

How do I make a lunch payment?

There are two ways that you can make a deposit onto your child's account.

1. One is to process a *one-time transaction*, which will be addressed in this section.
2. The second is to use our convenient *auto-replenishment feature* which will automatically deposit money onto your child's account once their balance reaches a certain level. To learn more about using the auto-replenishment feature, please see the "How do I set up auto-replenishment?" section.

From the PayForIt.net homepage, click on "**Make Lunch Payment**" in the "**Lunch**" menu.

The screenshot shows the PayForIt.net homepage with the following elements:

- Navigation menu: Home, Add/View Students, History, Fees, Activities, Real Lunch, After School Programs, My Account, Fund Raiser, Help.
- Header: PayForIt.net online school payments
- Buttons: Make Lunch Payment (circled), Make Replenishment
- Message: Your feedback is appreciated, please take our updated survey. [Start Survey](#)
- Form: Select: All Students, Date Range: 8/27/2009 to, View: Purchases, Purchases (Print View), Fees
- Section: Recent Purchases (up to 30 days)
- Table: Students on your Account

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"/>

Step 1 of the process will display and you may enter the amount that you'd like to deposit in the open field(s) to the right of each child's name and then click the **"Create Transaction"** button to continue.

PayForIt.net online school payments

Home Add/View Students History Fees Activities Meal Lunch

Make Lunch Payments

Step 1
Enter the Amount you want to add for each student

Student ID	Name	Current Balance	Amount
31012	Abigail Student Wood Elem	\$0.00	\$0.00
21356	Alexander Student Wood Elem	\$0.00	\$20.00
29815	Amelle Student Wood Elem	\$0.00	\$0.00
31024	Blake Student Wood Elem	\$0.00	\$20.00
30753	Calla Student Wood Elem	\$0.00	\$0.00

Create Transaction

Step 2 of the process allows you to review your transaction before you submit it for processing. If you are ready to process the transaction, then you need to select your desired payment method and click the **"Process Payment"** button.

PayForIt.net online school payments

Home Add/View Students History Fees Activities Meal Lunch After School

Make Lunch Payments

Step 2
Review Amounts, Fees and Total

Name	Amount	Internet Convenience Fee	Trans. Fee	Total
Delete Alexander Student Food Service Food Service Payment	\$20.00	\$1.15	\$0.00	\$21.15
Delete Blake Student Food Service Food Service Payment	\$20.00	\$1.15	\$0.00	\$21.15
Total:	\$40.00	\$2.30	\$0.00	\$42.30

Select Payment Method:
 Wife's Visa
 paula's card
 Wife's Visa

Process Payment

Once you start processing you will see the following screen so you know that the transaction is being processed.

Please wait while your transaction is processed

Please do not press the Back button ...

At this point, do not try to go back to a previous screen. It should only take a moment for the transaction to complete.

On the final step of the process, you will get a confirmation page of the transaction results and a Transaction Receipt will be sent to the email address associated with your account, as shown in the next two images respectively.

Sample confirmation page of your completed transaction:

PayForIt.net online school payments

Home Add/View Students History Fees Activities Meal Lunch After School Programs My Account Fund Raiser Help

Transaction Complete

[Return to Home Page](#)

Your transaction is complete. Your student's account will be updated with this payment the next time the school updates student balances. Depending on the timing of your transaction, your payment may be posted to your student's account within 4 hours, however it can take longer based on communication issues with the School District.

Transaction Processing Results:

Transactions
Order Number: 00055-00000927
Status: Approved
Merchant: Rivendell Lunch ACH
Payment Method: Arapahoe
Total Amount: \$32.00
Reference ID: 00055-00000927
Message: Approved

Transaction Details:

00055-00000927 Details	Charge
Amelie Student	Amount: \$30.00
Food Service Payment	ICF: \$0.00
	Trans. Fee: \$2.00
	Total: \$32.00
Total:	\$32.00

Sample Transaction Receipt email of your completed transaction:

This email is provided by: PayForIt.net.

Dear Paula Miller,

PayForIt.net Processed 1 transaction on 09/15/2009 @ 10:15:40.

The total amount charged was: \$52.00 and was charged to your Chase account ending with: 7890.

Your payment has been processed as an Electronic Funds Transfer via ACH check processing. We will submit this transaction to your bank and it should appear on your bank account in the next 2 days. **If there are any issues with this payment, you will be notified via email.**

Transaction 1 (00055-00000920)						
Merchant Name	Reference ID	Amount	ICF	Trans. Charge	Total Charge	
Rivendell School District	00055-00000920	\$50.00	\$0.00	\$2.00	\$52.00	
Details						
	Student Name	Fee Name	Amount	ICF	Trans. Charge	Total Charge
1	Blake Student	Food Service Payment	\$50.00	\$0.00	\$2.00	\$52.00

The charge will have the Merchant Name listed above.

Summary	
Amount:	\$50.00
Internet Convenience Fee:	\$0.00
Transaction Charge:	\$2.00
Total Charged:	\$52.00

You can use the following link: www.PayForIt.net to log into your account. If you have any questions, contact payforitnet@databusys.com. Please keep this copy for your records.

Regards,
PayForIt.net