

HOW TO REGISTER YOUR CHILD:

You can watch the Pay For It tutorial here:

<https://vimeo.com/71458915>

Step Number One:

Go to www.payforit.net

The screenshot shows the PayForIt.net website interface. At the top, there is a navigation menu with links: HOME, ADD/VIEW STUDENTS, HISTORY, FEES, LUNCH, MY ACCOUNT, HELP, HOW DO L..., and LOGOUT. Below the navigation menu, there is a large green banner with the PayForIt.net logo and the text "The next generation of PaySchools". To the right of the banner is a "Log In" form with fields for "User Name:" and "Password:", and a "Log In" button. Below the form are links for "Sign up for an Account" and "Forgot Username or Password". At the bottom of the banner, there is a "Secure online payment" logo. A small box at the bottom right of the banner contains text about the PayForIt Mobile app.

- you will need to log in using your username and password. This is the same username and password you use to pay activity fees or pay for your child's lunch account.
- If you do NOT have an account, just follow the link that says "sign up for an account" You will need to enter your name, email, address, phone number and method of preferred payment (Check or Credit)

Please note that you can always select "click here for instructions" to help as well.

- Next, click ADD STUDENT. You will need to enter your child's student ID number as well. If you don't know your child's student number it would be the same as their lunch account number or you can check on parent portal. **You will need to ADD STUDENT for each child you have**

Click here for a tutorial of how to add an additional student:

<http://www.databusys.com/wp-content/uploads/2015/03/PFIEU003-2015.mp4>

Step Number Two:

On the top you will see several tabs. You will need to...

- Select Fees
- Choose "make fee payment"

Step Number Three:

- You will see a list of all of the course offerings for this summer. They are listed in alphabetical order
- Hover over the name of the class and you will see a longer description of the course.



Name	Type	Due Date	Amount Due	
Prepare for Algebra 1 Part 1 in 7th grade (when y	One Time	08/05/2016	\$175.00	+
A Taste of Second Grade—entering 2nd grade, July 1	One Time	01/03/2016	\$350.00	+
Action! Video Production Basics Grades 5-9	One Time	08/05/2016	\$300.00	+
Advanced Robotics Grades 7-8, August 1-6th	One Time	08/05/2016	\$300.00	+
Algebra 1 Refresher Grades 10-11, July 11-15th	One Time	01/03/2016	\$175.00	+
Algebra 1 Refresher Grades 10-11, July 18-22nd	One Time	01/03/2016	\$175.00	+
Algebra II (120 hours – full credit – 5 MHS credit	One Time	01/03/2016	\$1,100.00	+
Become an Amazing Public Speaker! Grades 1-5, July	One Time	08/05/2016	\$400.00	+
Biology Session I: June 22nd* - July 1st 7:30-12	One Time	01/03/2016	\$550.00	+
Biology Session II: August 8th- 17th 7:30-12:30pm	One Time	01/03/2016	\$550.00	+
Bus- Aug 1-5th: Internal Bussing to Rec-N-Crew Loc	One Time	08/31/2016	\$10.00	+
Bus- July 11-15th: Internal Bussing to Rec-N-Crew	One Time	08/31/2016	\$10.00	+
Bus- July 18-22: Internal Bussing to Rec-N-Crew Lo	One Time	08/31/2016	\$10.00	+
Bus- July 25-29th: Internal Bussing to Rec-N-Crew	One Time	08/31/2016	\$10.00	+
Calculate, Read, and Discuss! Grades 5-8, July 18-	One Time	01/03/2016	\$175.00	+
Chemistry Session I: June 22nd* - July 1st	One Time	01/03/2016	\$550.00	+
Chemistry Session II: August 8th- 17th	One Time	01/03/2016	\$550.00	+
CHRIS and MUSIC READING for Grades 3-5 August 1-	One Time	01/03/2016	\$300.00	+

Step Number Four:

- Click the green plus button to add to the cart
- Please make sure to click the name student who will be in that class
- You can register for as many classes as you want for as many different children, just click their name when you add the course to your cart!
- You can refer to this video if you need to: <https://vimeo.com/71458915>

Step Number Five:

Check out! Select payment and proceed.

There is a 3.95% convenience fee for the total transaction when using a credit card and a \$1.75 fee for the total transaction when using a check

Step Number Six:

Get ready for an AWESOME summer!

Please be advised...

Once you have signed up for a course there will be *NO REFUNDS* if you cancel your registration. Refunds will *ONLY* be given if a class is cancelled due to enrollment numbers not meeting 10 students.