

How do I configure email options for my account?

PayForIt.net gives you the ability to set up a variety of email options that are unique to your account. You have the flexibility to opt in or opt out to any of these options and make changes to your options at any time. The emails will be automatically sent to the email address that is associated with the PayForIt.net account.

To access view and change your email options, go to **“My Account”** and click on **“My Email Options”**.

PayForIt.net online school payments

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Welcome

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.

Your feedback is appreciated, please take our short survey. [Start Survey](#)

Select: All Students
Due Date Range: 6/27/2008 to 8/26/2008

Students on your Account [Request Report\(s\)](#)

Student ID	Name	School	Grade	Balance	Request Activity Report
21865	Aakash Student	Aragon Elem	5th	\$0.00	<input type="checkbox"/>
19895	Aalan Student	Aragon Elem	3rd	\$0.00	<input type="checkbox"/>
31151	Aaliah Student	Aragon Elem	Kindergarten	\$0.00	<input type="checkbox"/>
24204	Andrew Student	Aragon Elem	2nd	\$0.00	<input type="checkbox"/>
15042	David Student	Aragon Elem	5th	\$0.00	<input type="checkbox"/>
11111	Iam StudentOne	Hower Elem	1st	\$1.11	<input type="checkbox"/>

Fees Due

Name	Type	Due Date	Amount
Aalan Student Monthly Activity Fee	Monthly	07/01/2008	\$10.00
Aalan Student 1-Monday Fee	Weekly	07/04/2008	\$25.00
Aalan Student Victoria	One Time	07/31/2008	\$30.00
Aaliah Student 1-Monday Fee	Weekly	07/04/2008	\$25.00
Andrew Student 1-Monday Fee	Weekly	07/04/2008	\$25.00
David Student 1-Monday Fee	Weekly	07/04/2008	\$25.00
Total:			\$140.00

Once you click on **“My Email Options”** the following screen will appear:

Guardian Email Options

	Opt In	
Low Balance:	<input checked="" type="checkbox"/>	Balance: \$5.00
Balance Reminder:	<input type="checkbox"/>	Day of Month: 11th
Fee Due:	<input type="checkbox"/>	Days Notice: 0
Upcoming Payment:	<input type="checkbox"/>	Days Notice: 0
Overdue Fee:	<input type="checkbox"/>	Days Overdue: 0
Monthly Statement:	<input checked="" type="checkbox"/>	Day of Month: 3rd
System Messages:	<input type="checkbox"/>	
District Messages:	<input type="checkbox"/>	
School Messages:	<input type="checkbox"/>	

[Update](#)

Check the Opt In Check Box to subscribe to the email, uncheck it if you do not want to receive the email. Be sure to click the Update button to save your choices.

You can turn these email alerts on or off at any time. Each of these will provide unique information about your account:

Low Balance: PayForIt.net will automatically send an email when your child's account balance reaches a predetermined balance that you specify so you know to add money to the account. Using the pull down, you can specify the amount.

Balance Reminder: PayForIt.net will automatically send an email on a predetermined day of the month alerting you as to your child's account balance. You can determine which day of the month you want this reminder sent by using the pull down box.

Fee Due: If your school is using PayForIt.net to process school fees, then you can opt in to this email alert. PayForIt.net will automatically send an email reminding you that your child's school fee is due so that you can remember to make the payment in a timely fashion. You can set how far in advance you will get the notification that the payment is due using the pull down box.

Upcoming Payment: If your school is using PayForIt.net to process school fees, then you can opt in to this email alert. PayForIt.net will automatically send an email reminding you that there is an upcoming fee payment that has been scheduled. You can determine how many days in advance you will be notified of the upcoming payment using the pull down box.

Overdue Fee: If your school is using PayForIt.net to process school fees, then you can opt in to this email alert. PayForIt.net will automatically send an email if one of your fees is not paid by the due date. You can set PayForIt.net so a notification email is sent "x" number of days after the payment is overdue.

Monthly Statement: PayForit.net will automatically send you an email one day a month showing all the PayForIt.net transactions for the month. You can determine which day of the month this is emailed to you.

Messages: If the school, district or PayForIt.net posts special messages, you can opt to receive these messages via email as they are posted.

To select any of the email alerts, simply place a check mark in the box to the right of the option that you want and determine when you want to receive the alert:

	Opt In	
Low Balance:	<input checked="" type="checkbox"/>	Balance: \$5.00 ▾
Balance Reminder:	<input checked="" type="checkbox"/>	Day of Month: 1st ▾

If at any time you want to opt out of the email alerts, simply uncheck the option and you will stop receiving the notifications.