How do I make a lunch payment?

There are two ways that you can make a deposit onto your student's lunch account.

1) One is to process a **one-time transaction**, which will be addressed in this section.

2) The second is to use our convenient **auto-replenishment feature** which will automatically deposit money onto your student's account once their balance reaches a certain level. To learn more about using the auto-replenishment feature, please see the "How do I set up auto-replenishment?" document.

Contents

Step 1 – Lunch Menu➔Make Lunch Payment

1) To configure your email options from the homepage, hover your mouse over the <u>Lunch</u> tab and choose <u>Make Lunch Payment</u>.

Step 2 – Enter amounts

2) Enter the amount to be deposited in the open field(s) to the right of each student's name, and press the <u>Create Transaction</u> button to continue to the payment screen.

Step 3 – Process Payment

3) Review the transaction before submitting it for processing.
4) If you are ready to process the transaction, then you need to select your desired payment method and press Process Payment button.

Make Lunch Payments

Step 2
Review Amounts, Fees and Total

	Name	Amount	Internet Convenience Fee	Trans. Fee	Total
Delete	**Alvin Carl Abbas** Rivendell Lunch ACH Food Service Account Payment	$20.00	$0.00	$2.00	$22.00
Delete	**Courtney Jaymes Abbas** Rivendell Lunch ACH Food Service Account Payment	$15.00	$0.00	$0.00	$15.00
Delete	**Erin Abreu** Rivendell Lunch ACH Food Service Account Payment	$15.00	$0.00	$0.00	$15.00
	Total:	**$50.00**	**$0.00**	**$2.00**	**$52.00**

Select Payment Method: Arapahoe CU ▼

This payment will be submitted to your bank on 7/25/2014

Previous   Process Payment

5) Once the Process Payment button is pressed, the following screen will show while the transaction is being processed.

Please wait while your transaction is processed

Please do not press the Back button ..

6) At this point, do not try to go back to a previous screen. It should only take a moment for the transaction to complete.

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Step 4 – Confirmation

7) On the final step of the process, a confirmation page will show the transaction results.

Transaction Complete

Return to Home Page

Your transaction is complete. Your student's account will be updated with this payment the next time the school updates student balances. Depending on the timing of your transaction, your payment may be posted to your student's account within 4 hours, however it can take longer based on communication issues with the School District.

Transaction Processing Results:

Transactions
Order Number: 00055-00006032
Status: Approved
Merchant: Rivendell Lunch ACH
Payment Method: Arapahoe CU
Total Amount: $52.00
Reference ID: 00055-00006032
Message: Approved

Transaction Details:

00055-00006032 Details	Charge
Alvin Carl Abbas Food Service Account Payment	Amount: $20.00 ICF: $0.00 Trans. Fee: $2.00 ——— Total: $22.00
Courtney Jaymes Abbas Food Service Account Payment	Amount: $15.00 ICF: $0.00 Trans. Fee: $0.00 ——— Total: $15.00
Erin Abreu Food Service Account Payment	Amount: $15.00 ICF: $0.00 Trans. Fee: $0.00 ——— Total: $15.00
Total:	**$52.00**

8) In addition, an email confirmation is sent confirming the payment, and provides details such as the debit account used. The Merchant account name will be designated by your school.

P4Test.com Processed 1 transaction on 07/25/2014 @ 13:25:30.

The total amount charged was: $52.00 and was charged to your Arapahoe CU account ending with: 8814.

Your payment has been processed as an Electronic Funds Transfer via ACH check processing. We will submit
this transaction to your bank and it should appear on your bank account in the next 2 days with the name PayForIt.net.
If there are any issues with this payment, you will be notified via email.

Transaction 1 (00055-00006033)					
Merchant Name	Reference ID	Amount	ICF	Trans. Charge	Total Charge
Rivendell School District	00055-00006033	$50.00	$0.00	$2.00	$52.00

Details						
	Student Name	Fee Name	Amount	ICF	Trans. Charge	Total Charge
1	Alvin Carl Abbas	Food Service Account Payment	$20.00	$0.00	$2.00	$22.00
2	Courtney Jaymes Abbas	Food Service Account Payment	$15.00	$0.00	$0.00	$15.00
3	Erin Abreu	Food Service Account Payment	$15.00	$0.00	$0.00	$15.00

The charge will have the Merchant Name listed above.

Summary	
Amount:	$50.00
Internet Convenience Fee:	$0.00
Transaction Charge:	$2.00
Total Charged:	$52.00

You can use the following link: www.payforit.net to log into your account.

If you have any questions, contact pfiadmin@payforit.net.

Please keep this copy for your records.

Regards,
P4Test.com

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Step 5 - Payment History

9) Payments can be viewed at any time, via the History→Payment history menu. Press the Trans ID link to show the details from a particular transaction.

Transactions		Charge	
Trans ID: 00055-00006033		Amount:	$50.00
Date: 07/25/2014 13:25:30		ICF:	$0.00
Merchant: Rivendell Lunch ACH		Trans. Fee:	$2.00
Payment Method: Arapahoe CU			
Status: Approved		Total:	$52.00
		Approved Amount:	$50.00
		ICF:	$0.00
		Trans. Fee:	$2.00
		Approved Total:	$52.00

00055-00006033 Details		Charge	
Alvin Carl Abbas	Amount:		$20.00
Food Service Account Payment	ICF:		$0.00
	Trans. Fee:		$2.00
	Total:		$22.00
Courtney Jaymes Abbas	Amount:		$15.00
Food Service Account Payment	ICF:		$0.00
	Trans. Fee:		$0.00
	Total:		$15.00
Erin Abreu	Amount:		$15.00
Food Service Account Payment	ICF:		$0.00
	Trans. Fee:		$0.00
	Total:		$15.00
	Amount:		$50.00
	ICF:		$0.00
	Trans. Fee:		$2.00
	Total:		$52.00

General Information

- ❖ Before you can pay Fees, you must add your students to your account in the Add Student screen.
- ❖ If a student on your account is not listed on this screen, their account has been inactivated by the school.
- ❖ Once a payment is submitted, the funds are credited to the schools bank account. The PayForIt Support team cannot issue refunds, transfers, or make changes to the payment. Please contact the school directly to inquire on your options.

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