

How do I add students to my account?

You can set up all your children through a single account. From the main PayForIt.net home page, click on “**Add/View Students**” and then click on “**Add Student**”.

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 updated survey. [Start Survey](#)

Select: **All Students**

Due Date Range: 7/1/2008 to 8/30/2008

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
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
Total:			\$110.00

After you select “**Add Student**”, the following screen will appear:

Register Student

Select School: **Aragon Elem**

Student ID:

First Name:

Last Name:

Select Grade: **No Match**

[Reset](#) [Add Student](#)

Currently Registered Students

	Student ID	School	First Name	Last Name	Grade	Active	Balance
Delete	21865	Aragon Elem	Aakash	Student	5th	True	\$0.00
Delete	19895	Aragon Elem	Aalan	Student	3rd	True	\$0.00
Delete	31151	Aragon Elem	Aalah	Student	Kindergarten	True	\$0.00
Delete	24204	Aragon Elem	Andrew	Student	2nd	True	\$0.00
Delete	15042	Aragon Elem	David	Student	5th	True	\$0.00
Delete	11111	Hower Elem	Iam	StudentOne	1st	True	\$1.11

All Fields are required, please contact the school if you are missing any information.

The information you enter for your student must match what the school has sent us.

Student ID's should not have any leading zeroes, for example "00123" should be entered as "123".

If your student's record is not found, try adding the middle initial to the first name.

After you add your student(s), you can process a transaction in the Lunch Payments menu.

At this point you will need to do the following:

1. Select your child's school from the pull down menu.
2. Enter your child's student identification number. If you do not have this number, please contact the school and they can provide it to you.
3. Enter your child's first name as they were registered for school. If the name is not recognized, you may need to add your child's middle initial.
4. Enter your child's last name.
5. Select your child's grade from the pull down menu.

When you are done, press the “**Add Student**” button. Now your new student will appear in your list of students.

Register Student

Select School: Aragon Elem
 Student ID: 14819
 First Name: Abigail
 Last Name: Student
 Select Grade: 5th

Reset Add Student

Currently Registered Students

	Student ID	School	First Name	Last Name	Grade	Active	Balance
Delete	21865	Aragon Elem	Aakash	Student	5th	True	\$0.00
Delete	19895	Aragon Elem	Aalan	Student	3rd	True	\$0.00
Delete	31151	Aragon Elem	Aallah	Student	Kindergarten	True	\$0.00
Delete	14819	Aragon Elem	Abigail	Student	5th	True	\$0.00
Delete	24204	Aragon Elem	Andrew	Student	2nd	True	\$0.00
Delete	15042	Aragon Elem	David	Student	5th	True	\$0.00
Delete	11111	Hower Elem	Iam	StudentOne	1st	True	\$1.11

All Fields are required, please contact the school if you are missing any information.
 The information you enter for your student must match what the school has sent us.
 Student ID's should not have any leading zeroes, for example "00123" should be entered as "123".
 If your student's record is not found, try adding the middle initial to the first name.
 After you add your student(s), you can process a transaction in the Lunch Payments menu.

As soon as the child is added, you will have the ability to see their balance and make deposits onto their account. If the child is not found, double check your information and try again. If it still doesn't match, contact the school to verify you have the correct information.