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 Menu→Make Fee Payment

Step 2 – Choose the Fees to Pay

Step 3 – Create Transaction

Step 4 – View Payment History

General information

Step 1 – Select Fees Menu→Make Fee Payment

1

How Do I Make Fee Payments?

1) Messages may be displayed to communicate additional information related to the type of transaction.

2) If you'd like to limit the list, you can choose a certain student and/or a certain date range.

How Do I Make Fee Payments?

3) Click the box on the line next to the desired fee.
   a) Multiple boxes may be selected in one transaction.
   b) Select all the boxes for all fees that you want included in the transaction.

Step 1
Check the box next to the Fees you want to pay

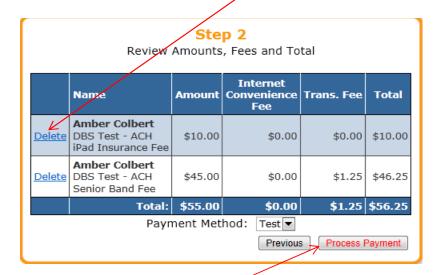| Select	Amount Due	Name	Type	Due Date
☐	$45.00	Amber Colbert Senior Band Fee	One Time	06/08/2010
☐	$200.00	Amber Colbert Text book Purchase	One Time	05/23/2012
☐	$10.00	Amber Colbert iPad Insurance Fee	Scheduled Monthly	06/01/2013

Fees marked Scheduled Monthly will be processed as follows: After your initial payment, a monthly payment will be scheduled on the due date for the duration of the fee

Create Transaction

How Do I Make Fee Payments?

4) Press the <u>Create Transaction</u> button, the following screen will show:
   a. Providing the full transaction details, such as the transaction fee.
   b. Go back to the previous screen, by pressing the <u>Previous</u> button.
   c. Confirm selections, and press the <u>Delete</u> button next to selections to remove any unwanted fees.

Step 2
Review Amounts, Fees and Total

	Name	Amount	Internet Convenience Fee	Trans. Fee	Total
Delete	Amber Colbert DBS Test - ACH iPad Insurance Fee	$10.00	$0.00	$0.00	$10.00
Delete	Amber Colbert DBS Test - ACH Senior Band Fee	$45.00	$0.00	$1.25	$46.25
	Total:	$55.00	$0.00	$1.25	$56.25

Payment Method: Test ▼

[Previous] [Process Payment]

   a. Choose the payment method, with the <u>Payment Method</u> dropdown.
   b. Press the <u>Process Payment</u> button, to confirm and submit the payment.

4

How Do I Make Fee Payments?

5) Pressing the <u>Process Payment</u> button, will produce the following screen with the complete payment details, including the amount, the fee, and the payment type.

Transaction Complete

[Return to Home Page]

Transaction Processing Results:

Transactions
Order Number: 00076-00003794
Status: Approved
Merchant: DBS Test - ACH
Payment Method: Test
Total Amount: $56.25
Reference ID: 00076-00003794
Message: Approved

Transaction Details:

00076-00003794 Details	Charge
Amber Colbert Senior Band Fee	Amount: $45.00 ICF: $0.00 Trans. Fee: $1.25 Total: $46.25
Amber Colbert iPad Insurance Fee	Amount: $10.00 ICF: $0.00 Trans. Fee: $0.00 Total: $10.00
Total:	**$56.25**

How Do I Make Fee Payments?

6) In addition, an email confirmation is sent confirming the payment, with details such as the debit account that was used. The Merchant account name will be designated by your school.

PayForIt.net Processed 1 transaction on 05/24/2012 @ 11:42:26.

The total amount charged was: $56.25 and was charged to your Test account ending with: 7809.

Your payment has been processed as an Electronic Funds Transfer via ACH check processing. We will submit this transaction to your bank and it should appear on your bank account in the next 2 days. **If there are any issues with this payment, you will be notified via email.**

Transaction 1 (00076-00003794)					
Merchant Name	**Reference ID**	**Amount**	**ICF**	**Trans. Charge**	**Total Charge**
DBS Test	00076-00003794	$55.00	$0.00	$1.25	$56.25
Details					
	Student Name	**Fee Name**	**Amount**	**ICF**	**Trans. Charge**	**Total Charge**

	Student Name	**Fee Name**	**Amount**	**ICF**	**Trans. Charge**	**Total Charge**
1	Amber Colbert	Senior Band Fee	$45.00	$0.00	$1.25	$46.25
2	Amber Colbert	iPad Insurance Fee	$10.00	$0.00	$0.00	$10.00

The charge will have the Merchant Name listed above.

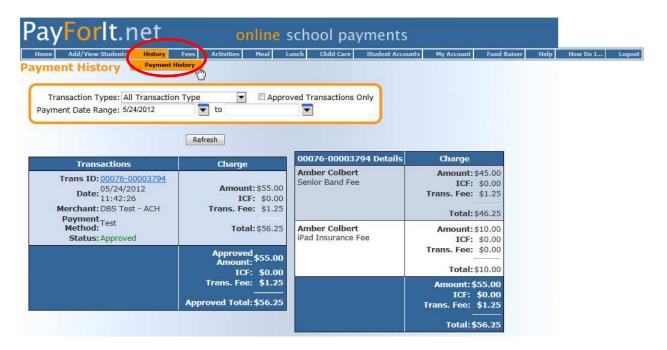| Summary	
Amount:	$55.00
Internet Convenience Fee:	$0.00
Transaction Charge:	$1.25
Total Charged:	**$56.25**

You can use the following link: www.Payforit.net to log into your account.

If you have any questions, contact PFIAdmin@databusys.com.

How Do I Make Fee Payments?

7) Payments can be viewed at any time, via the History→Payment history menu. Press the <u>Trans ID</u> link to show the details from a particular transaction.

How Do I Make Fee Payments?

General information

- Before you can pay Fees, you must to add your students to your account in the Add Student screen.
- If a student on your account is not listed on this screen, their account has been inactivated by the school
- Once a payment is submitted, the funds are credited to the schools bank account. The Pay For It Support team cannot issue refunds, transfers, or make changes to the payment. Please contact the school directly to inquire on your options.