

## How do I Add/Edit My Payment Methods?

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. You can also enter your banking information to opt to pay transactions by electronic check (commonly known as “ACH”). Your school district may not offer both options, so you may only see one choice.

To add additional credit card numbers or banking information, follow these steps:

From the homepage, click “**My Payment Methods**” on the “**My Account**” menu.

The screenshot shows the PayForIt.net homepage. The navigation menu includes: Home, Add/View Students, History, Fees, Activities, Meal, Lunch, After School Programs, My Account, Family Tree, Help, News. The 'My Account' menu is circled in red, and the 'My Payment Methods' option is highlighted in orange. A 'Students on your Account' table is visible, along with a 'Recent Purchases' section.

Student ID	Name	School	Grade	Balance	Request Activity Report
31012	Abigail Student	Wood Elem	Kindergarten	\$0.00	<input type="checkbox"/>
21356	Alexander Student	Wood Elem	Kindergarten	\$0.00	<input type="checkbox"/>
29815	Amele Student	Wood Elem	Kindergarten	\$0.00	<input type="checkbox"/>
31024	Blake Student	Wood Elem	Kindergarten	\$0.00	<input type="checkbox"/>
30753	Calla Student	Wood Elem	Kindergarten	\$0.00	<input type="checkbox"/>

The “**Manage Payment Methods**” screen will appear.

Indicate what type of information you are adding by clicking on the “**Select Payment Type**” pull down menu and select either:

1) "Credit/Debit Card"; or

The screenshot shows the 'Manage Payment Methods' page on PayForIt.net. The 'Current Default Payment Type' is 'Credit/Debit Card'. A red circle highlights the 'Select Payment Type' dropdown menu, which is currently set to 'Credit/Debit Card'. Below this, there are fields for 'Credit Cards', including 'paula's card', 'CC Nickname', 'Credit Card #', 'New CC #', 'Expire Month', 'Expire Year', 'Card Type', and a 'Default' checkbox. To the right, there is a 'Default Payment Type' dropdown set to 'Credit/Debit Card' and a 'Change Default Payment Type' button. Below that, there is a section for 'Current Credit/Debit Cards' with a table:

	Nickname	Card Number	Expiration	Default
Remove:	paula's card	*****1111	01/2012	True

Below the table is a section for 'Current ACH Accounts'.

2) "ACH Electronic Check Processing".

The screenshot shows the 'Manage Payment Methods' page on PayForIt.net. The 'Current Default Payment Type' is 'Credit/Debit Card'. A red circle highlights the 'Select Payment Type' dropdown menu, which is currently set to 'ACH Electronic Check Processing'. Below this, there are fields for 'ACH Accounts', including 'Add New ACH Account', 'Bank Name', 'New Routing #', 'New Account #', and a 'Default' checkbox. There is also a 'Client Name' section with fields for '123 Main St.', 'Yourtown, US 11111', and 'DATE'. Below that, there is a 'Pay to:' field with a dollar sign and 'Dollars' label. There are also fields for 'Your Bank Name', 'Memo', 'Routing #', and 'Account #'. To the right, there is a 'Default Payment Type' dropdown set to 'Credit/Debit Card' and a 'Change Default Payment Type' button. Below that, there is a section for 'Current Credit/Debit Cards' with a table:

	Nickname	Card Number	Expiration	Default
Remove:	paula's card	*****1111	01/2012	True

Below the table is a section for 'Current ACH Accounts' with a checkbox for 'By checking this box, I agree to the ACH Electronic Check Processing Terms and Conditions' and a link to the 'ACH Electronic Check Processing Terms and Conditions'.

Depending on your selection of credit/debit card or ACH, the information you need to add will be displayed. Enter your information. If you are entering ACH information, you will also need to check the box to indicate you agree with the terms and conditions.

Information required for credit/debit cards:

The screenshot shows the 'Manage Payment Methods' page on PayForIt.net. The 'Current Default Payment Type' is 'Credit/Debit Card'. The 'Select Payment Type' dropdown is set to 'Credit/Debit Card'. The 'Credit Cards' section is circled in red and includes the following fields: 'Credit Cards' (dropdown: paula's card), 'CC Nickname' (text: paula's card), 'Credit Card #' (text: \*\*\*\*\*1111), 'New CC #' (text: ), 'Expire Month' (dropdown: January), 'Expire Year' (dropdown: 2012), 'Card Type' (dropdown: MasterCard), and 'Default' (checkbox: checked). An 'Update' button is at the bottom. To the right, the 'Default Payment Type' is also 'Credit/Debit Card' with a 'Change Default Payment Type' button. Below that, the 'Current Credit/Debit Cards' table shows one entry: paula's card, \*\*\*\*\*1111, 01/2012, True.

