Credit Card Processing terms and Conditions : | |
| 1. I authorized CP-DBS, LLC dba Data Business Systems, as | Card Number |
| owner and operator of payschoolscentral.com, to charge my account described above for non-recurring credit card transactions processed through the site. | Card Number |
| ACH Electronic Check Processing Terms and Conditions: | Expiration Date |
| 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. | MM/YYYY |
| 2. I agree to pay a return fee of up to \$30.00 if my ACH transfer is | CVV Number |
| 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 | CVV Number |
| LLC doa Data business systems to make a one-time electronic trund 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 payschoolscentrat.com can be used in this process. By Registering above account for credit/ACH transfers, I acknowkedge that I am an automized signer of this account. | By Checking This Checkbox, I Agree To The Pay Terms And Conditions. |



ACH

| Note: | Payment Type |
|---|---|
| Your Account number is not displayed on the site, so the Nickname/Bank Name is used to identify your account on the Payment screen. | ACH/Check - |
| The Default Credit Card/ACH Account cannot be deleted. To delete the default, you first need to add a new one. | Nick Name |
| Credit Card Processing terms and Conditions : | |
| 1. I authorized CP-DBS, LLC dba Data Business Systems, as | Account Type |
| owner and operator of payschoolscentral.com, to charge my account described above for non-recurring credit card transactions processed through the site. | Choose your Account Type |
| ACH Electronic Check Processing Terms and Conditions: | Routing Number |
| 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 | Routing Number |
| processed through the site. | Account Number |
| 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, | Account Number |
| 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. | By Checking This Checkbox, I Agree To The Pays Terms And Conditions. |

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

Step 3 – Choosing your payment method at checkout

 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 <u>Select Your Payment Type</u> dropdown.

| | Checkout | × |
|---|---|---|
| Review the below details and proceed to payment | | |
| Select Your Payment Type: | 7 | |
| Select Your Payment | | |
| Select Your Payment | scription Amount | |
| EFG | atron: \$10.00 | ^ |
| ABC | | |
| Use New Card | | |
| | | |
| | | |
| | Internet Operandianes For All | ~ |
| | Internet Convenience Fee: \$0. Cart Total Amount: \$10 | |
| | Submit Payme | |



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.

| PaySch Cent | iools Iral | | | 🏹 \$0.00 🛛 🖉 Messages | 🛔 User 👻 <table-cell> Hel</table-cell> |
|----------------|---------------|---------------|---------------|-----------------------|--|
| All Students | Cittle Jimmy | | | | |
| YI Meals | | | | M | lanage Auto Replenish |
| Student Name | Balance | Bonus Balance | Amount To Add | Add To Cart | |
| Little Jimmy | \$0.00 | \$0.00 | \$ 10 | Я | 1 |

2) Click the icon below <u>Add to Cart</u> 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

| | | Ad | d to Cart | | × | | |
|--------------|------------------|-----------------------------|---------------|------------------|------------|----------|------|
| | Review details | and Add Meal amount to cart | | | | | |
| | NAME | EXISTING BALANCE | AMOUNT TO ADD | | | | |
| | Little | \$0.00 | \$10.00 | | | | |
| | | | | | | | |
| | | | | Add to | Cart | | |
| | ichools ntral | | | € \$10.00 | 🐱 Messages | 📥 User 👻 | Help |
| All Students | Little Jimmy | | | | | | |



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 <u>Checkout</u> button.

| Items in Cart List | | | | |
|----------------------|-----------|----------------------|---------|---------|
| Name ↑ | Cart Name | Description | Amount | Remove |
| Little Jimmy | Meal | Patron: Little Jimmy | \$10.00 | Ŵ |
| Cart Amount: \$10.00 | | | | Checkou |
| | | | | |
| | | | | |

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

| | Checkout | × |
|---|-------------|----------------------------------|
| Review the below details and proceed to pay | <u>ment</u> | |
| Select Your Payment Type: | | |
| Select Your Payment | <u> </u> | |
| Select Your Payment | scription | Amount |
| EFG | etron: | \$10.00 |
| ABC | | |
| Use New Card | | |
| | | |
| | | |
| | | ~ |
| | | Internet Convenience Fee: \$0.00 |
| | | Cart Total Amount: \$10.0 |
| | | Submit Payment |
| | | |

