

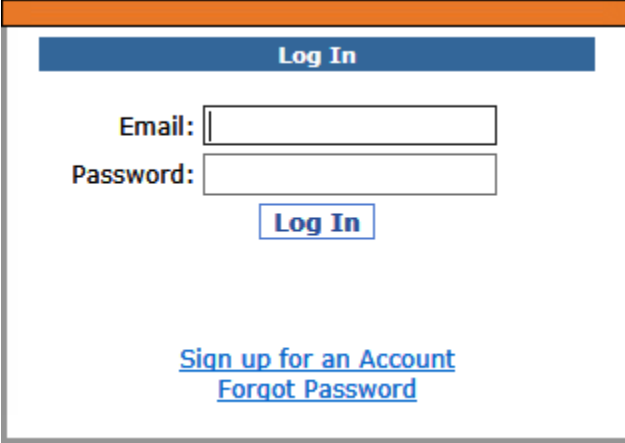
## New PFI Customer Login

PayForIt.net is an online web-based payment system that provides wide flexibility to both parents and schools managing lunch accounts, fees, activities, registrations and after school programs for your student(s).

The functions that parents have access to depend on which functions the school district has chosen to implement. Districts can utilize one or all of the offerings of the PayForIt.net system (with the offerings being: lunch accounts, fees, activities, registrations and after school programs).

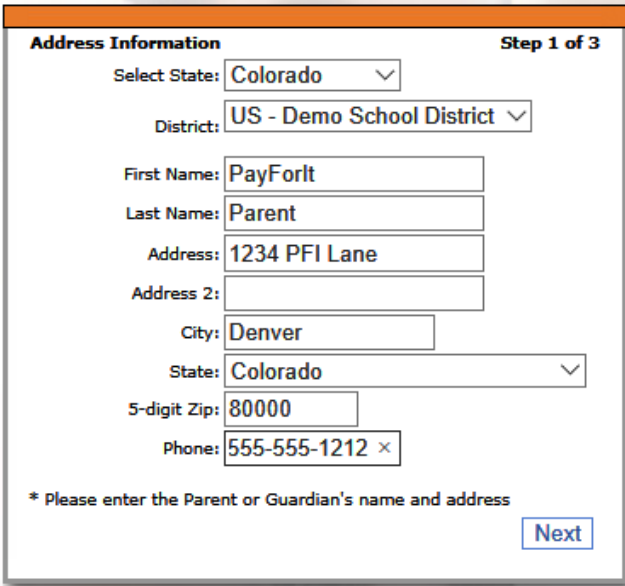
### Create a new account

1. Go to <https://payforit.net>
2. Click "Sign up for an Account"



The screenshot shows a login interface with a blue header bar containing the text "Log In". Below the header, there are two input fields: "Email:" and "Password:". A blue "Log In" button is positioned below the password field. At the bottom of the form, there are two blue underlined links: "Sign up for an Account" and "Forgot Password".

3. Choose your state and school district. Enter your name, address, and additional information \ and click "Next".



The screenshot shows a registration form titled "Address Information" with "Step 1 of 3" in the top right corner. The form contains several fields: "Select State:" with a dropdown menu showing "Colorado"; "District:" with a dropdown menu showing "US - Demo School District"; "First Name:" with the text "PayForIt"; "Last Name:" with the text "Parent"; "Address:" with the text "1234 PFI Lane"; "Address 2:" (empty); "City:" with the text "Denver"; "State:" with a dropdown menu showing "Colorado"; "5-digit Zip:" with the text "80000"; and "Phone:" with the text "555-555-1212" and a small "x" icon. At the bottom, there is a note: "\* Please enter the Parent or Guardian's name and address" and a blue "Next" button.

- Fill out the payment form with test information and click "Next".

**Payment Method Information** Step 2 of 3

Credit/Debit Card  
 ACH Electronic Check Processing

Bank Name:   
 Routing #:   
 Account #:

**By checking this box, I agree to the ACH Electronic Check Processing Terms and Conditions**

**ACH Electronic Check Processing Terms and Conditions**

- I authorize CP-DBS, LLC dba Data Business Systems, as owner and operator of Payforit.net, to debit my account described above for non-recurring ACH Electronic transactions processed through the site.
- I agree to pay a return fee of up to \$30.00 if my ACH transfer is returned unpaid. CP-DBS, LLC may represent my transfer up to two more times. I authorize CP-DBS, LLC 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 Payforit.net can be used in this process.
- By registering the above account for ACH transfers, I acknowledge that I am an authorized signer of this account.

