PayForIt.net | PaySchools

# How do I set up recurring lunch payments?

PayForIt.net gives you the flexibility to set up recurring payments that are automatically processed and billed when certain predetermined conditions are met. Using this feature, your students will not have to worry about an account balance too low to pay for meals.

Contents

Step 1 – Lunch Menu→Auto-Replenishment

1) To configure recurring payments from the homepage, press <u>Lunch Payments</u> then choose <u>Auto-Replenishment</u>.
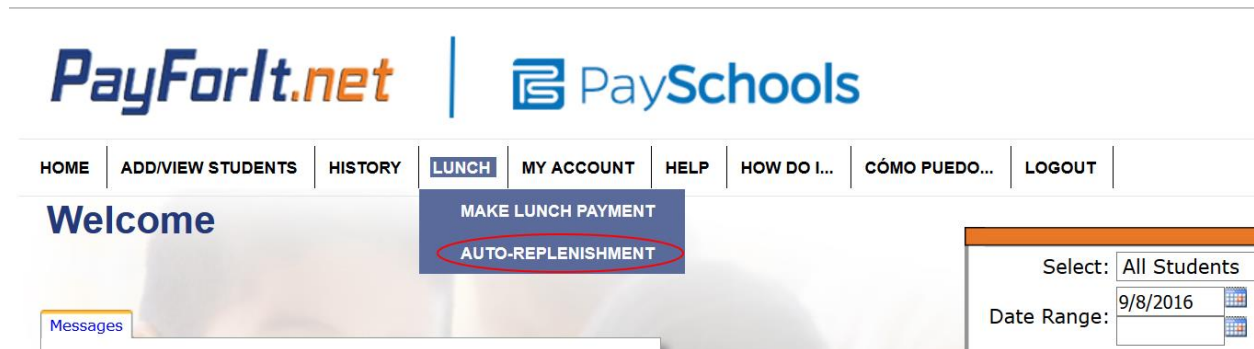
2) Instructions are displayed to provide assistance, as well as an Instruction link to this PDF.

Step 2 – Set the auto-replenishment payment options

3) To set recurring payments for a student, check the <u>Active</u> box.

Auto-Replenish Payments

4) Use the <u>Balance Level</u> dropdown, to choose low dollar amount to use when triggering payments. The dollar amount selected will determine when the replenishment payments are processed.

Note: If $5.00 is selected, every time the Student account reaches $5.00, PayForIt.net will automatically process a new payment.

5) Once the balance level has been selected, choose the charge amount. Select the Charge Amount drop down, for the amount to be added to the student account each time a recurring payment is made.

6) Once the account balance level and charge amount have been set, specify when the recurring payments will end.

NOTE: Most guardians will use the end of the school year as a benchmark for determining this date.

Step 3 - Agree to the Auto-Repenish Terms

Click here for Instructions on this page.

Here's How Auto-Replenish Payments Work:

You authorize Auto-Replenishment charges to your credit card or checking/savings account according to the payment plan you have selected. When your student's balance reaches the trigger level a transaction will be processed and a receipt for each payment will be emailed to you.
Auto-Replenishment transactions are processed throughout the day, due to the volume of transactions there may be a delay between your student's balance changing and the payment being processed. You must opt out by changing your Auto-Replenishment settings before then if you do not want a transaction processed. No prior-notification will be provided for payments.

☐ **By checking this box, I agree to the following Auto-Replenishment Terms and Conditions:**

Step 4 – Save Changes

7) After everything has been defined, press the <u>Save Changes</u> button to save the settings.

General information

- An email confirmation is sent each time a recurring payment is processed, so that you are aware when the payments are made.

- We do not offer Recurring Payments on our site on a specific day. The account will be automatically replenished when the balance falls below a pre-determined level that you choose. If you choose to manually make the payment, you can set up email options to remind you of low balance, balance reminders with a specific date, please see the "How do I set up Email Options" document.

- The following criteria must be met before an Auto-Replenishment payment will be triggered, and are commonly the cause of a payment not triggering when expected. Please check the following and use the Contact Us if you believe that all of the below is correct, such as the auto-replenishment has not expired, and we will research the issue and get back to you:

    1. The student must be Active
    2. The Auto-Replenish expiration date must be in the future
    3. The account must have an active ACH or CC payment method set up depending on the default payment method.
    4. The student's lunch balance must be at or below the value set by the guardian
    5. The student's balance must have been updated in the last 3 days
    6. The last Auto-Replenishment payment was not processed in the last 3 days
    7. The student cannot have an un-posted payment on their account
    8. The student cannot have a transaction that was processed in the last 3 days

Call PayForIt with any questions at 800-572-6642 between the hours of 7:30 a.m. to 6:30 p.m. CST Monday-Friday or send an email to pfiadmin@payforit.net.