

## What is PayForIt?

PayForIt (PFI) is a secure payment system that lets parents and guardians manage cafeteria accounts and make other payments through PFI's website. PFI simplifies payment, collection, and balancing of funds with the Alloway Township School.

PFI is a web-based portal system that is part of the QSP system already used at Alloway Township School. PFI was developed and is supported with the on-going QSP philosophy of *quick, simple and practical*.

Alloway Township School is offering PFI to make it easy for parents and guardians to fund cafeteria accounts and pay other fees electronically.

## Benefits

- ✓ The lunch payment process is automated for both the parents and the district so errors are minimized and the process is standardized.
- ✓ Using PFI, cashiers spend less time taking cash at the serving lines so lines move faster. Additionally, 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 checking) 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 school and home.

## Features

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

## How to sign up

Log on to [www.payforit.net](http://www.payforit.net).

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 4% for credit card payments of \$50 or more. For credit card payments of \$49.99 or less and for ACH payments, there is a flat \$1.95 per transaction fee.
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. PFI utilizes the same student ID number already used at Alloway Township School. If you are unsure of your student's ID number, please contact the school. Once all information is entered, PFI will e-mail a validation code for you to confirm the registration. Once confirmed, you can begin using PFI as often as you'd like.

## How to get help

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

**FAQ :** When starting to use PFI, it is a good idea to review the Frequently Asked Questions (FAQ) available within the Help menu option.

**Contact Us:** You are also able to send an e-mail to the PFI Help Support Staff. This function is also within the Help menu option.