

What is PayForIt.net?

PayForIt.net (PFI) is a Secure Online Payment system which simplifies payment, collection and balancing of funds for School Districts. Additionally, PayForIt.net lets Parents/Guardians manage their student accounts directly as often as they'd like!

Effective immediately, Morgan County High School is pleased to offer PFI to our parents for review & payment of student fees.

PFI is designed specifically to help both the school & the parent community work together to manage student accounts. Student fees and related information can be viewed, managed & paid from the convenience of your home - 24 hours a day, 7 days a week.

This flyer contains the information you need to get started. If you have further questions, please don't hesitate to contact the school directly or submit a "Contact Us" email thru the PFI application. We'd love to hear your feedback & experiences

- ✓ Using PFI, processes are automated for both the parents and the schools so errors are minimized and current information is readily available.
- ✓ Accounts can be accessed 24 hours a day, 7 days a week.
- ✓ PFI supports increased communication, standardization and substantial overall efficiencies between the District, the Schools & the Parent/Guardian community.

Additional Parent/Guardian Features

- ✓ School messages are automatically emailed to you!
- ✓ An online survey is available feedback and ideas!
- ✓ Student information is automatically transferred year-to-year.
- ✓ You can manage more than one student account.
- ✓ Most importantly, PFI is PCI compliant and maintains industry standard SSL certificates. This ensures *all your data is safe & secure as strictly defined by the online payment & collections industry.*

Information to the right of this page and on the reverse side will help you to get started using PayForIt.net (PFI).

1. Access the site & sign-up to use PayForIt.net
2. Add students to your account
3. Set your email options
4. View & Pay Fees

Getting started:

Log on to 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 set by the school at 4.75% per transaction.
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. If you are unsure of your student's ID number, please contact your schools' registrar.

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.

Logging in simply requires going to www.PayForIt.net and entering your logon and password.

Each time you log on, school messages and the balance(s) of the student(s) on your account are displayed on the *Home Page*. You can also submit your opinions. Once you have your account set up, you can use PFI as often as you'd like. Logging in simply requires going to www.PayForIt.net and entering your logon and password. All information entered during sign-up is stored safely & securely as defined by PCI standards. You will not need to re-enter your data.

Additionally, each time you log on, school messages and the fees due for each student on your account are displayed on the *Home Page*.

Most functions in PayForIt.net have messaging directly on the screen you are using to guide you through the process. There is also a “How Do I” menu option which provides step-by-step instructions to the main functions.

Set up your payment method

To begin using PayForIt.net you will need to enter at least one payment method on your account. Select “**My Payment Methods**” from the **My Account menu**. You will be able to enter credit card and/or electronic check (i.e. ACH) information. If you scroll down on the “**Manage Payment Methods**” screen, an option will be provided to display detailed instructions to you.



Verify your billing address

Please take the time to verify your address in PayForIt is correct. If the address in PFI does not match the billing address of your payment methods entered, your payment cannot be processed. Use the “**My Account**” option from the **My Account menu**. If changes need to be made, please update the information accordingly.



Add your student(s) to your account

Before you can pay Fees, you need to add your students to your account using the **Add Student** screen from the **Add/View Student menu**.



Note: You need to enter School, Student ID, full name and grade. All fields are required. Please contact your school if you are missing data. The information you enter for your student must match what the school loaded to the system exactly. Do not enter any leading zeroes for the Student ID. If your student record is not found, try adding the middle initial to the first name.

Set your email options

Once you’ve set up your account in PFI, you can choose the messages you’d like to receive via email by using the “**My Email Options**” from the **My Account menu**. The screen itself will provide additional instructions for you!



View Fees & Make Fee Payments

Select “**Make Fee Payment**” from the **Fees menu**. The fees owed on your account are listed. The screen will guide you through the process step-by-step.



Fees are assigned by the school. If your fees are not displayed please contact the school for assistance.

