

The online lunch program now consists of 2-section process. 1st section involves choosing meals for all weeks available; the 2nd section process involves placing money on account to pay for the meals chosen.

1. login to account at [www.payforit.net](http://www.payforit.net)



2. Go to MEALS on top, then MEAL PAYMENTS



3. In "Meal Program" field, you should see current upcoming month - then hit "Go to Menu"

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### Meal Payment

**Select School and Program**

School: Lincoln Elementary School

Meal Program: lincoln test 11/16-11/20

Students: Robert Morales Jr

[Go To Menu](#)

Messages

- \*\*\*\*IMPORTANT\*\*\*\*\* Once meal selection is complete is done, you must ALSO go to LUNCH, LUNCH PAYMENTS, and add money to your child's account!

**Weeks in Program**

11/16/2015

4. Choose one lunch item for each day, then hit "Save Selections"

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### Meal Payment

**Menu for lincoln test 11/16-11/20 - Week of 11/16/2015**

	Meal Choice for: Monday 11/16/2015	Meal Choice for: Tuesday 11/17/2015	Meal Choice for: Wednesday 11/18/2015	Meal Choice for: Thursday 11/19/2015	Meal Choice for: Friday 11/20/2015
Item 1	Bagel Bag <input type="checkbox"/> Robert Morales Jr (\$0.00)	BBQ Chicken <input type="checkbox"/> Robert Morales Jr (\$0.00)	Baked Ziti <input type="checkbox"/> Robert Morales Jr (\$0.00)	Cheese Burger <input type="checkbox"/> Robert Morales Jr (\$0.00)	Bagel Bag <input type="checkbox"/> Robert Morales Jr (\$0.00)
Item 2	Baked Ziti <input type="checkbox"/> Robert Morales Jr (\$0.00)	Cheese Burger <input type="checkbox"/> Robert Morales Jr (\$0.00)	Cheese Burger <input type="checkbox"/> Robert Morales Jr (\$0.00)	Bagel Bag <input type="checkbox"/> Robert Morales Jr (\$0.00)	Baked Ziti <input type="checkbox"/> Robert Morales Jr (\$0.00)
Item 3	No Alternate Choice	No Alternate Choice	No Alternate Choice	No Alternate Choice	BBQ Chicken <input type="checkbox"/> Robert Morales Jr (\$0.00)
Item 4	No Alternate Choice	No Alternate Choice	No Alternate Choice	No Alternate Choice	Cheese Burger <input type="checkbox"/> Robert Morales Jr (\$0.00)

[Previous](#) [Save Selections](#)

Messages

- \*\*\*\*IMPORTANT\*\*\*\*\* Once meal selection is complete is done, you must ALSO go to LUNCH, LUNCH PAYMENTS, and add money to your child's account!

**Weeks in Program**

11/16/2015 (Selecting)

5. the next screen will show your selections. Please hit "review and process transaction"

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### Meal Payment

Meals Selected for 11/16/2015

	Name	Amount	Internet Convenience Fee	Trans. Fee	Total
<a href="#">Delete</a>	Robert Morales Jr 11/16/2015 - Bagel Bag	\$0.00	\$0.00	\$0.00	\$0.00
<a href="#">Delete</a>	Robert Morales Jr 11/17/2015 - Cheese Burger	\$0.00	\$0.00	\$0.00	\$0.00
<a href="#">Delete</a>	Robert Morales Jr 11/18/2015 - Baked Ziti	\$0.00	\$0.00	\$0.00	\$0.00
<a href="#">Delete</a>	Robert Morales Jr 11/19/2015 - Bagel Bag	\$0.00	\$0.00	\$0.00	\$0.00
<a href="#">Delete</a>	Robert Morales Jr 11/20/2015 - Bagel Bag	\$0.00	\$0.00	\$0.00	\$0.00
	<b>Total:</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Messages

- \*\*\*\*IMPORTANT\*\*\*\*\* Once meal selection is complete is done, you must ALSO go to LUNCH, LUNCH PAYMENTS, and add money to your child's account!

Weeks in Program

11/16/2015 (Done)

6. On the next screen, hit "Save Selections". Whether your student is Free, Reduced or Full Pay, the TOTAL here will always be ZERO, as you are not charged on this screen. This simply saves your meal selections, but does not charge your account or add money to student account.

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### Meal Payment

Name	Amount	Internet Convenience Fee	Total
Robert Morales Jr	\$0.00	\$0.00	\$0.00
<b>Total:</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>Amount: \$0.00 Trans. Fee: \$0.00 Total: \$0.00</b>

Messages

- \*\*\*\*IMPORTANT\*\*\*\*\* Once meal selection is complete is done, you must ALSO go to LUNCH, LUNCH PAYMENTS, and add money to your child's account!

Weeks in Program

11/16/2015 (Done)

7. Meals are chosen by month, so 4-6 will be repeated until all weeks are chosen within the month. Once all days are chosen, you will see next step.

8. On the "transaction complete" screen, please choose "return to home screen" at top.

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### Transaction Complete

[Return to Home Page](#)

**Transaction Processing Results:**

Transactions
Order Number: <a href="#">00342-09481487</a> Status: <span style="color: green;">Approved</span> Merchant: Hasbrouck Heights Total Amount: \$0.00

**Transaction Details:**

00342-09481487 Details	Charge
Robert Morales Jr 11/16/2015 - Bagel Bag	Amount: \$0.00 ICF: \$0.00 Trans. Fee: \$0.00 Total: \$0.00
Robert Morales Jr 11/18/2015 - Baked Ziti	Amount: \$0.00 ICF: \$0.00 Trans. Fee: \$0.00 Total: \$0.00

Once meal Selection is complete, if your child's meal status is FREE, you can stop here. If your child's meal status is REDUCED or FULL PAY, you must now fund the student account and proceed to step #9:

9. Choose "LUNCH" on top, then "Make Lunch Payment"

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Welcome

Messages

**Students on your Account**

ID	Name	School Grade	Lunch Balance	Pending Deposits
1234	Robert Morales Jr	Lincoln Elementary School 4th	\$1.00	\$0.00

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10. This will show your student account and current balance. Please add a \$ amount in the "amount" box. Please make this amount equivalent (or more) than the \$ amount of number of meals chosen. This should be based on your child's meal status, REDUCED or FULL PAY. When the desired amount is placed in the box, hit "create transaction".

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**Make Lunch Payments**

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

Student ID	Name	Current Balance	Amount
1234	Robert Morales Jr Lincoln Elementary School	\$1.00	0.00

Create Transaction

Messages

- Before you can process a payment, you need to add your students to your account in the Add Student screen
- If a student on your account is not listed on this screen, their account has been inactivated by the school

[Click here for Instructions on this page.](#)

11. This screen will allow you to review the amount the amount of money you are placing on account and the fee associated with this transaction based on the payment you choose. Please hit "process payment".

### Make Lunch Payments

#### Step 2

Review Amounts, Fees and Total

	Name	Amount	Internet Convenience Fee	Trans. Fee	Total
<a href="#">Delete</a>	Robert Morales Jr Hasbrouck Heights - ACH Food Service Account Payment	\$1.00	\$0.00	\$1.75	\$2.75
<b>Total:</b>		<b>\$1.00</b>	<b>\$0.00</b>	<b>\$1.75</b>	<b>\$2.75</b>

Select Payment Method:   

This payment will be submitted to your bank on 11/6/2015



Messages

- Before you can process a payment, you need to add your students to your account in the Add Student screen
- If a student on your account is not listed on this screen, their account has been inactivated by the school

[Click here for instructions on this page.](#)

12. You will see "transaction complete" screen. You are now done.