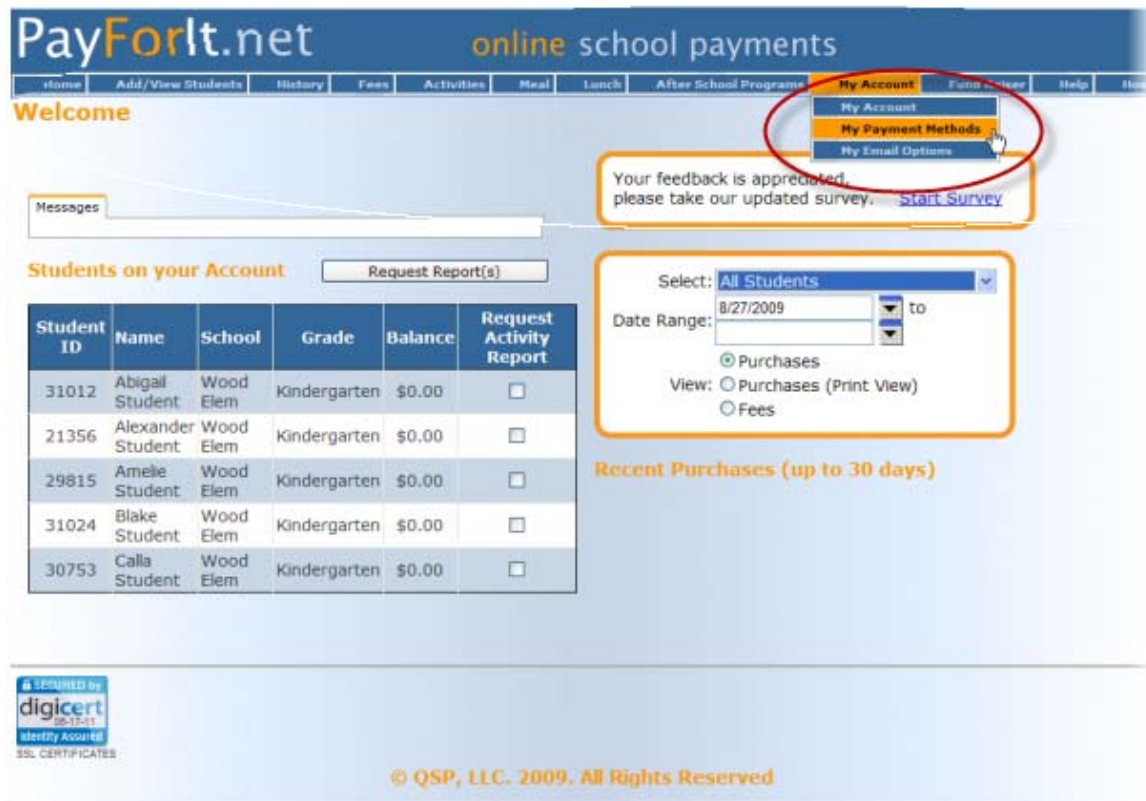


How do I Add/Edit My Payment Methods?

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, and News. The 'My Account' menu is expanded, showing 'My Account', 'My Payment Methods', and 'My Email Options'. The 'My Payment Methods' option is highlighted. Below the navigation menu, there is a 'Welcome' message and a 'Messages' section. A 'Students on your Account' section features a table with the following data:

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"/>

Below the table, there is a 'Request Report(s)' button. To the right of the table, there is a 'Select:' dropdown menu set to 'All Students', a 'Date Range:' field set to '8/27/2009', and a 'View:' section with radio buttons for 'Purchases', 'Purchases (Print View)', and 'Fees'. Below this, there is a 'Recent Purchases (up to 30 days)' section. At the bottom of the page, there is a 'SECURED by digicert' logo and a copyright notice: '© QSP, LLC. 2009. All Rights Reserved'.

