East Guernsey Local Schools

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Parents/Guardians of the
East Guernsey Local School District Students

The School District is happy to inform you that there is a new and easier way of paying for your students fees/lunchroom costs. We have implemented a secure online payment system using PayForIt.

Attached are handouts that explain the new system and how to sign up and get started. Our building secretaries will still be happy to take your payment at your child's school if you choose to do so. However, we sincerely hope that you will give our new venture a try.

We are in the early stages of this implementation and anticipate that you will be patient with any "glitches". Information in the attachement will explain how you get help with any questions or problems you may encounter in signing up for the online payment program.

Please feel free to contact us if you still have concerns.

Richard A Hall   Teresa L Emmerling
Superintendent   Treasurer/CFO

PayForIt.net — online school payments

What is PayForIt?

PayForIt (PFI) is a Secure Online Payment system which simplifies payment, collection and balancing of funds for School Districts.

> East Guernsey Local School District offers PFI to our parents for the internet convenience of funding student meal accounts for purchases.

Benefits

- ✓ The meal process is automated for both the parents and the school so errors are minimized and the process is standardized.
- ✓ Using PFI, there is not a chance of lost lunch money from home to the serving lines!
- ✓ Payments can be made by credit card 24 hours a day, 7 days a week at the parents' convenience.
- ✓ Payments can also be made by ACH (Electronic Check).
- ✓ Parents can review what their students are actually purchasing along with account balance information.
- ✓ PFI supports increased communication between the school & the parents.

Features

- ✓ Account balance information is readily available to the parents, the school and the lunch staff.
- ✓ Parents can opt to receive an email when a student balance dips to certain threshold (set by the parent).
- ✓ Parents can opt to use an auto-replenishment feature which replenishes their student account(s) when a balance dips to a specific level (which is specified by the parent).
- ✓ School messages are automatically emailed to parents.
- ✓ A continuous online survey is provided to monitor parent feedback and ideas.
- ✓ Student information is automatically transferred from year-to-year.
- ✓ Parents can manage more than one student account.
- ✓ PFI is PCI compliant and maintains industry standard SSL certificates. This ensures all data is safe & secure as defined by the industry.

How to sign up

Log on to www.payforit.net and select the *"Sign Up"* option from the menu. The screens will guide you through the process to establish your account:

1. The internet convenience fee is set by the state at 4.30% per transaction or $1.75 per Transaction for ACH Check (Electronic Check). This fee is not absorbed or received by the school district.
2. You will need to indicate which student(s) to attach to your account. Students are already loaded in the PFI system. If you are unsure of your student's ID number, please contact your schools' registrar.

Once all information is entered, PFI will email a validation code for you to confirm the registration. Once confirmed you can begin using PFI as often as you'd like.

Each time you log on, school messages and the balance(s) of the student(s) on your account are displayed on the *Home Page*. You can also submit your opinions via an ongoing survey for PFI.

Once your account is established, please visit the *"My Account"* menu option to set up preferences for your email options.

How to get help

How Do I ... Each major function used in PFI, has online help available under the menu option of *"How Do I ..."*. The "How Do I" provides step by step instructions as well as screen examples.

Help: Within the *"Help"* menu option, *Frequently Asked Questions (FAQ)* and a *Contact Us* feature are available to you. These areas are addressed directly by the PFI Help Support Staff at QSP to assist users of the system.

PayForIt.net   online school payments

What is PayForIt.net?

PayForIt.net (PFI) is a Secure Online Payment system which simplifies payment, collection and balancing of funds for School Districts. Additionally, it lets Parents/Guardians manage their student's accounts directly.

PFI is a web-based portal system that is part of a suite of online school systems offered by QSP, LLC.   QSP institutes a philosophy of *quick, simple and practical* in their systems development.

East Guernsey Local School District is pleased to offer PFI to our parents for review & payment of student fees.

Benefits of using PFI

✓ Using PFI, processes are automated for both the parents and the schools so errors are minimized and current information is readily available.
✓ Payments can be made by credit card or ACH (Electronic Check) 24 hours a day, 7 days a week at the parents' convenience.
✓ PFI supports increased communication between the district, the schools & the parents.
✓ PFI lends standardization across all fees within the district. Offering complete information and efficiencies for both the district and the parents.

Features in PFI

✓ School messages are automatically emailed to parents.
✓ A continuous online survey is available for parent feedback and ideas!
✓ Student information is automatically transferred year-to-year.
✓ Parents can manage more than one student account.
✓ PFI is PCI compliant and maintains industry standard SSL certificates. This ensures all data is safe & secure as defined by the online payment & collections industry.

Information to the right of this page and on the reverse side will help you to get started using PayForIt.net (PFI).

1. Access the site & sign-up to use PayForIt.net
2. Add students to your account
3. Set your email options
4. View & Pay Fees

How to sign up for PayForIt.net

Log on to **www.payforit.net** and select the *"Sign Up"* option from the menu. The screens will guide you through the process to establish your account:

1. The internet convenience fee is set by the state at 4.30% per transaction or $1.75 per Transaction for ACH Check (Electronic Check). This fee is not absorbed or received by the school district;
2. You will be prompted to enter your contact data, password, payment information, etc.;
3. You will need to indicate which student(s) to attach to your account. Students are already loaded in the PFI system. If you are unsure of your student's ID number, please contact your schools' registrar.