Client Name 1111  
 123 Main St.  
 YourTown, US 11111 DATE \_\_\_\_\_

Pay to: \_\_\_\_\_ \$   
 \_\_\_\_\_ Dollars

- Enter your email address. Please ensure that it is entered correctly as this will be used for login to the PFI site.

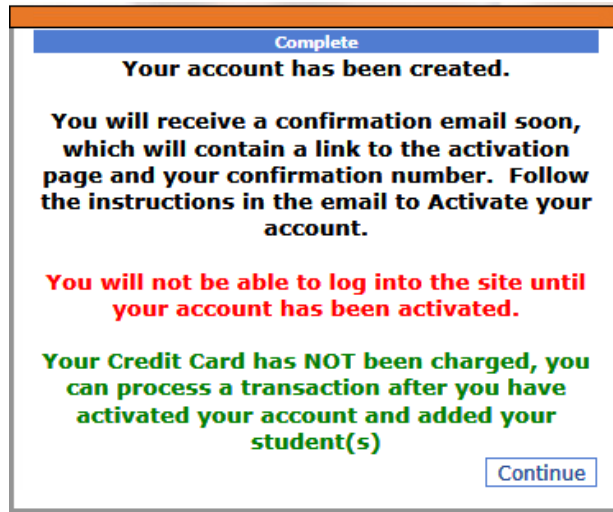
**User Information** Step 3 of 3

Email:

Password:

Confirm Password:

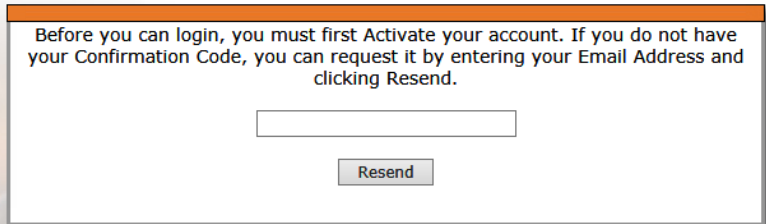
6. Click "Create Account" and click "Continue".



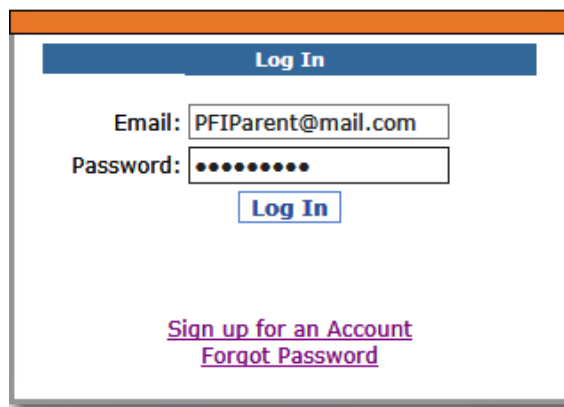
7. You will get an email containing a confirmation code. Enter it and click "Activate".

### Activate Guardian

Email:  ×  
Confirmation Code:

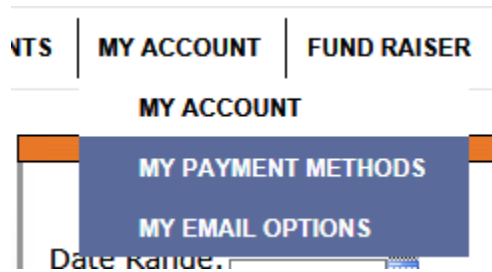


8. Login with your credentials.



## Update account to a new email address

1. Go to My Account → My Account.



2. Enter updated email address and click “Update”

### Edit Guardian

District:	<input type="text" value="CO - DBS Test"/>
Email:	<input type="text" value="lide6377+24@gmail.com"/>
Password:	<input type="password"/>
Confirm Password:	<input type="password"/>
First Name:	<input type="text" value="New"/>
Last Name:	<input type="text" value="Customer"/>
Address:	<input type="text" value="123 Any Street"/>
Address 2:	<input type="text"/>
City:	<input type="text" value="Denver"/>
State:	<input type="text" value="Colorado"/>
5-digit Zip:	<input type="text" value="88888"/>
Phone:	<input type="text"/>
Payment Method:	<input type="text" value="ACH Electronic Check Processing"/>

3. Logout and log back in with new email address.

If you have any questions about PayForIt.net Please contact us at 800-572-6642 between the hours of 8:30 a.m. to 7:30 p.m. ET Monday-Friday. Or you can email us at [PFladmin@payforit.net](mailto:PFladmin@payforit.net).