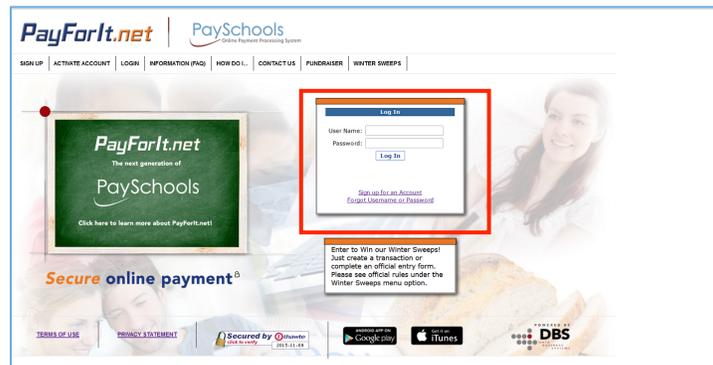


PFI Parent User Guide – Funding Accounts

Welcome to the PayForIt (PFI) Parent User Guide. In just a few steps, you can access information about all of your children’s funding accounts, including the current balance and activity against the account. If your district is using School Programs for Transportation or Child Care, these accounts will be available.

Log in to Your Account

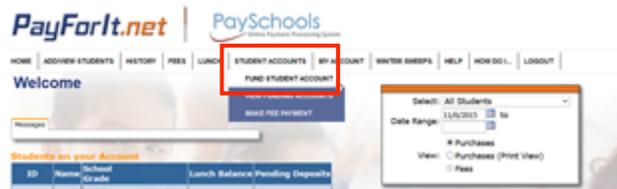
Enter your username and password at www.payforit.net and click “Log In”.



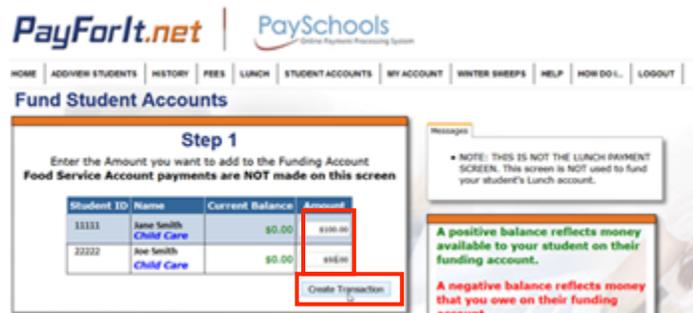
Add Money to Your Funding Account

The Welcome screen gives you a quick overview of the students on your account and recent lunch purchases. To add funds, select from the menu Student Accounts → Fund Student Account.

NOTE: Lunch account payments are made on Lunch menu.



Enter the amount you would like to deposit in each student’s account in the Amount column, then click “Create Transaction”.



You can delete the payment or click the “Previous” button to go back and re-enter a different amount. When the amounts are correct, click “Process Payment”.

Step 2
Review Amounts, Fees and Total

Name	Amount	Internet Convenience Fee	Trans. Fee	Total
Jane Smith D'S Elementary School Child Care	\$100.00	\$3.50	\$0.00	\$103.50
Joe Smith D'S Elementary School Child Care	\$50.00	\$1.75	\$0.00	\$51.75
Total:	\$150.00	\$5.25	\$0.00	\$155.25

Select Payment Method: Debit - CC Credit - CC

Message

- NOTE: THIS IS NOT THE LUNCH PAYMENT SCREEN. This screen is NOT used to fund your student's Lunch account.

A positive balance reflects money available to your student on their funding account.
A negative balance reflects money that you owe on their funding account.
Payments made on this screen will not be immediately reflected in the balance displayed.

When the payment is processing, the following screen will display. Do not press the Back button as it may cause duplicate payments.

Please wait while your transaction is processed
Please do not press the Back button

Once the processing is complete, the following screen will display. You can review the status of your transaction. In the example, the transaction was declined so the payment was not processed. You can enter new card information for payments by clicking on My Account → My Payment Methods to setup a new payment method or contact your bank for more information. If the transaction was successful, you will see a status of "Approved".

Transaction Complete
[Return to Home Page](#)

Transaction Processing Results:

Transactions

Status: **DECLINED**

Payment Method: Debit - CC
Total Amount: \$155.25
Reference ID: 00382-09507805
Message: 3IV CARD NUMBER

Transaction Details:

00382-09507805 Details	Charge
Jane Smith	Amount: \$100.00
	SCF: \$0.00
	Trans. Fee: \$0.00
	Total: \$0.00
Joe Smith	Amount: \$50.00
	SCF: \$0.00
	Trans. Fee: \$0.00
	Total: \$0.00
Total:	\$0.00

View Funding Account Activity

To view account activity, click on Student Accounts → View Funding Accounts.

