

Mountain Lakes Board of Education
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Carol Delsandro
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Dear Parents/Guardians:

Mountain Lakes School District uses a **POS** (point of sale) cash register system in all the cafeterias, which allows you to have your cash or checks deposited directly into your child's lunch debit account! This will reduce time-consuming cash transactions and make our lunch lines move much faster.

Note that while cash is still accepted in all the cafeterias, our hope is that many parents will appreciate and utilize the ease and convenience of prepaying for their child's lunch. Resulting in no more lost lunch money...no more forgotten lunch money...and no more lost change to that \$10 bill...your prepaid funds will be held safely in trust by the school district.

Additionally, we are offering an optional web based payment program, www.payforit.net, to allow parents to pay by credit card or electronic check (ACH). Note that there is an internet convenience fee associated with payment by credit card or ACH, whereas there is **no** fee to put money on account at the register by cash or check. Those of you currently using this system from previous years will be able to add your newly enrolled elementary school child to your existing Payforit account.

As a parent, you can also choose whether your child can have unrestricted use of prepaid funds, (meaning that they can purchase anything sold in their school's cafeteria), or if you prefer, you can restrict your child's purchases to "Lunch Only." There is also the ability to post a note to your child's account advising of food allergies. Please call our cafeteria office at 973-335-9179 if you would like to restrict or note your child's lunch account.

All middle and high school students should bring all deposits directly to their school's cafeteria. Elementary students will hand their deposit to their classroom teacher in the mornings. For Elementary students we ask that you send in all transactions with your child's name clearly printed on the envelope. Note that we encourage you to send as large a dollar amount as possible. For your convenience, the larger the amount you send, the fewer times during the year you will have to remember to replenish your child's account. Checks/money orders should be made payable to "Mountain Lakes Board of Education." Again, although it is preferred that students utilize the new debit system; cash will still be accepted at all POS registers.

If you have any questions, you can contact our cafeteria office at 973-335-9179 for assistance or myself at the number above.

Yours truly,

Carol Delsandro

Business Administrator / Board Secretary

What is PayForIt?

PayForIt (PFI) is a Secure Online Payment system which simplifies payment, collection and balancing of funds for School Districts.

PFI is a web-based portal system that is part of the QSP suite of products used in the Mountain Lakes School District. PFI was developed and is supported with the ongoing QSP philosophy of *quick, simple and practical*.

The Mountain Lakes School District offers PFI to our parents to fund student lunch accounts and, in the future, pay student fees online.

Benefits

- ✓ The lunch payment process is automated for both the parents and the district so errors are minimized and the process is standardized.
- ✓ Using PFI, cashiers spend less time taking cash at the serving lines so students have more time to eat. Additionally, there is not a chance of lost lunch money from home to the serving lines!
- ✓ Payments can be made by credit card or ACH (electronic checking) 24 hours a day, 7 days a week at the parents' convenience.
- ✓ Parents can review what their students are actually purchasing along with account balance information.
- ✓ PFI supports increased communication between the school & the parents.

Features

- ✓ Student lunch and fee balance information is readily available to the parents, the district and the school staff.
- ✓ Parents can opt to receive an email when a student balance dips to certain threshold (set by the parent).
- ✓ Parents can opt to use an automatic payment feature which replenishes their student account(s) when a balance dips to a specific level (specified by the parent).
- ✓ School messages are automatically emailed to parents.
- ✓ A continuous online survey is provided to monitor parent feedback and ideas.
- ✓ Student information is automatically transferred from year-to-year and from school-to-school.
- ✓ Parents can manage more than one student account.

PIN NUMBERS WILL BE GIVEN TO STUDENTS ON THE FIRST DAY OF SCHOOL. RETURNING STUDENTS' PIN NUMBERS WILL REMAIN THE SAME FROM THE PREVIOUS SCHOOL YEAR.

How to sign up

Log on to www.payforit.net.

Select the "Sign Up" option from the menu. The screens will guide you through the process to establish your account:

1. The internet convenience fee is explained, is **4.75% for credit cards** and for **ACH it is a flat \$1.75** per transaction;
2. You will be prompted to enter your contact data, password, payment information, etc.;
3. You will need to indicate which student(s) to attach to your account. Students are already loaded in the PFI system. PFI utilizes the same student ID number already used throughout the Mountain Lakes School District. If you are unsure of your student's ID number, please contact your individual School Office. Once all information is entered, PFI will email a validation code for you to confirm the registration. Once confirmed you can begin using PFI as often as you'd like.

How to get help

How Do I ... Each major function used in PFI, has online help available under the menu option of "How Do I ...". The "How Do I" provides step by step instructions as well as screen examples.

FAQ: When starting to use PFI, it is a good idea to review the Frequently Asked Questions (FAQ) available within the Help menu option.

Contact Us: You are also able to send an email to the PFI Help Support Staff. This function is also within the Help menu option.