

## What is PayForIt?

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

PFI is a web-based portal system that is now used in the Berkeley Heights School District. PFI was developed and is supported with the philosophy of *quick, simple and practical*.

Berkeley Heights School District offers PFI to our parents to fund student activities fees for high school and middle school students online. In the future, we will be expanding the types of fees which we collect to include cafeteria payments and others.

## Benefits

- ✓ 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 they are purchasing along with account history information.
- ✓ 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. There is no additional fee or surcharge imposed on Payforit Transactions.
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 student's PowerSchool ID number. If you are unsure of your student's ID #, log into the parent portal in PowerSchool, and go to Demographic Update



Sample - number between 1-17 characters

Name (last,first MI-StudentID#) Schmingle, Fredrick W 318

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.

**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.