

## How do I set up recurring payments?

PayForIt.net gives you the flexibility to set up recurring payments that are automatically processed and billed when certain predetermined conditions are met. Using this feature, your child will not have to worry about their account balance getting to low to pay for meals.

To configure your recurring payments, click on **“Lunch Payments”** then click on **“Recurring Payments”**.

**PayForIt.net** online school payments

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Welcome

Make Lunch Payment  
Recurring Payments

**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	Aalah 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
Aalah 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
<b>Total:</b>			<b>\$140.00</b>

The **“Recurring Payments”** screen will look like this:

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**Recurring Payments**

Update Choices

Click ID to View Details

Student ID	Name	Active	Balance Level	Charge Amount	End Date
11111	Iam StudentOne Hower Elem	<input checked="" type="checkbox"/>	\$5.00	\$30.00	06/01/2008
15042	David Student Aragon Elem	<input type="checkbox"/>	\$5.00	\$30.00	6/01/2009
19895	Aalan Student Aragon Elem	<input type="checkbox"/>	\$5.00	\$30.00	6/01/2009
21865	Aakash Student Aragon Elem	<input type="checkbox"/>	\$5.00	\$30.00	6/01/2009
24204	Andrew Student Aragon Elem	<input type="checkbox"/>	\$5.00	\$30.00	6/01/2009
31151	Aalah Student Aragon Elem	<input type="checkbox"/>	\$5.00	\$30.00	6/01/2009

Name:   
ID:   
Balance: \$0.00  
Last Payment:   
Last Transaction:   
Last Updated:

Recurring transactions are processed at 10 p.m. EST (9 p.m. Central, 8 p.m. Mountain, 7 p.m. Pacific). You must opt out before then if you do not want a transaction processed.

Automatic Payments are processed using the default credit card information on file in your account.

- Active** - Check the box if you want to have recurring payments turned on for that student.
- Balance Level** - When the student's balance reaches the level that you select, the recurring payment will be processed.
- Charge Amount** - This is the amount that you want added to the student's account when their balance goes below the Balance Level.
- End Date** - This is the date that you want the recurring payments to stop being processed.

To set recurring payments for your child, click on the “Active” box and then click the drop down for the balance level.

Balance Level	
\$5.00	▼
\$0.00	
\$5.00	
\$10.00	
\$15.00	
\$20.00	
\$25.00	
\$30.00	

Select the dollar amount that you desire. The dollar amount you select will determine when the recurring payments are processed. For example, if you select \$5.00, then every time your child’s account reaches \$5.00, PayForIt.net will automatically process a new payment for you.

Once you have selected the balance level, then you will need to select the charge amount.

Charge Amount	
\$30.00	▼
\$15.00	
\$20.00	
\$25.00	
\$30.00	
\$35.00	
\$40.00	
\$45.00	
\$50.00	
\$55.00	
\$60.00	
\$65.00	
\$70.00	
\$75.00	
\$80.00	
\$85.00	
\$90.00	
\$95.00	
\$100.00	

Select the amount that you would like to have added to your child’s account each time a recurring payment is made.

Once the account balance level and charge amount have been set, you will need to specify when you want the recurring payments to end. Most parents will use the end of the school year as a benchmark for determining this date.

After everything is defined, click on “**Update Choices**” to save all your changes.

Note: Each time a recurring payment is processed, you will receive an email confirmation of the transaction so you are aware when the payments are made.