	Nickname	Card Number	Expiration	Default
Remove:	paula's card	*****1111	01/2012	True

Information required for ACH processing:

The screenshot shows the 'Manage Payment Methods' page on PayForIt.net. The 'Current Default Payment Type' is 'Credit/Debit Card'. The 'Select Payment Type' dropdown is set to 'ACH Electronic Check Processing'. The 'ACH Accounts' section is circled in red and includes the following fields: 'ACH Accounts' (dropdown: Add New ACH Account), 'Bank Name' (text: ), 'New Routing #' (text: ), 'New Account #' (text: ), 'Default' (checkbox: unchecked), 'Client Name' (text: 1111), '123 Main St.' (text: ), 'Yourtown, US 11111' (text: ), 'DATE' (text: ), 'Pay to:' (text: ), '\$' (text: ), 'Dollars' (text: ), 'Your Bank Name:' (text: ), 'Memo' (text: ), 'Routing #: 123456789' (text: ), and 'Account #: 123456789' (text: ). An 'Add' button is at the bottom. To the right, the 'Default Payment Type' is 'Credit/Debit Card' with a 'Change Default Payment Type' button. Below that, the 'Current Credit/Debit Cards' table shows one entry: paula's card, \*\*\*\*\*1111, 01/2012, True. The 'Current ACH Accounts' section is circled in red and includes a checkbox: 'By checking this box, I agree to the ACH Electronic Check Processing Terms and Conditions'. Below that, the 'ACH Electronic Check Processing Terms and Conditions' text is visible.

By checking this box, I agree to the ACH Electronic Check Processing Terms and Conditions.

**ACH Electronic Check Processing Terms and Conditions**  
As a Payforit.net user, if your electronic check payment is returned unpaid for any reason, a service fee of \$30.00 will be applied. In addition to the \$30.00 service fee we may elect to represent your check up to 2 (two) more times. If your electronic check is still unpaid, your check will be turned over to a collection company or check recovery firm, that may charge you a processing fee, as permitted by state law. Any information you provide when signing up for PayForIt.net can be used in the check recovery process.

When you are done, click "Add".

Current Default Payment Type: Credit/Debit Card

Select Payment Type: Credit/Debit Card

Credit Cards: Add New Card

CC Nickname: Wife's Visa

New CC #: 4111111111111111

Expire Month: January

Expire Year: 2012

Card Type: Visa

Default:

PayForIt.net will let you know that your credit/debit card (or ACH information) is successfully added.

PayForIt.net online school payments

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## Manage Payment Methods

Current Default Payment Type: Credit/Debit Card

Select Payment Type: Credit/Debit Card

Credit Cards: Wife's Visa

CC Nickname: Wife's Visa

Credit Card #: \*\*\*\*\*1111

New CC #:

Expire Month: January

Expire Year: 2012

Card Type: Visa

Default:

Default Payment Type: Credit/Debit Card

**Current Credit/Debit Cards**

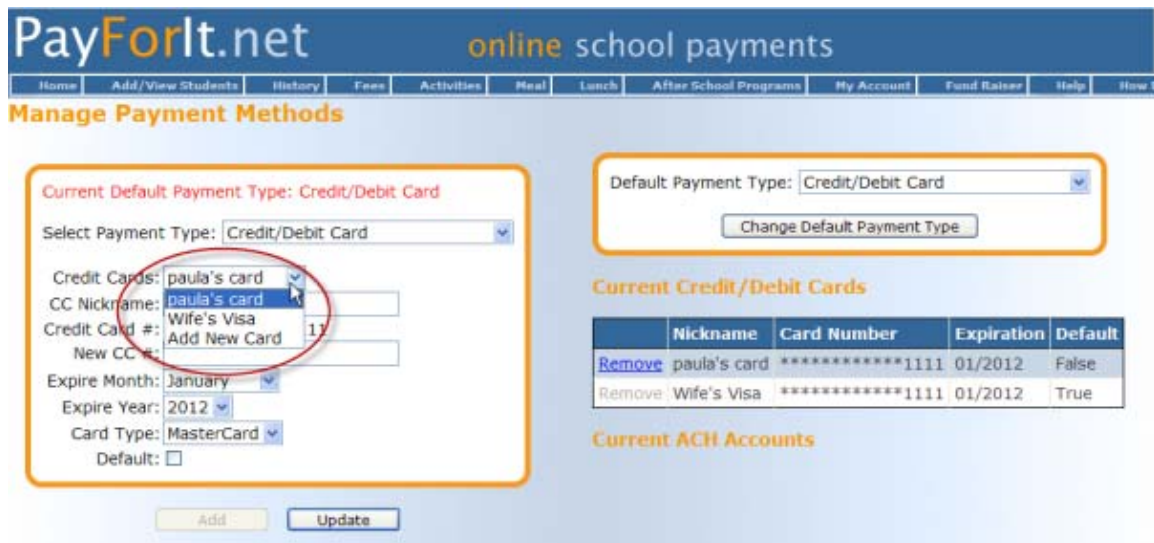
	Nickname	Card Number	Expiration	Default
<a href="#">Remove</a>	paula's card	*****1111	01/2012	False
<a href="#">Remove</a>	Wife's Visa	*****1111	01/2012	True