Once all information is entered, PFI will email a validation code for you to confirm the registration. Once confirmed you can begin using PFI as often as you'd like.

Logging in simply requires going to **www.PayForIt.net** and entering your logon and password.

Each time you log on, school messages

How to get help

How Do I ... Each major function used in PFI, has online help available under the menu option of *"How Do I ..."*. The "How Do I" provides step by step instructions as well as screen examples.

Help: Within the *"Help"* menu, *Frequently Asked Questions (FAQ)* and a *Contact Us* feature are available to you. These areas are addressed directly by the PFI Help Support Staff at QSP to assist users of the system.

Instructions:

How to add funds to your student's account for meal and ala carte purchases:

1. After you sign on, select *"Lunch Payments"* from the *Lunch option* on the menu.
2. The school(s) and student(s) you have access to will be displayed.
3. The balance of the student(s) on your account will also be displayed. Next to each balance, you can enter the amount of funds that you would like to add to the account.
4. Once you have updated the balances as desired, select the *"Create Transaction"* button and you will proceed to the next step in the process.
5. The next screen displayed provides an opportunity for you to make a final review on your payments, any fees, and your total before processing. This screen also enables you to choose which credit card you would like your payment applied to.
6. Select *"Process Payment"* to apply the transaction to your credit card and to your students' account(s). It may take a minute to get approval from your credit card company, please wait during this period. A message will be displayed to you indicating the status after processing (approved/declined).
7. A receipt of your transaction will be displayed to you and sent to your email address.

Important:
It is important to use the **previous button** instead of the back button during credit card processing. This is very common when using internet payment systems. Complex processing is happening behind the scenes to ensure data encryption and the safety of your information. The **previous button** controls an interruption in processing correctly.

Auto-replenishment:

If desired, you can also set up an auto-replenishment function on your student account(s) for ala carte purchases. This feature will replenish the student account and apply the transaction to your credit card anytime the balance dips to a certain level. Full instructions and screen examples are available on the *"Auto-replenish Payments"* from the Lunch menu.

Add your student(s) to your account

1. Before you can pay Fees, you need to add your students to your account using the *Add Student* screen from the Add/View Student menu.

   a. You need to enter School, Student ID, full name and grade. All fields are required.
   b. Please contact the school if you need any missing data. The information you enter for your student must match what the school loaded to the system <u>exactly</u>. Do not enter any leading zeroes for the Student ID. If your student record is not found, try adding the middle initial to the first name.
   c. After your student(s) are registered to your account, you can process transactions on the Fees screen of PFI.

2. Full step-by-step instructions to perform this function are available to you on the screen and within the "How Do I ..." menu option.

Set your email options

1. Once you've set up your account in PFI, you can set up options in PFI to receive payment due reminders and school messages via email.
   a. Select *"My Email Options"* from the My Account menu.
   b. Check the Opt In boxes for the messages you'd like to receive.
   c. Click the update button to save your changes.

2. Full step-by-step instructions to perform this function are available to you on the screen.
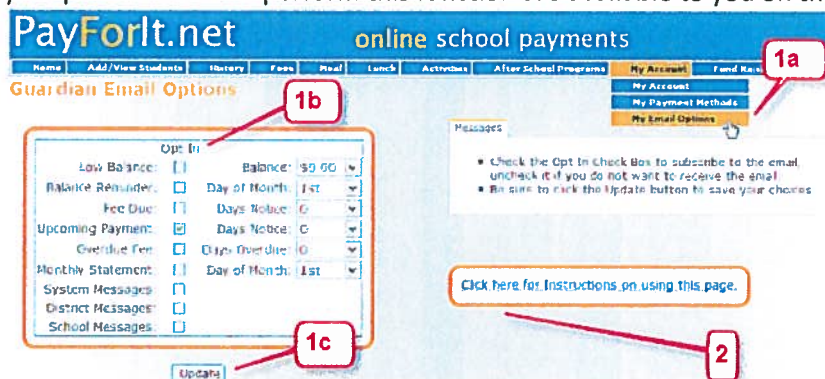
View Fees & Make Fee Payments

1. Select *"Make Fee Payment"* from the Fees menu.
2. The fees owed on your account are listed.
3. The screen will guide you through the process step-by-step.

   *Note: It is important to use the **previous button** instead of the back button during credit card (or ACH-Electronic Check) processing. This is very common when using internet payment systems. Complex processing is happening behind the scenes to ensure data encryption and the safety of your information. The **previous button** controls an interruption in processing correctly.*

<u>View Activities & Make Activity Payments</u>

Select *"Activity Payment"* from the *Activity menu*. The activities available to you are listed. The screen will guide you through the process step-by-step.

Important:
Activities are created by the school. If your activities are not listed please contact the school.