PayForIt.net | **PaySchools**
Online Payment Processing System

HOME | **ADDVIEW STUDENTS** | HISTORY | FEES | LUNCH | **STUDENT ACCOUNTS** | MY ACCOUNT | WINTER SWEEPS | HELP | HOW DO I... | LOGOUT

Welcome

FUND STUDENT ACCOUNT
VIEW FUNDING ACCOUNTS
MAKE FREE PAYMENT

Select: All Students
Date Range: 11/6/2015 to

Purchases
 Purchases (Print View)
 Fees

ID	Name	School Grade	Lunch Balance	Pending Deposits
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The View Student Funding Accounts screen has four sections. It initially displays all available information for all students.

- Select Student Accounts (1) – Allows you to filter the information displayed on the screen.
- Student Funding Accounts (2) – Shows the current funding account balance.

- Funding Account Fee Activity (3) – Displays the list of fees paid from the funding account.
- Funding Account Attendance (4) – Lists attendance to programs paid for by the funding account.

The screenshot shows the 'View Student Funding Accounts' interface. Callout 1 points to the student selection dropdown (Jane Smith (ID=11111)). Callout 2 points to the funding account selection dropdown (All Student Funding Accounts). Callout 3 points to the 'Funding Account Fee Activity' table. Callout 4 points to the 'Funding Account Attendance' table.

ID	Name	Account	Current Balance
11111	Jane Smith	Child Care	\$0.00
22222	Joe Smith	Child Care	\$0.00

Name	Account Name	Fee Name	Date	Amount Paid
Jane Smith	Child Care	@0BS Elem AM-3-FC	11/3/2015	\$144.00
Joe Smith	Child Care	@0BS Elem PM-5-FC	11/3/2015	\$120.00

Name	Account Name	Program	Date
Jane Smith	Child Care	@0BS Elem	11/2/2015
Jane Smith	Child Care	@0BS Elem	11/2/2015
Jane Smith	Child Care	@0BS Elem	11/4/2015

Filtering Funding Account Information

There are several options for filtering the information on the screen. You can filter on student, funding account, and date ranges. When entering a filter, the page will automatically refresh.

Filtering Students

Select All Students or the individual student by using the drop-down.

The dropdown menu shows 'Jane Smith (ID=11111)' and 'All Students' as options.

Filtering Funding Accounts

Select All Funding Accounts or the individual account by using the drop-down.

The dropdown menu shows 'All Student Funding Accounts' and 'Child Care' as options.

Filtering By Date

Select the desired date range using the pop-up calendar.

The interface shows a date range of 11/1/2015 to [] with a calendar pop-up for November 2015. The calendar grid is as follows:

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Views

You also have the option to modify how the data is viewed.

Grid View

The Grid View is the default and displays information as shown above.

Activity (Print View)

The Activity view displays a printable version of the days the student attended the program listed.

Select: All Student Funding Accounts
Date Range: 11/1/2015 to
View: Grid View
 Activity (Print View)
 Fee Activity (Print View)

Student	Funding Account Name	Program	Date
Jane Smith	Child Care	@DBS Elem	11/2/2015 8:00 AM
Jane Smith	Child Care	@DBS Elem	11/2/2015 8:00 AM
Jane Smith	Child Care	@DBS Elem	11/2/2015 8:00 AM
Jane Smith	Child Care	@DBS Elem	11/2/2015 8:00 AM
Jane Smith	Child Care	@DBS Elem	11/2/2015 8:00 AM
Jane Smith	Child Care	@DBS Elem	11/2/2015 8:00 AM
Jane Smith	Child Care	@DBS Elem	11/2/2015 8:00 AM
Jane Smith	Child Care	@DBS Elem	11/2/2015 8:00 AM

Fee Activity (Print View)

The Fee Activity view displays a printable version of the amounts that were applied to the Fees for each program.

View Student Funding Accounts

Select: Jane Smith (ID=11111)
Select: All Student Funding Accounts
Date Range: to
View: Grid View
 Activity (Print View)
 Fee Activity (Print View)

ID	Name	Account	Current Balance
11111	Jane Smith	Child Care	\$0.00
22222	Joe Smith	Child Care	\$0.00

Student Funding Fee Activity

Student Name	Account Name	Fee Name	Date	Amount Paid
Jane Smith	Child Care	@DBS Elem	09/25/2015	\$144.00
Jane Smith	Child Care	@DBS Elem	09/25/2015	\$120.00
Jane Smith	Child Care	@DBS Elem	09/30/2015	\$120.00
Jane Smith	Child Care	@DBS Elem	09/30/2015	\$144.00
Jane Smith	Child Care	@DBS Elem	11/03/2015	\$144.00
Jane Smith	Child Care	@DBS Elem	11/03/2015	\$120.00

Page 1 of 1

Printing the Information

In order to print the information, you can export to Excel, PDF, or Word by clicking the Export icon in the toolbar, selecting the desired option and using the print option in that application.

