

*Lunch and Tuition Accounts  
Implementation and User Guide*

***PayForIt.net***

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## **Introduction**

St. Columbkille School uses the PayForIt.net website for paying for all meals and all milk in the lunch room and for accepting online tuition payments.

This system is required for ALL purchases of milk, lunch meal, lunch main item or lunch side item. Online tuition payments are optional.

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 **by 8am to the homeroom teacher** 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.

## **YOUR CHILD(REN)'S PIN NUMBER AND STUDENT ID**

### **MAKE SURE THEY MEMORIZE THE PIN NUMBER TO USE IN THE CAFETERIA.**

Please call the school office with any questions.

Thank you for your cooperation.

## PayForIt.net Overview

### Lunch Program

#### 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 or ACH (Electronic Check) 24 hours a day, 7 days a week at the parents' convenience.
- ✓ Parents can review what their students are actually purchasing along with account balance information.
- ✓ PFI supports increased communication between the school and the parents.

#### Features

- ✓ Account balance information is readily available to the parents 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.

### Tuition Program Benefits

- ✓ Online payments are a convenient, optional method of making tuition payments.
- ✓ Payments can be made by credit card or ACH (Electronic Check) 24 hours a day, 7 days a week at the parents' convenience.
- ✓ Using PFI, there is not a chance of tuition payments being lost.

### Security

PFI is PCI compliant and maintains industry standard SSL certificates. This ensures all data is safe and 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.

## Set Up Your PayForIt 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(ren)'s Student ID number (different from a PIN 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. After choosing Ohio in the Select State field, choose "OH – Saint Columbille School" as the 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. Your students' PayForIt ID will be provided to you.
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.
5. Each time you log on, the lunch balance(s) of the student(s) on your account are displayed on the *Home Page*.
6. **FEES:** The internet convenience fee is 3.9% to the parent per credit card transaction or \$1.75 per Transaction for ACH Check.
  - Lunch transactions and tuition transactions are processed separately and therefore each will incur a separate fee.
7. Cash/checks brought to the school will not have a fee assessed.
  - Cash/checks for your Lunch account can be brought to the school in a clearly marked envelope and given to the homeroom teacher by 8am.
  - Cash/checks for tuition payments can be brought to the school in the provided tuition envelope or in a clearly marked envelope and given to the homeroom teacher by 8am.

## Your PayForIt.net Lunch Account

### 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.

## **\*\* 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 lunch account(s).

This feature will replenish the student lunch 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 Lunch Account Balance at Year End?**

Any balance on your account at the end of the school year will roll to the next school year. Account balances for graduating 8<sup>th</sup> graders who have sibling(s) will be transferred to the sibling(s).

Refunds will only be provided to students or families that are not returning to the school. (Example 8<sup>th</sup> graders with no siblings).

No refunds will be issued for amounts \$3.00 or less. No refunds will be issued to families that owe tuition or other fees.

## **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
- Soup & Crackers
- Fresh Fruit Cup
- Salad Cup/Salad Bowl
- Nachos

### **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.

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

Each student enters 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 cannot purchase any lunches or milk in the school cafeteria.*

**NO EXCEPTIONS.**

## Online Tuition Payment Program

Making tuition payments online is optional. All families can still send checks to the school in the Tuition Envelope provided.

### Access

After your family has set up an account in PFI, you will automatically have access to make online tuition payments.

Just select the **Fees** tab from the tool bar across the top of the page and then choose the Make Fee Payment from the dropdown list.

Reference the How to Make Online Tuition Payments document on the school website.

<http://www.stcolumbkilleschool.org/payforit-information>

### Tuition Payment Process

- Online payments can be made at any time, but will be credited to your school tuition account once per week.
- The payments can be made in any amount you choose.
  - Credit card payments will incur a 3.9% fee
  - ACH (electronic checks) will incur a flat \$1.75 fee
- Tuition statements (paper) will be sent home in Thursday folders whenever a payment is made – just like with check payments sent to the school.

### Tuition Data

Your family's tuition information will NOT be available online – this will only be available in the schools private tuition system.

PayForIt will list every tuition payment you have made, but will not display your current tuition balance.