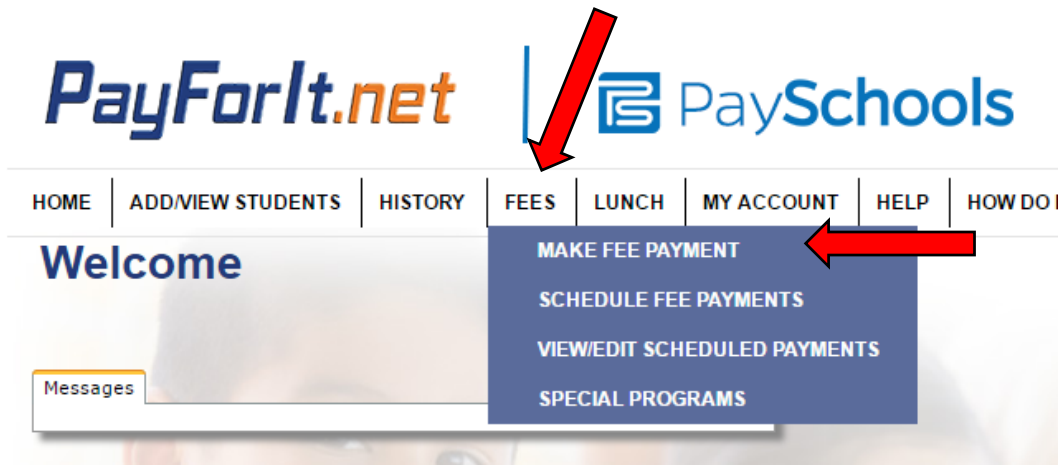


PayForIt.net

How to Make Online Tuition Payments

1. Sign into your PayForIt.Net account
 - <https://www.payforit.net>
 - PayForIt has a good video “how to make fee payments” on their site. Just hover your cursor over the “How Do I” tab and choose the “Make a Fee Payment” to watch the video.
2. Hover your cursor over the Fees tab
 - Click on the “Make Fee Payment” option
 - Schedule Fee Payments and View/Edit Scheduled Payments option
 - St. Columbkille is not participating in the Schedule Fee Payments option. The system only allows you to schedule fees when a fee is required. Since online tuition payments are optional at St. Columbkille, we will **NOT** be able to schedule fee payments
 - Clicking on the Schedule Fee Payment will bring you to screen where you cannot schedule anything.
 - Special Programs option
 - St. Columbkille is not participating in any of the Special Programs options at this time. Clicking on that option under Fees will bring you to a screen where you cannot enter anything.



3. All students who are linked to your parent account will be listed, you can select any student. All payments will go to the family tuition balance regardless of which student is selected.
4. Enter the amount you would like to pay to your tuition account in the Partial Payment field and click on the green plus sign.
 - Your payment will come from what you have set up as your default payment method – either credit card or electronic check.

HOME | ADD/VIEW STUDENTS | HISTORY | FEES | LUNCH | MY ACCOUNT | HELP | HOW DO L... | CÓMO PUEDO... | LOGOUT

Make Payments

Select Student:
 Student Name

Assigned Fees - None
Hover over fee name for a longer description

Optional Fees
Hover over fee name for a longer description

Name	Type	Due Date	Amount Due	Partial Payment	
Tuition Payment (2016-17)	One Time	07/12/2016	\$0.00	1.00	+

Messages

- Before you can pay Fees, you need to add your students to your account in the Add Student screen
- Fees are assigned to the students by the school, if you do not see any fees, please contact the school
- If a student on your account is not listed on this screen, their account has been inactivated by the school

5. Review your payment info.
 - To stop the payment from going through – click on the red X.
 - The Internet Convenience Fee of 3.9% for credit cards or \$1.75 for electronic checks (ACH) will be displayed and added to your total.
 - To **process the payment** click the Review & Pay button.

HOME | ADD/VIEW STUDENTS | HISTORY | FEES | LUNCH | MY ACCOUNT | HELP | HOW DO L... | CÓMO PUEDO... | LOGOUT

Make Payments

Select Student:
 Student Name

Assigned Fees - None
Hover over fee name for a longer description

Optional Fees - None
Hover over fee name for a longer description

Transaction Details

X Sharlene Monteforte	\$1.00
Tuition Payment (2016-17)	

Transaction Summary

Sharlene Monteforte	\$1.00
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Subtotal: \$1.00
 Internet Convenience Fee: \$0.04
 Total: \$1.04

6. You are given one last chance to cancel the payment or process the payment.
 - Click the Revise Transaction to return to the original Make Fee Payment screen.
 - Click the Process Payment button to have the payment applied to your tuition balance.

HOME | ADD/VIEW STUDENTS | HISTORY | FEES | LUNCH | MY ACCOUNT | HELP | HOW DO I... | CÓMO PUEDO... | LOGOUT

Make Payments

Transaction Details Revise Transaction

Student Name	[REDACTED]	\$1.00
Tuition Payment (2016-17)		

Transaction Summary

Sharlene Monteforte	\$1.00
Subtotal:	\$1.00
Internet Convenience Fee:	\$0.04
Total:	\$1.04

Payment Method: visa ▾

Process Payment

7. Your payment will be applied to your tuition account and an updated paper tuition statement will be sent home in the Thursday folder.