4) 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 Kenneth Jones (400160) - Patron Account QuikLunch Account (Food Service) - Amount: \$5.00



Auto Replenishment

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

| All Students | Aaliciyah Smith L | 👾 | | Manage Students/ Manage Payment Payment History Manage Notification Manage Auto Repl | Methods |
|-----------------------|-------------------|---------------|---------------|--|---------|
| Meals Student Name | Balance | Bonus Balance | Amount To Add | Reports | |
| .ittle Jimmy | \$0.00 | \$0.00 | \$ 0.00 | Privacy Statement Terms and Condition | |
| Aaliciyah Smith | \$0.00 | \$0.00 | \$ 0.00 | | |
| | | | | C Log Out | |

 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.

| All Students | Aaliciyah Smith | Little | Jimmy | | | | | |
|-------------------|-----------------|--------|---------------|---|---------------------|------------------|---------|--------------|
| Auto Replenishmer | | | | | | | 2 | Instructions |
| 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.
 - a. 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.
 - b. A Red X will indicate that a payment is not needed.
 - c. Hovering over either of these new flags will give them more information about what the flag means. See screenshots below:

| ** | * | | <u>e</u> | * | | | | | | | |
|----------------------|---------------|--------|---------------|--------------|---------------|-------|----------------|--------|---------|-------|-----------|
| All Students | Nolly Thai | Bergan | nin Freng R | ebecca Dombe | 1 | | | | | | |
| Auto Replenishment - | Meal | | | | | | | | | lasta | ictions (|
| Student Name | Balance Level | | Amount To Add | 6 | Stop Payments | After | Payment Method | | Turn On | i (1 | Status |
| Molly Thai | \$20 | × | \$10 | × | 1/11/2018 | 1 | DemoCC | \sim | ON | | ~ |
| Benjamin Freng | \$10 | ~ | \$20 | ~ | 1/11/2018 | 1 | DemoCC | \sim | ON | | Meal |
| REBECCA Dombey | \$0 | \sim | \$10 | \sim | 1/10/2018 | 171 | Select Payment | \sim | CEF | | |

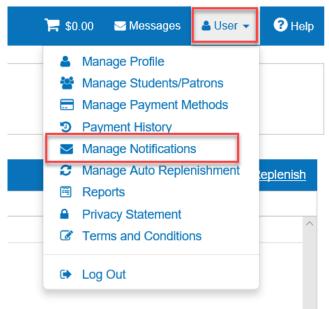


How Do I Configure Email Options For My Account?

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 <u>User</u> and choose <u>Manage</u> <u>Notifications</u>.





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 <u>ON</u> in the box to the right of the option and determine when you want to receive the alert.

| Paysc Cen | tral | | | | |)= \$ 0.00 | 🖼 Messages | 🛓 User 👻 | Help |
|---------------------|--------------|----------------|----------|---|-----|-------------------|------------|----------|------|
| All Students | Cittle Jimmy | | | | | | | | |
| Notifications | | | | | | | | | |
| Meal Account | | | | | | | | | |
| Low Meal Balance : | ON | Balance : | \$ 10.00 | • | | | | | |
| Balance Remainder : | ON | Day of Month : | 27th | • | | | | | |
| Fee | | | | | | | | | |
| Fee Due : | ON | Days Notice : | 3 | • | | | | | |
| Upcoming Payment : | ON | Days Notice : | 2 | * | | | | | |
| Overdue Fee : | ON | Days Overdue : | 5 | • | | | | | |
| Fund Account | | | | | | | | | |
| Low Fund Balance : | ON | Balance : | \$ 5.00 | * | Add | | | | |
| Balance Remainder : | ON | Day of Month : | 1st | * | Add | | | | |
| Monthly Statement | | | | | | | | | |
| Monthly Statement : | ON | Day of Month : | Last Day | w | Add | | | | |
| | | | | | | | Update | Back | |

2) Press the <u>Update</u> 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

| 5 | PaySc Cen | tral | | | | | 🏹 \$0.00 | Messages 🛛 | 🚨 User 👻 | Hel |
|--------------|--|-------------------|-----------------------|----------|------------|---------------|----------------|------------|-----------|---------|
| A | MI Students | 🚖 Little Jimmy | | | | | | | | |
| Fee: SIGN | s NED OPTIONAL | | | | | | | | Schedu | le Fees |
| ear | | - | Cription or Due Date) | | | | | | | |
| V | Student Name Fee Category: | Fee Category | Fee Description | Due Date | Amount Due | Amount To Pay | Amount In Cart | Fee Rules | Add To Ca | art |
| | 1.00 | | | | | | | 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.

