

# PayForIt.net

## What is PayForIt?

PayForIt (PFI) is a Secure Online Payment system which simplifies payment, collection and balancing of funds for School Districts. It enables parents to pay fees quickly and easily online. PayForIt allows parents to opt into and manage email reminders about their student's accounts.

Berea City Schools now offers PFI to our parents to pay student fees and preschool fees. This does not include the funding of lunch accounts. Lunch accounts will continue to be processed through Mealtime. It does not include payment for ExtendCare or Summer Day Camp programs.

Berea City Schools is pleased to offer PFI to our parents to pay fees, check history, review purchases and set up automated email reminders.

## Benefits

- ✓ Payments can be made by credit card 24 hours a day, 7 days a week at the parents' convenience.
- ✓ PFI supports increased communication between the school & the parents.

## Features

- ✓ 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 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 & 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 explained, it is a \$1.75 flat fee per ACH transaction and a 3.9% Credit Card transaction fee;
2. 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 throughout Berea City Schools as well as your student's first and last name, grade and the school they attend. If you are unsure of your student's ID number, please contact your individual schools' main office. 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.

## 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.

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

**Support Videos:** There are videos you can view about the different features of PayForIt.net.  
<http://vimeopro.com/user15751241/payforit-tutorials>

**Contact Us:** You are also able to send an email to the PFI Help Support Staff. This function is also within the Help menu option. Please contact PFI and not your school for assistance on the PFI site.