



## What is PayForIt?

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

PFI is a web-based portal system that is now used in conjunction with the Kenilworth School Cafeteria System. PFI was developed and is supported with the philosophy of *quick, simple and practical*.

Kenilworth School District offers PFI to our parents to fund student cafeteria prepayment accounts online.

## Benefits

- ✓ Payments can be made by credit card (Visa, MC or Discover) or ACH (electronic checking) 24 hours a day, 7 days a week at the parents' convenience.
- ✓ Parents can review what their children are purchasing in the cafeteria along with account payment history information.
- ✓ PFI supports increased communication between the school & the parents.

## Features

- ✓ Food Service 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.
- ✓ Parents can establish an "auto-replenish" threshold, to work like EZ Pass, or can choose to receive "low balance" emails or monthly statements.
- ✓ PFI is Payment Card Industry Security-compliant and maintains industry standard SSL certificates. This ensures all data is safe & secure as defined by the credit card industry.
- ✓ Payforit Apps for both iPhone and Android are available to allow parents to both make payments and view transaction details and balances via their mobile devices. Please visit the App Store or Google Play and search for "Payforit".

**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 **3.95 % for credit card transactions;** there is a **\$1.75 charge to parents for ACH (electronic check) payments.**
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 **Genesis student ID number** already used with at Kenilworth School District. **If you are unsure of your student's ID number, please contact your school's 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.

**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.