

# VERSAILLES SCHOOLS "PAYFORIT.NET" SIGN-UP PROCEDURES

## STEP 1

- 1) Go to [www.payforit.net](http://www.payforit.net) and click on "Sign up for an Account" in the "Log In" box.
- 2) Complete your information on the "Create New Guardian Account" screen under "Address Information".
- 3) Using the pull down menu, find your child's school district. Note: If your child's school district is not listed, you should not sign up for an account yet. The school needs to be established on the system first before parents can sign up.
- 4) If your child's school district is listed, select it and fill in the remaining contact information, review the fee associated with your transactions, if any. **Be sure to use your name, not your child's name.**
- 5) Click the "Next" button to proceed.

## STEP 2

- 1) Next you will be required to enter your payment method and related information to process your PayForIt.net transaction. **REMINDER:** Your credit will not be charged if you are setting up an account to monitor your child's account, but you will still need to give a credit or debit card number for security reasons. Your credit or debit card will only be charged if you make a payment towards your child's lunch account.
- 2) If you opt to enter more than one credit card, the "Nickname" area is used to differentiate between the different cards (i.e. Mom's Visa or Dad's Visa). (Your credit card information will not be displayed anywhere else on the site. For security purposes, it will only display your nicknames during the transaction process.)
- 3) After you have entered your credit/debit card information, click "Next" to proceed.

## STEP 3

- 1) In the "User Information" box, enter a valid email address, a username and a password for your account.
- 2) Click on "Create Account".
- 3) A screen saying "*Your account has been created. You will receive a confirmation email soon, . . .*" will appear. Click "Continue" and you will see "Activate Guardian" box with your username and a blank "Confirmation Code" in it.
- 4) You will need to wait for a confirmation email to receive your confirmation code. The email will say something like:

Jane Doe,

Thank you for signing up with P4Test.com.

Before you can access the site, you must first activate your account. Please visit the following link "Activate Account" to activate your account.

Your Confirmation Code is: **7L7HCCX**

## LAST STEP

Enter your confirmation code in the "Activate Guardian" box and then click "Activate". You will then have successfully signed up for PayForIt.net and will be ready to start using the system. You will get a final confirmation page to let you know that the registration process is complete. Click on the "PayForIt.net" logo in the upper left corner and you can begin using PayForIt.net.