



PayForIt.net



How Do I Make Fee Payments?

The fees available to you are set and maintained by your School District. If you are looking for a fee that is not listed on your screen, please contact your School District.

Note: If your School District is not using the fees module in PayForIt.net, you will not see the option on your menu bar.

[Step 1 – Select Fees Menu → Make Fee Payment](#)

[Step 2 – Choose the Fees to Pay](#)

[Step 3 – Create Transaction](#)

[Step 4 – View Payment History](#)

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Step 1 – Select Fees Menu → Make Fee Payment

The screenshot shows the PayForIt.net website. At the top, there is a navigation bar with the following items: Home, Add/View Students, History, Fees, Activities, Meal, Lunch, Child Care, Student Accounts, My Account, Fund Raiser, Help, How Do I..., and Logout. The 'Fees' menu is highlighted with a red circle, and its dropdown options are visible: 'Make Fee Payment', 'Schedule Fee Payments', and 'View/Edit Scheduled Payments'. Below the navigation bar, there is a 'Welcome' message and a 'Messages' section. On the right side, there is a survey notification box that says: 'Your feedback is appreciated; please take our updated survey. [Start Survey](#)'.



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- 1) Messages may be displayed to communicate additional information related to the type of transaction.

Messages

- Before you can pay Fees, you need to add your students to your account in the Add Student screen
- Fees are assigned to the students by the school, if you do not see any fees, please contact the school
- If a student on your account is not listed on this screen, their account has been inactivated by the school

- 2) If you'd like to limit the list, you can choose a certain student and/or a certain date range.

Schedule Payments

Select:

Due Date: to

Range:

Fee Name:



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Step 2 – Choose the Fees to Pay

- 3) Click the box on the line next to the desired fee.
 - a) Multiple boxes may be selected in one transaction.
 - b) Select all the boxes for all fees that you want included in the transaction.

Step 1

Check the box next to the Fees you want to pay

Select	Amount Due	Name	Type	Due Date
<input type="checkbox"/>	\$45.00	Amber Colbert Senior Band Fee	One Time	06/08/2010
<input type="checkbox"/>	\$200.00	Amber Colbert Text book Purchase	One Time	05/23/2012
<input type="checkbox"/>	\$10.00	Amber Colbert iPad Insurance Fee	Scheduled Monthly	06/01/2013

Fees marked Scheduled Monthly will be processed as follows: After your initial payment, a monthly payment will be scheduled on the due date for the duration of the fee

Create Transaction



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Step 3 – Create Transaction

- 4) Press the Create Transaction button, the following screen will show:
 - a. Providing the full transaction details, such as the transaction fee.
 - b. Go back to the previous screen, by pressing the Previous button.
 - c. Confirm selections, and press the Delete button next to selections to remove any unwanted fees.

Step 2
Review Amounts, Fees and Total

	Name	Amount	Internet Convenience Fee	Trans. Fee	Total
Delete	Amber Colbert DBS Test - ACH iPad Insurance Fee	\$10.00	\$0.00	\$0.00	\$10.00
Delete	Amber Colbert DBS Test - ACH Senior Band Fee	\$45.00	\$0.00	\$1.25	\$46.25
	Total:	\$55.00	\$0.00	\$1.25	\$56.25

Payment Method:

- a. Choose the payment method, with the Payment Method dropdown.
- b. Press the Process Payment button, to confirm and submit the payment.



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- 5) Pressing the Process Payment button, will produce the following screen with the complete payment details, including the amount, the fee, and the payment type.

Transaction Complete

[Return to Home Page](#)

Transaction Processing Results:

Transactions
Order Number: 00076-00003794
Status: Approved
Merchant: DBS Test - ACH
Payment Method: Test
Total Amount: \$56.25
Reference ID: 00076-00003794
Message: Approved

Transaction Details:

00076-00003794 Details	Charge
Amber Colbert Senior Band Fee	Amount: \$45.00 ICF: \$0.00 Trans. Fee: \$1.25 <hr/> Total: \$46.25
Amber Colbert iPad Insurance Fee	Amount: \$10.00 ICF: \$0.00 Trans. Fee: \$0.00 <hr/> Total: \$10.00
Total:	\$56.25



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- 6) In addition, an email confirmation is sent confirming the payment, with details such as the debit account that was used. The Merchant account name will be designated by your school.

PayForIt.net Processed 1 transaction on 05/24/2012 @ 11:42:26.

The total amount charged was: \$56.25 and was charged to your Test account ending with: 7809.

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. If there are any issues with this payment, you will be notified via email.

Transaction 1 (00076-00003794)						
Merchant Name	Reference ID	Amount	ICF	Trans. Charge	Total Charge	
DBS Test	00076-00003794	\$55.00	\$0.00	\$1.25	\$56.25	
Details						
	Student Name	Fee Name	Amount	ICF	Trans. Charge	Total Charge
1	Amber Colbert	Senior Band Fee	\$45.00	\$0.00	\$1.25	\$46.25
2	Amber Colbert	iPad Insurance Fee	\$10.00	\$0.00	\$0.00	\$10.00

The charge will have the Merchant Name listed above.

Summary	
Amount:	\$55.00
Internet Convenience Fee:	\$0.00
Transaction Charge:	\$1.25
Total Charged:	\$56.25

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

If you have any questions, contact PFIAdmin@databusys.com.



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Step 4 – View Payment History

- 7) 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.

The screenshot shows the PayForIt.net website interface. The navigation menu includes: Home, Add/View Students, History, Fees, Activities, Meal, Lunch, Child Care, Student Accounts, My Account, Fund Raiser, Help, How Do I..., and Logout. The 'History' and 'Fees' tabs are circled in red, with a mouse cursor pointing to 'Payment History' under 'History'. Below the navigation is a search and filter section with a dropdown for 'Transaction Types' set to 'All Transaction Type', a checkbox for 'Approved Transactions Only', and a 'Payment Date Range' set to '5/24/2012'. A 'Refresh' button is located below the filters. The main content area displays a table of transactions and their details.

Transactions	Charge
Trans ID: 00076-00003794 Date: 05/24/2012 11:42:26 Merchant: DBS Test - ACH Payment Method: Test Status: Approved	Amount: \$55.00 ICF: \$0.00 Trans. Fee: \$1.25 Total: \$56.25
	Approved Amount: \$55.00 ICF: \$0.00 Trans. Fee: \$1.25 Approved Total: \$56.25

00076-00003794 Details	Charge
Amber Colbert Senior Band Fee	Amount: \$45.00 ICF: \$0.00 Trans. Fee: \$1.25 Total: \$46.25
Amber Colbert iPad Insurance Fee	Amount: \$10.00 ICF: \$0.00 Trans. Fee: \$0.00 Total: \$10.00
	Amount: \$55.00 ICF: \$0.00 Trans. Fee: \$1.25 Total: \$56.25



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General information

- Before you can pay Fees, you must to 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 Pay For It Support team cannot issue refunds, transfers, or make changes to the payment. Please contact the school directly to inquire on your options.