| | | \$150.00 | 0 🖂 Messages 🛛 🐣 Us | er 🚽 🕜 Hel |
|-----------------------|-----------|----------------------|---------------------|------------|
| Items in Cart List | | | | |
| Name ↑ | Cart Name | Description | Amount | Remove |
| Little Jimmy | Fee | Patron: Little Jimmy | \$150.00 | i |
| 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 paym | ient | |
| Select Your Payment Type: | | |
| Select Your Payment | ▲ | |
| Select Your Payment | escription | Amount |
| 1 | atron: | \$10.00 ^ |
| ABC | | |
| Use New Card | | |
| | | |
| | | |
| | | 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: \$0.0 Total: \$7.50 | 00 - |



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 <u>Fees</u> and choose <u>Schedule Fee</u> <u>Payment</u>

| @ F | ees | | | | | | | | | Schedule Fees |
|-----|---------|----------------|--------------|-----------------------|------------|------------|---------------|----------------|-----------|---------------|
| ASS | IGNED | OPTIONAL | | | | | | | | |
| (Se | earch b | pased on Fee C | T Filter | Cription or Due Date) | | | | | | |
| | St | udent Name | Fee Category | Fee Description | Due Date | Amount Due | Amount To Pay | Amount In Cart | Fee Rules | Add To Cart |
| | ✓ Fe | e Category: | | | | | | | | ^ |
| | Lit | tle Jimmy | | Test | 04/08/2018 | \$150.00 | \$ 0.00 | \$150.00 | F | 'n |
| | | | | | | | | | | |

- 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 <u>Amount Due</u> and <u>Payments</u> 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 \rightarrow Payment History menu. Press the <u>Trans ID</u> link to show the details from a transaction.

| | tra | | | | ſ | \$ 0.00 | <mark>⊠</mark> Messages | ≜ User ▼ | 😯 Help |
|------------------------------------|-------------------|-------------|--------|------------|---------|----------------|--|-----------------|-----------------|
| All Students | 🙀 Little Jimmy | | | | | Mai | nage Profile nage Students/P nage Payment M /ment History | | |
| Payment History | | | F | From Date: | 1/12/20 | | nage Notification nage Auto Reple | | ▼ Filter |
| TransactionID items to display. | Name | Description | Amount | S | tatus | | oorts /acy Statement ms and Conditio | ns | - |
| | | | | | | 🕪 Log | Out | | ack |

Running Reports

1) From the <u>User</u> tab, open the <u>Reports</u> option.

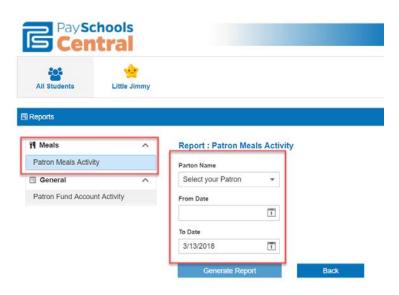
| | chools 1trai | | | St 00 ⊠ Messages ▲ User マ | Help |
|-----------------|----------------------------|---------------|---------------|--|-----------|
| All Students | Aaliciyah Smith Little Jin | ımy | | Manage Students/Patrons Manage Payment Methods Payment History Manage Notifications | |
| Meals | | | | Manage Auto Replenishment Reports | Replenish |
| Student Name | Balance | Bonus Balance | Amount To Add | Privacy Statement | |
| Little Jimmy | \$0.00 | \$0.00 | \$ 0.00 | Terms and Conditions | |
| Aaliciyah Smith | \$0.00 | \$0.00 | \$ 0.00 | | - |
| | | | | C Log Out | |

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 <u>Patron Meals Activity</u> Report. Select you patron and your date range then, <u>Generate Report</u>.



Patron Fund Account Activity

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

| All Students Little Jimmy | |
|------------------------------|---------------------------------------|
| eports | |
| Meals ^ | Report : Patron Fund Account Activity |
| Patron Meals Activity | Parton Name |
| General ^ | Select your Patron 👻 |
| Patron Fund Account Activity | Fund Account |
| | Select Account - |
| | From Date |
| | |
| | To Date |
| | |