

How do I Add/Edit Credit Cards?

With PayForIt.net, you have the ability to store multiple credit card numbers in the system. This way you can decide which card you want to use with each transaction that you make. To add additional credit card numbers, follow these steps:

From the homepage, click “**My Credit Cards**” on the “**My Account**” menu.

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: 6/29/2008 to 8/28/2008

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

The “**Manage Credit Card**” screen will appear. To add a new credit card number, click on the “**Credit Cards**” pull down menu and select “**Add New Card**”. Fill in all the credit card information including the nickname, credit card number, and the expiration month and year. When you are done, click “**Add**”.

Manage Credit Card

Credit Cards: Add New Card

CC Nickname: Dad's VISA

Credit Card #:

New CC #:

Expire Month: January

Expire Year: 2007

Card Type: MasterCard

Default:

Add

PayForIt.net will let you know that the credit card is successfully added.

Manage Credit Card

Credit Cards: My Personal VISA

CC Nickname: My Personal VISA

Credit Card #: *****1111

New CC #: 4111111111111111

Expire Month: January

Expire Year: 2011

Card Type: Visa

Default:

Current Cards

	Nickname	Type	Card Number	Expiration	Default
Delete	Mom's VISA	Visa	*****1111	01/2011	False
Delete	My MasterCard (expired)	MasterCard	*****1111	02/2008	False
Delete	My Personal VISA	Visa	*****1111	01/2011	True

Credit Card Added Successfully

At this point, when you are completing a transaction you can choose any of the credit cards that are associated with the account.

If you need to make a change to stored credit card information, for example if the card has expired, simply follow these directions.

From the homepage, click **“My Credit Cards”** on the **“My Account”** menu.

PayForIt.net

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

Select: All Students

Due Date Range: 6/29/2008 to 8/28/2008

Students on your Account Request Report(s)

Student ID	Name	School	Grade	Balance	Request Activity Report
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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

The “**Manage Credit Card**” screen will appear. From the pull down menu, select the credit card that needs to be changed. Update the information and click on “**Update**”.

Manage Credit Card

Credit Cards: My Personal VISA
CC Nickname: My Personal VISA
Credit Card #: *****1111
New CC #: 4111111111111111
Expire Month: January
Expire Year: 2011
Card Type: Visa
Default:

PayForIt.net will notify you that the changes have been updated successfully.

Manage Credit Card

Credit Cards: My Personal VISA
CC Nickname: My Personal VISA
Credit Card #: *****1111
New CC #:
Expire Month: January
Expire Year: 2010
Card Type: Visa
Default:

Current Cards

	Nickname	Type	Card Number	Expiration	Default
Delete	Mom's VISA	Visa	*****1111	01/2009	False
Delete	My MasterCard (expired)	MasterCard	*****1111	02/2008	False
Delete	My Personal VISA	Visa	*****1111	01/2010	True

Credit Card Updated Successfully