

*Lunch Accounts*

*Implementation and User Guide*

***PayForIt.net***

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## **Introduction**

We are excited to announce that as of Oct 28, 2015 St. Columbkille School will begin using PayForIt.net - a new system for paying for all meals and all milk in the lunch room.

This system is required for ALL purchases of milk, lunch meal, lunch main item or lunch side item.

Each family will need to set up an online account with PayForIt.net. You will be able to put money on your child's meal account over the internet 24 hours a day, 7 days a week using PayForIt.net. Or you can send in checks/cash to the school but **only on Friday mornings** to load your account.

As your child purchases meals and milk, the cost will be automatically deducted from your account.

This service benefits schools, parents and students. Parents do not have to worry about the money not reaching school, and students never have to worry about not having money to pay for lunch.

Please keep this booklet handy to set up and update your account.

Please call the school office with any questions.

Thank you for your cooperation.

## PayForIt.net Overview

### 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).
- ✓ 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.

### Security

PFI is PCI compliant and maintains industry standard SSL certificates. This ensures all data is safe & secure as defined by the industry.

Transactions processed by PayForIt.net are safe and secure using Secure Socket Link, SSL, technology with Digicert. With this technology, schools can be assured that all student information, credit card information and all other student data will highly encrypted and secure according to the PCI level 1 compliance rules from Visa and Mastercard.

## **Your PayForIt.net Account**

### **Set Up Your Account**

#### **\* What You Need to Begin Setting Up a New Account**

To set up an account, all you will need is:

- A valid email address
- A credit card or ACH Check Information
- Your child's student identification number

#### **\* Create a new PayForIt Account**

Log on to [www.payforit.net](http://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 explained, it is at 3.9% to the parent per transaction or \$1.75 per Transaction for ACH Check. Cash/checks brought into the school on **Friday mornings** will not have a fee assessed. We will only accept money to load onto accounts on Friday mornings from 7:30 to 8:00am.
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. Your students' PayForIt ID is attached to the back of this letter.
4. 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, 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.

### **Add Funds to Your Account**

1. After you sign on, select "Lunch Payments" from the Lunch option on the menu.
2. The school 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.
8. Cash/checks brought into the school on **Friday mornings** will not have a fee assessed. **Cash/checks must be labelled with the student PIN.** If you have more than 1 child, you MUST specify how much money goes onto each child’s account. We will only accept money to load onto accounts on Friday mornings from 7:30 to 8:00am.

**\*\* IMPORTANT TIP \*\***

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-Replenish Your Account**

If desired, you can also set up an auto-replenishment function on your student account(s).

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 PayForIt Lunch menu.

## **Set Up Email Options**

Go to the My Account tab and choose My Email Option from the dropdown menu.

You can choose a Low Balance Reminder and/or a monthly email to tell you the current dollar balance of each of your children’s accounts.

## **Get Online Help!**

At any time during this process, you can review step-by-step instructions, with screen examples for assistance. This help is available from any Lunch Payment screen or within the “*How Do I ...*” menu

### **What Happens to My Account Balance at Year End?**

Any balance on your account at the end of the school year will roll to the next school year.

Refunds will only be provided to students or families that are not returning to the school. (Example 8<sup>th</sup> graders)

## **In The Lunch Room**

### **What can students purchase through PayForIt.net?**

Currently, students can only purchase:

- Milk
- A full lunch
- The main item from the day's lunch
- The side item from the day's lunch

### **What can students purchase with cash?**

All Items on our Snack Cart can be purchased with cash.

Example: Cookies, chips, soup, salad, fruit

### **What Happens If My Child's Account is Zero?**

- St. Columbkille will allow a child to purchase up to \$7 of lunches even if the student's PayForIt balance is Zero.
- The parents are responsible for loading the account and the payment of those lunches will be automatically deducted from the new balance.
- Parents who do not load their account to pay for the lunches will receive notices from the school.

### **What Do I Do With My Paper Lunch and Milk Tickets?**

After you have set up your PayForIt account for each child, we can apply your paper lunch and milk tickets to your account.

- Send the paper Milk and Lunch tickets into school on **FRIDAY MORNING**.
- Put the tickets into an envelope that has your student's first and last name and LunchID written on it.
- If you have more than 1 child, you **MUST** specify how much money goes onto each child's account.

- Example: The Jones Family has 2 children and return 5 Lunch tickets (\$16.25) and 8 Milk tickets (\$3.20) for a total of \$19.45 to be applied to your Jane and John's accounts.
  - Specify \$10 goes to Jane
  - Specify \$9.45 goes to John

## **How Does My Child Access PayForIt to Pay for His/Her Lunch?**

Each student who is purchasing a lunch, main item or side item will enter their unique PIN number into the PayForIt pin pad.

The lunch room Cashier will verify that the PIN number entered belongs to the student purchasing the food by checking the student name and picture displayed on the Cashier screen. The Cashier will then enter the food being purchased.

Your PayForIt account will then be debited for the cost of the items purchased.

Remember – you must allocate money to each of your children in the online PayForIt account you set up.

## **Families Who Choose to Not Set Up a PayForIt Account**

*If you do not set up a PayForIt account online, your children can not purchase any lunches or milk in the school cafeteria.*

**NO EXCEPTIONS.**