**Current ACH Accounts**

Credit Card Added Successfully

Once you have successfully added credit/debit card or ACH information, you may use any of those payment methods on your PayForIt.net transactions (i.e. funding lunch accounts, paying a fee, etc.).

If you need to make a change to any of your payment information (for example, a credit card has expired or you changed banks) simply follow the same steps used when setting up the information. However, when updating existing data, you will need to select which card you need to update, rather than indicating to add a new card.



The system will use the first payment method you enter on your account as your default payment type. This will be used when processing your transactions in PayForIt.net, if you do not choose a different type to use on a transaction-by-transaction basis.

If you set up more than one payment type or even more than one card within a type, you can indicate which you want to use as your default in the system. Setting up your default as the payment method you most commonly use, will save you time changing it each time on a transaction-by-transaction basis.

To change your default payment type, you need to select the type on the left of the **“Manage Payment Methods”** screen.

**PayForIt.net** online school payments

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### Manage Payment Methods

Current Default Payment Type: Credit/Debit Card

Select Payment Type: ACH Electronic Check Processing

ACH Accounts: Add New ACH Account

Bank Name: \_\_\_\_\_

New Routing #: \_\_\_\_\_

New Account #: \_\_\_\_\_

Default:

Client Name: \_\_\_\_\_ 1111  
 123 Main St.  
 YourTown, US 11111 DATE \_\_\_\_\_

Pay to: \_\_\_\_\_ \$ \_\_\_\_\_ Dollars

Your Bank Name: \_\_\_\_\_

Memo \_\_\_\_\_

Routing #: 1234567890 Account #: 1234567890

Add Update

Default Payment Type: Credit/Debit Card

Change Default Payment Type

### Current Credit/Debit Cards

	Nickname	Card Number	Expiration	Default
<a href="#">Remove</a>	paula's card	*****1111	01/2012	False
<a href="#">Remove</a>	Wife's Visa	*****1111	01/2012	True

### Current ACH Accounts

By checking this box, I agree to the ACH Electronic Check Processing Terms and Conditions

**ACH Electronic Check Processing Terms and Conditions**  
 As a Payforit.net user, if your electronic check payment is returned unpaid for any reason, a service fee of \$30.00 will be applied. In addition to the \$30.00 service fee we may elect to represent your check up to 2 (two) more times. If your electronic check is still unpaid, your check will be turned over to a collection company or check recovery firm, that may charge you a processing fee, as permitted by state law. Any information you provide while working up for Payforit.net will be used in the check recovery process.

If you have multiple credit/debit cards or ACH accounts set up, you can select the default one you'd like after you've set up the payment type (as above). To choose the specific card/ACH to use as your default, display it on the "Manage Payment Methods" screen in the same manner you would if you were doing an update, and check the "Default" checkbox. This will set your selection as the default payment type instead of whatever was chosen previously.

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### Manage Payment Methods

Current Default Payment Type: Credit/Debit Card

Select Payment Type: Credit/Debit Card

Credit Cards: Wife's Visa

CC Nickname: Wife's Visa

Credit Card #: \*\*\*\*\*1111

New CC #: \_\_\_\_\_

Expire Month: January

Expire Year: 2012

Card Type: Visa

Default:

Add Update

Default Payment Type: Credit/Debit Card

Change Default Payment Type

### Current Credit/Debit Cards

	Nickname	Card Number	Expiration	Default
<a href="#">Remove</a>	paula's card	*****1111	01/2012	False
<a href="#">Remove</a>	Wife's Visa	*****1111	01/2012	True

### Current ACH Accounts