

HALF HOLLOW HILLS CENTRAL SCHOOL DISTRICT

OF HUNTINGTON AND BABYLON

September 2011

Dear Parents & Guardians:

Half Hollow Hills CSD is pleased to offer you the online convenience of our new payment processing system for school meals, **PayForIt**. You can access PayForIt through the district's website to pay for school meals and snacks, either by electronic checking (ACH), MasterCard, VISA or Discover cards. You will immediately receive an e-mail receipt confirming your transaction(s). Within 2-3 hours of your on-line transaction, funds will be available for student's use.

PayForIt offers you the ease of being able to make purchases 24 hours a day/seven days a week, the security of knowing the school receives the payments, the protection of sensitive account information and the convenience of having records of purchases and payments available online. Now parents can review what their students are actually purchasing along with account balance information.

How It Works

You can access PayForIt from the Half Hollow Hills district website at www.hhh.k12.ny.us. Using Quicklinks, select *PayForIt Online Meal Payments* and follow the directions to add money to your child's lunch account. You can also access PayForIt at www.payforit.net.

The first time you access PayForIt, you will be asked to enter your contact data, payment information and create a password. You will need your child's student ID number to complete your PayForIt account. The student ID number is printed on your student's schedule, which can be found by logging onto the Infinite Campus parent portal under reports. After that, you can add money to your student's account and pay by electronic check or credit card. To pay by electronic check (directly debiting your bank account), you will enter your bank's ABA routing number and personal bank account number. To pay by credit card, enter the account number and expiration date for your MasterCard, VISA or Discover credit card. *There is a \$2.50 convenience fee for each transaction.*

After you complete your transaction, an e-mail confirmation and receipt will immediately be sent to you. PayForIt uses "Secure Sockets Layer" (SSL) software, to ensure privacy and security for users.

All funds deposited into student accounts from our previous on-line payment processing system, PaySchools, are still available for student use. However, you will need to create a new account with PayForIt if you choose to continue making on-line payments.

For more information on PayForIt, see reverse side or contact Bonnie Scally, School Lunch Administrator, at bscally@hhh.k12.ny.us or call (631) 592-3021 during school hours.

What is PayForIt?

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

PFI is a web-based portal system that is part of the point of sale system for school meals used throughout the Half Hollow Hills Central School District today. PFI was developed and is supported with the ongoing philosophy of *quick, simple and practical*.

Half Hollow Hills Central School District currently offers PFI to our parents to fund student lunch accounts.

Benefits

- ✓ The lunch payment process is automated for both the parents and the district so errors are minimized and the process is standardized.
- ✓ Using PFI, cashiers spend less time taking cash at the serving lines so students have more time to eat. Additionally, there is not a chance of lost lunch money from home to the serving lines!
- ✓ Payments can be made by credit card or ACH (electronic checking) 24 hours a day, 7 days a week at the parents' convenience.
- ✓ Parents can review what their students are actually purchasing along with account balance information.
- ✓ PFI supports increased communication between the school and the parents.

Features

- ✓ Account lunch balance information is readily available to the parents, the district and the school lunch staff.
- ✓ Parents can opt to receive an email when a student balance dips to a certain threshold (set by the parent).
- ✓ Parents can opt to use an automatic payment feature which replenishes their student account(s) when a balance dips to a specific level (specified by the parent).
- ✓ School 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 and from school-to-school.
- ✓ Parents can manage more than one student account.
- ✓ PFI is Payment Card Industry (PCI) compliant and maintains industry standard Secure Sockets Layer (SSL) certificates. This ensures all data is safe and secure as defined by the industry.

How to sign up

Log on to www.payforit.net or through Quicklinks / PayForIt Log-in on the HHH website www.hhh.k12.ny.us.

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

1. The PayForIt (PFI) convenience fee as explained is a **flat \$2.50 per transaction for credit cards and ACH (electronic checking)**.
2. You will be prompted to enter your contact data, password, payment information, etc.
3. You will need to indicate which student(s) to attach to your account. Students are already loaded in the PFI system. PFI utilizes the same student ID number already used throughout HHH School District functions. Student's ID numbers are printed on your student's schedule and available on the Infinite Campus Parent Portal.

Once all information is entered, PFI will email a validation code for you to confirm the registration. Once confirmed you can begin using PFI as often as you'd like.

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" 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.