

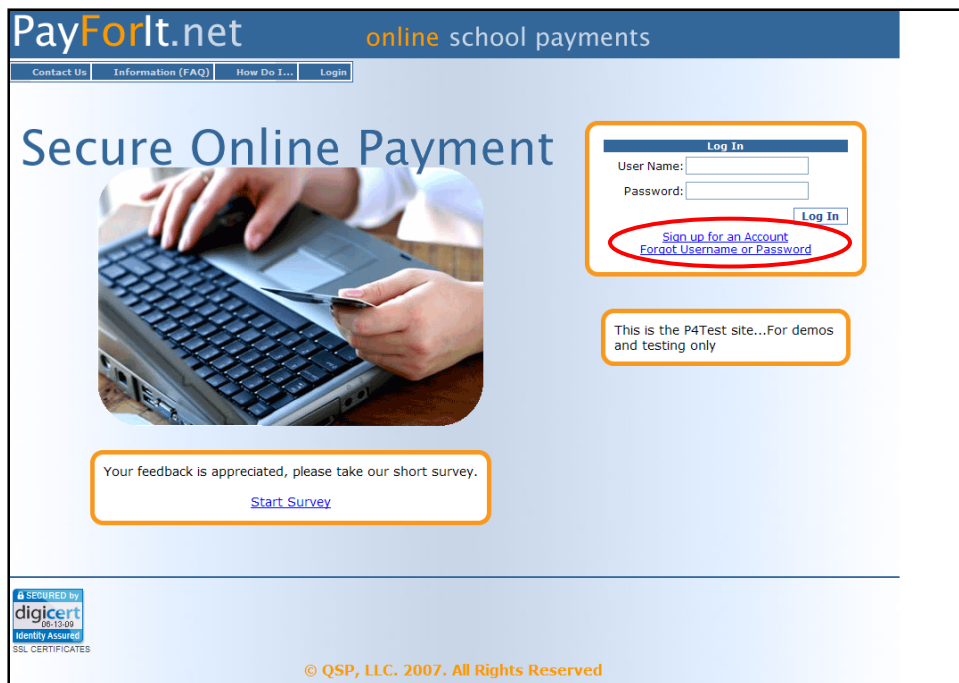
## How do I sign up for PayForIt.net?

PayForIt.net is an online web prepayment system that gives you flexibility in managing your child's cafeteria meal account at school. As a parent you can perform the following functions:

- Add money to your child's meal account 24/7
- Check your child's account balance 24/7
- Request an activity report so you can see what your child has purchased
- Set up recurring payments so money will automatically be deposited once your child's balance falls below a certain amount
- Set up email alerts so you know when your child's balance reaches a certain amount

To take advantage of all this, you simply need to sign up for PayForit.net.

From the [www.payforit.net](http://www.payforit.net) home page, click on “**Sign up for an Account**”.



There are three steps in the registration process. The first step requires that you fill in the information for “**Create New Guardian**”. Using the pull down menu, find your child's school. If your child's School District is not listed there, then please do not sign up for an account. If your child's School District is listed, select it and then fill in the remaining contact information and then click on “**Next**”.

**PayForIt.net** online school payments

Contact Us Information (FAQ) How Do I... Login

### Create New Guardian Account

**Address Information** Step 1 of 3

Select State: Colorado

District: Rivendell School District

First Name: Sarah

Last Name: Martin

Address: 555 Main Street

Address 2:

City: Anytown

State: Colorado

Zip: 55555-\_\_\_\_

Phone: (305) 555-1234

\* Please enter the Parent or Guardian's name and address.

Next

Please do not create an account if you do not see your School District listed. If they are not in the list it means that they have not been set up on our site yet.

The second step requires that you enter your credit card information, a nickname for the card and the expiration date, all fields are required. If you opt to enter more than one credit card into PayForIt.net, the “**Nickname**” area is used to differentiate between the different cards. After you key in your credit card information in this step, PayForIt.net will not display your full credit card information any where on the site. For security purposes, it will only display nickname during the transaction process. When you are done entering your credit card information, press “**Next**” to continue.

### Create New Guardian Account

**Credit Card Information** Step 2 of 3

Type: Visa

Credit Card # (no dashes): 4111111111111111

Nickname for Card: Mom's VISA

Expiration Date: December / 2008

Nickname: Your Credit Card number is not displayed on the site, so the Credit Card Nickname is used to identify your credit card on the Payment screen.

Examples: My Visa, Points MC, United Miles

Previous Next

The third step is to set up your user information. This includes providing a valid email address, a username and a password for your account. When this information is complete, press “**Create Account**”.

## Create New Guardian Account

**User Information** Step 3 of 3

Email:

User Name for login:

Password:

Confirm Password:

Once you have clicked on “**Create Account**” the following screen will appear:

## Create New Guardian Account

**Complete**

**Your account has been created.**

**You will receive a confirmation email soon, which will contain a link to the activation page and your confirmation number. Follow the instructions in the email to Activate your account.**

**You will not be able to log into the site until your account has been activated.**

Click “**Continue**” and you will see the following:

## Activate Guardian

User Name:

Confirmation Code:

You will need to wait for the email confirmation to receive your activation code. The email will look like this:

Sarah Martin,

Thank you for signing up with P4Test.com

Before you can access the site, you must first Activate your account. Please visit the following link [Activate Account](#) to activate your account.

Your Confirmation Code is: 7L7HCCX

User Name: smarshall

Email Address: [sarah.martin76@yahoo.com](mailto:sarah.martin76@yahoo.com)

NOTE - The best way to enter your confirmation code is to Cut & Paste it into the Confirm Code field

**After you have activated your account, please follow these steps to register your students and process your first payment**

1. Login to the site using your username and the password you created during the sign up process
2. Select Add Student from the Add/View Student Menu
3. Enter each student's **School, Student ID, First Name, Last Name and Grade**, then click the Register Student button
4. After you have added all of your students, you can then go to the Lunch Payments screen to process a payment

*\*\* If you are missing any of the student information listed in #3, please contact your school \*\**

Rivendell School District

Congratulations! You have successfully signed up for PayForIt.net and are ready to start using the system. You will get this final confirmation page to let you know that the registration process is complete. Click on the “**PayForIt.net**” logo in the upper left corner and you can begin using PayForIt.

PayForIt.net online school payments

Contact Us Information (FAQ) How Do I... Login

**Activate Guardian**

User Name:

Confirmation Code:

Reset Activate

Activation Successful, you can now Login to the system. Click the logo in the upper left to be taken to the login page

SECURED by digicert 00-10-00 Identity Assured SSL CERTIFICATES

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