

How do I make a lunch payment?

There are two ways that you can make a deposit onto your child’s account. One is to process a one-time transaction, which will be addressed in this section. The second is to set up a recurring payment, so PayForIt.net will automatically deposit money onto your child’s account once their balance reaches a certain level. To learn more about setting up recurring payments, please see the “How do I set up a Recurring Payment?” section.

The screenshot shows the PayForIt.net homepage with the following elements:

- Navigation Menu:** Home, Add/View Students, Payment History, School Fee Payments, Meal Payments, Lunch Payments (highlighted), After-School Programs, My Account, Contact Us / FAQ, How Do I...
- Welcome Section:**
 - Message: "Welcome to PayForIt.net! Your first step is to add your students to your account. Select Add Students from the Add/View Students Menu. After your students are added, you can then make a payment in the Payment menu."

Balances on the site are not updated immediately. The site receives a balance update after the payment is posted at the school, which can take 24-48 hours.
 - Feedback: "Your feedback is appreciated, please take our updated survey. [Start Survey](#)"
 - Form: "Select: All Students" dropdown, "Due Date Range:" fields.
- Students on your Account:**

Student ID	Name	School	Grade	Balance	Request Activity Report
8349	Abigail Student	Aragon Elem	4th	\$0.00	<input type="checkbox"/>
31414	Alex Student	Aragon Elem	kindergarten	\$0.00	<input type="checkbox"/>
20206	Sarah Student	Aragon Elem	2nd	\$0.00	<input type="checkbox"/>
- Fees Due:**

Name	Type	Due Date	Amount
Abigail Student DPS-Test	One Time	06/11/2008	\$23.00
Abigail Student 1-Monday Fee	Weekly	06/27/2008	\$25.00
Abigail Student Senior Trip	Bi-Weekly	09/27/2008	\$250.00
Abigail Student West Carlton Sample Fee	One Time	09/30/2008	\$210.00
Alex Student DPS-Test	One Time	06/11/2008	\$23.00
Alex Student 1-Monday Fee	Weekly	06/27/2008	\$25.00
Alex Student West Carlton Sample Fee	One Time	09/30/2008	\$210.00
Sarah Student DPS-Test	One Time	06/11/2008	\$23.00

From the PayForIt.net homepage, click on “**Lunch Payment**” in the “**Lunch Payments**” menu.

The following screen will appear:

The screenshot shows the "Make Lunch Payments" screen with the following details:

- Section Header:** **Step 1**
- Instruction:** Enter the Amount you want to add for each student
- Table:**

Student ID	Name	Current Balance	Amount
31414	Alex Student Aragon Elem	\$0.00	<input type="text" value="\$0.00"/>
20206	Sarah Student Aragon Elem	\$0.00	<input type="text" value="\$0.00"/>
- Action:**

At this point, enter the amount that you want to deposit in the open field(s) to the right of each child's name and then click on "**Create Transaction**" and you will see the following screen:

Make Lunch Payments

Step 2
Review Amounts, Fees and Total

	Name	Amount	Internet Convenience Fee	Trans. Fee	Total
Delete	Alex Student Food Service Food Service Payment	\$20.00	\$1.15	\$0.00	\$21.15
Delete	Sarah Student Food Service Food Service Payment	\$20.00	\$1.15	\$0.00	\$21.15
	Total:	\$40.00	\$2.30	\$0.00	\$42.30

Select Credit Card: My Personal VISA

You can now review your transaction before you submit it for processing. Select the credit card that you wish to use from the pull down menu. For more information about adding credit cards please see the "How Do I Add/Edit Credit Cards" section.

If everything looks ok and you are ready to process the transaction, then press "**Process Payment**". If you have made a mistake entering the deposit amounts, you can hit the "**Previous**" button to go back to the prior screen, change the amounts and start again.

Once you press the button you will see the following screen so you know that the transaction is being processed.

Please wait while your transaction is processed

Please do not press the Back button ...

At this point, do not try to go back to a previous screen. It should only take a moment for the transaction to complete.

Finally, you will get a confirmation page of the transaction results and a Transaction Receipt will be sent to the email address associated with the account.

Processing Transaction

[Return to Home Page](#)

Your approved transaction will be posted to your student's account in 24 to 48 hours. The student's balance on our site will be updated after the payment is posted at the school.

Transaction Processing Results:

Transactions
Order Number: 00055-00000594
Status: APPROVED
Merchant: Food Service
Credit Card: My Personal VISA
Total Amount: \$42.30
Reference ID: 0005226306
Message: APPROVED

Transaction Details:

00055-00000594 Details	Charge
Alex Student	Amount: \$20.00
Food Service Payment	ICF: \$1.15
	Trans. Fee: \$0.00
	Total: \$21.15
Sarah Student	Amount: \$20.00
Food Service Payment	ICF: \$1.15
	Trans. Fee: \$0.00
	Total: \$21.15
Total:	\$42.30



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☆ PFIAAdmin@payfort.net to me [show details](#) 7:04 PM (2 minutes ago) [Reply](#)

This email is provided by: P4Test.com.

Dear Sarah Marshall,

P4Test.com Processed 1 transaction on 08/05/2008 @ 17:04:47.

The total amount charged was: \$42.30 and was charged to your card named My Personal VISA ending with: 1111.

Transaction 1 (00055-00000594)					
Merchant Name	Reference ID	Amount	ICF	Trans. Charge	Total Charge
Rivendell School District	0005226306	\$40.00	\$2.30	\$0.00	\$42.30
Details					
Student Name	Fee Name	Amount	ICF	Trans. Charge	Total Charge
1 Alex Student	Food Service Payment	\$20.00	\$1.15	\$0.00	\$21.15
2 Sarah Student	Food Service Payment	\$20.00	\$1.15	\$0.00	\$21.15

The charge on your credit card will have the Merchant Name listed above.

Summary
Amount: \$40.00
Internet Convenience Fee: \$2.30
Transaction Charge: \$0.00
Total Charged: \$42.30

You can use the following link: www.P4Test.com to log into your account.

If you have any questions, contact PFIAAdmin@payfort.net.

Please keep this copy for your records.

Regards,
P4Test.com