



South Hunterdon Regional School District

301 Mt. Airy – Harborton Road, Lambertville, New Jersey 08530

www.shrsd.org

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February 1, 2017

Dear Parents/Guardians:

The South Hunterdon Regional School District is pleased to announce “PayForIt” an online payment system. This system will allow online payments to be made towards your child’s lunch account balance by credit card or ACH payment (electronic checking). Your PayForIt account will also show lunch account balances as well as purchase history.

Attached are the instructions for setting up your account. Please note you are **not required** to set up a PayForIt account. The cafeteria will still accept cash and check payments. However, if you wish to view account balances and/or purchase history you will need to create an account to see that information.

You can also access the PayForIt account setup instructions in the For Parents > District Food Services section of the District webpage at shrsd.org. For assistance with PayForIt, please contact Robyn Bennett at 609-397-0323 x1269.

Thank you,

SHRSD Business Office

Lambertville Public School – Wanda Quinones, Principal

(609) 397-0183

(609) 397-4607 Fax

South Hunterdon Regional High School – Jennifer Beresh MacKnight, Principal

(609) 397-2060

(609) 397-2366 Fax

Stockton Borough Elementary School – Geoff Hewitt, Principal

(609) 397-9023

(609) 397-2012 Fax

West Amwell Township Elementary School – David Miller, Principal

(609) 397-0819

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What is PayForIt?

PayForIt (PFI) is a Secure Online Payment system which simplifies payment, collection and balancing of funds for Schools.

PFI is a web-based portal system that is now used in conjunction with the School Cafeteria Systems. PFI was developed and is supported with the philosophy of *quick, simple and practical*.

South Hunterdon Regional School District offers PFI to our parents to fund student cafeteria prepayment accounts online.

Benefits

- ✓ Payments can be made by credit card (Visa, MC or Discover) or ACH (electronic checking) 24 hours a day, 7 days a week at the parents' convenience.
- ✓ Parents can review what their children are purchasing in the cafeteria along with account payment history information.
- ✓ PFI supports increased communication between the school & the parents.

Features

- ✓ Food Service messages are automatically emailed to parents.
- ✓ A continuous online survey is provided to monitor parent feedback and ideas.
- ✓ Student information is automatically transferred from year-to-year.
- ✓ Parents can manage more than one student account.
- ✓ Parents can establish an "auto-replenish" threshold, to work like EZ Pass, or can choose to receive "low balance" emails or monthly statements.
- ✓ PFI is Payment Card Industry Security-compliant and maintains industry standard SSL certificates. This ensures all data is safe & secure as defined by the credit card industry.
- ✓ Payforit Apps for both iPhone and Android are available to allow parents to both make payments and view transaction details and balances via their mobile devices. Please visit the App Store or Google Play and search for "Payforit".

How to sign up:

1. Go online to www.payforit.net

2. Select the "Sign Up" option from the menu. The screens will guide you through the process to establish your account:

- The internet convenience fee when using a **credit card** is a **3.95 % charge for each transaction**. When using your direct bank account the **ACH (electronic check) payment will be \$1.75 for each transaction**.
- You will be prompted to enter your contact data, password, payment information, etc.
- You will need to indicate which student(s) to attach to your account. Students are already loaded into the PFI system using their name as spelled in Aspen. PFI also utilizes the same Student ID # as Aspen. **If you are unsure of your student's Local ID number, you can locate it in Aspen under the Details tab.**

Once all information is entered, PFI will email a validation code for you to confirm the registration. Once confirmed you can begin

How to get help:

How Do I : Each major function used in PFI, has online help available under the menu option of "How Do I ...". The "How Do I" help provides step by step instructions as well as screen examples.

FAQ : When starting to use PFI, it is a good idea to review the Frequently Asked Questions (FAQ) available within the Help menu option.

Contact Us: You are also able to send an email to the PFI Help Support Staff. This function is also within the Help menu option.

For District level assistance, please contact Robyn Bennett in the Business office at 609.397.0323 x 1269.