How to Set-Up an Account on PayForlt.net

### www.payforit.net

Click on Register under Login

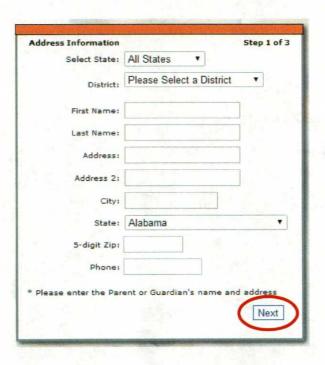




(Detailed instructions are attached.)

## 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.
    - 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.



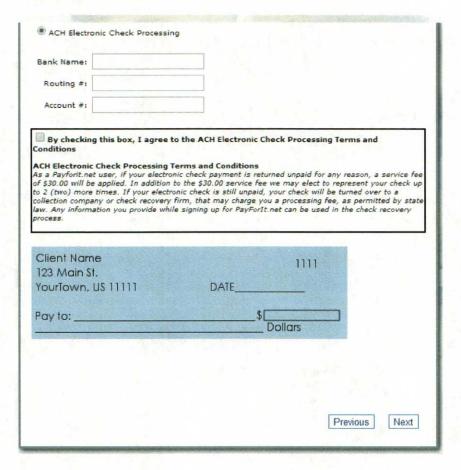
## Step 3 - Enter Payment Method Information

- 3) Enter the payment method and related information to process your PayForlt.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 <u>Payment Method Choice</u>. 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 PayForlt.net, the <u>Nickname</u> 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, PayForlt.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 <u>Next</u> to proceed to the next step.

Sample Credit Card screen for Step 3:

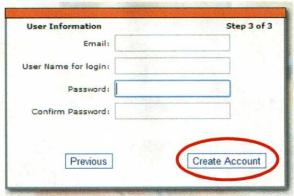


### Sample Electronic Check (ACH) Screen for Step 3:



# 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 <u>Create Account</u> button to complete the process.

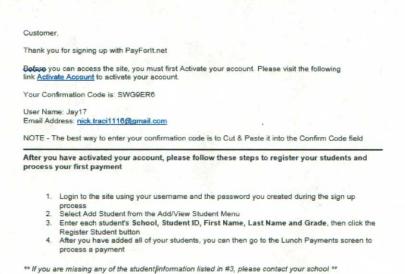


b. Once you have pressed the Create Account button the following screen will appear:



## Step 5 - Process Transaction Confirmation

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



Congratulations! You have successfully signed up for PayForlt.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 <a href="PayForlt.net">PayForlt.net</a> logo in the upper left corner and you can begin using PayForlt.

## **General Information**

- PayForIt.net offers the following features geared specifically to parents:
  - Add money to your child's account 24/7
  - o 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
  - o Receive school messages electronically through email

#### Important to note:

- PayForlt.net transfers your child's information from school-to-school, and from year-to-year
- PayForlt.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