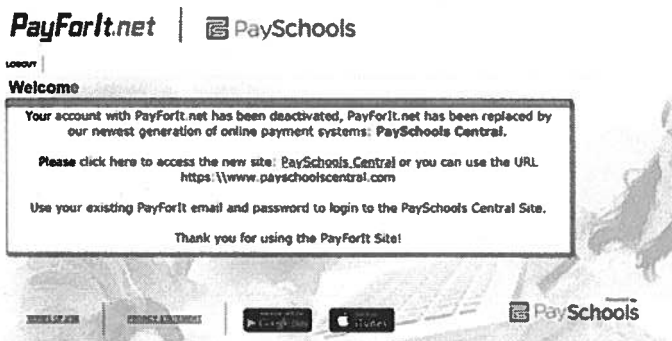


# > Welcome to PaySchools Central!

## PayForIt is Transitioning to PaySchools Central

PaySchools is excited to announce that your district will be upgraded to our latest and greatest online payment product, PaySchools Central! While the upgrade is intended to be seamless, we want to make you aware of the specifics of the transition.

1. When logging into PayForIt, users will be prompted with a message that their PayForIt account has been replaced by PaySchools Central, and will provide the link to access PaySchools Central



2. Clicking the PaySchools Central Link will re-direct users to the PaySchools Central login page.



3. The user will then login using their PayForIt credentials and they will be prompted to confirm credentials, students migrated, and any pertinent information about their PayForIt account that has been migrated as part of this transition.

## AUTO-REPLENISHMENT

**The auto-replenishment feature in PayForIt will not be activated in PaySchools Central until the user logs into PaySchools Central, and adjusts their settings. This can be done by selecting the user menu and selecting Manage Auto Replenishment.**

Need help with your PaySchools Central account?

Email [pssc\\_help@payschools.com](mailto:pssc_help@payschools.com) or call 877-393-6628

**Support center hours:**

**8:30 a.m. - 7:30 p.m. ET (M-F)**



## What is PayForIt.net?

PayFort (PFI) is a Secure Online Payment system which simplifies payment, collection and balancing of funds for School Districts.

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

### Features

- ✓ Account balance information is readily available to the parents, the school 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).
- ✓ 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.
- ✓ 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) 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 at 3.9% to the parent per transaction or \$1.75 per Transaction for ACH Check (if offered);
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.