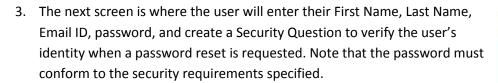**PayForIt.net** | **PaySchools**

Parents have the option to create an account on PaySchoolsCentral.com and make payments for their student's School Fees and/or Lunch Balances. To pay by cash or check, please visit your student's school building.
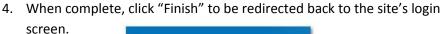
Create an Account

1. To create a parent user account, click the "Register" link from PaySchoolsCentral.com. The "Forgot Password" link allows the user to reset their password.

2. Clicking the "Register" link brings up a screen that allows the user to select whether they are a Student or a Parent.

3. The next screen is where the user will enter their First Name, Last Name, Email ID, password, and create a Security Question to verify the user's identity when a password reset is requested. Note that the password must conform to the security requirements specified.

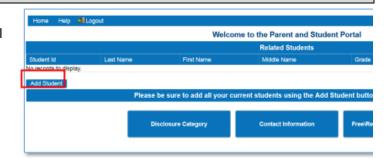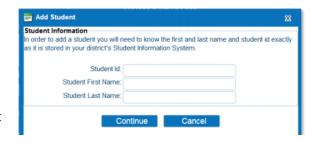4. When complete, click "Finish" to be redirected back to the site's login screen.

Related Students

1. The Portal home page lists all students related to the parent in PaySchools Admin. To add additional family members, click "Add Student" to search for other family members that are students.
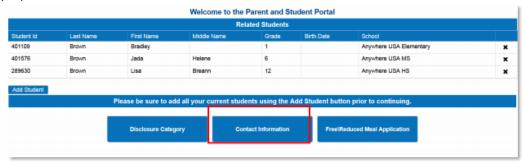
2. In the pop-up screen, enter the student's **Student ID, first name, and last name** EXACTLY as your students are enrolled with the district. Ex. John Smith *Jr*

   NOTE: The Student Number is the 6 digit number used for lunch accounts. This can be found in the PowerSchool Parent portal, or you can call the school to find this information.

   Repeat the Add Student Process until all students are listed on the screen. Click on "Contact Information" to verify/update information.

Make School Fees Payments

1. From the Menu Bar, click on Fees and parents have the option to "Make a Fee Payment".

   Simply click the appropriate ➕ and follow the prompts to make a payment for that student.

Make Lunch Payments

1. From the Menu Bar, click on Lunch and parents have the option to "Make Lunch Payment".

2. Enter the Amount to want to add for each student.