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'. The 'Select Payment Type' dropdown is also set to 'Credit/Debit Card'. The form includes fields for 'Credit Cards' (paula's card), 'CC Nickname' (paula's card), 'Credit Card #' (*****1111), 'New CC #', 'Expire Month' (January), 'Expire Year' (2012), and 'Card Type' (MasterCard). A 'Default' checkbox is checked. To the right, a 'Default Payment Type' dropdown is also set to 'Credit/Debit Card' with a 'Change Default Payment Type' button. Below this, a table titled 'Current Credit/Debit Cards' shows one entry: paula's card, *****1111, 01/2012, True.

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

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', but the 'Select Payment Type' dropdown is set to 'ACH Electronic Check Processing'. The form includes fields for 'ACH Accounts' (Add New ACH Account), 'Bank Name', 'New Routing #', 'New Account #', and 'Default' (unchecked). A 'Client Name' section includes '123 Main St.', 'Yourtown, US 11111', and 'DATE'. A 'Pay to:' field is set to '\$' followed by a text box and 'Dollars'. 'Your Bank Name:' is highlighted. 'Memo' is empty. 'Routing #' is 123456789 and 'Account #' is 1234567890. To the right, the 'Default Payment Type' dropdown is still 'Credit/Debit Card' with a 'Change Default Payment Type' button. Below this, a table titled 'Current Credit/Debit Cards' shows one entry: paula's card, *****1111, 01/2012, True. A section titled 'Current ACH Accounts' has a checked checkbox for 'By checking this box, I agree to the ACH Electronic Check Processing Terms and Conditions'. Below this is the 'ACH Electronic Check Processing Terms and Conditions' text.

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.

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 with 'paula's card'), 'CC Nickname' (text input with 'paula's card'), 'Credit Card #' (text input with '*****1111'), 'New CC #' (text input), 'Expire Month' (dropdown with 'January'), 'Expire Year' (dropdown with '2012'), 'Card Type' (dropdown with '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 is shown:

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

The 'Current ACH Accounts' section is also visible but empty.

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 with 'Add New ACH Account'), 'Bank Name' (text input), 'New Routing #' (text input), 'New Account #' (text input), 'Default' (checkbox unchecked), 'Client Name' (text input with '1111'), '123 Main St.' (text input), 'Yourtown, US 11111' (text input), 'DATE' (text input), 'Pay to:' (text input), '\$' (text input), 'Dollars' (text input), 'Your Bank Name:' (text input), 'Memo' (text input), 'Routing #: 123456789' (text input), and 'Account #: 123456789' (text input). 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 is shown:

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

The 'Current ACH Accounts' section is also visible but empty. A checkbox is circled in red, with the text: 'By checking this box, I agree to the ACH Electronic Check Processing Terms and Conditions'. Below this is the 'ACH Electronic Check Processing Terms and Conditions' section.

When you are done, click "Add".

Current Default Payment Type: Credit/Debit Card

Select Payment Type:

Credit Cards:

CC Nickname:

New CC #:

Expire Month:

Expire Year:

Card Type:

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 Cards:

CC Nickname:

Credit Card #:

New CC #:

Expire Month:

Expire Year:

Card Type:

Default:

Default Payment Type:

Current Credit/Debit Cards

	Nickname	Card Number	Expiration	Default
Remove	paula's card	*****1111	01/2012	False
Remove	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.

Current Default Payment Type: Credit/Debit Card

Select Payment Type: Credit/Debit Card

Credit Cards: paula's card
CC Nickname: paula's card
Credit Card #: Wife's Visa
New CC #: Add New Card 11
Expire Month: January
Expire Year: 2012
Card Type: MasterCard
Default:

Add Update

Default Payment Type: Credit/Debit Card
Change Default Payment Type

Current Credit/Debit Cards

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

Current ACH Accounts

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
Remove	paula's card	*****1111	01/2012	False
Remove	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.

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:

Add Update

Default Payment Type: Credit/Debit Card

Change Default Payment Type

Current Credit/Debit Cards

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

Current ACH Accounts