

## What is PayFort?

PayFort (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 at Monsignor Donovan HS today. PFI was developed and is supported with the ongoing QSP philosophy of *quick, simple and practical*.

Monsignor Donovan High School offers PFI to our parents to fund student lunch accounts & 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

- ✓ Account lunch balance information is readily available to the parents, the district and the school lunch 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.
- ✓ PFI is PCI compliant and maintains industry standard SSL certificates. This ensures all data is safe & secure as defined by the industry.

## How to sign up

Log on to [www.payfortit.net](http://www.payfortit.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 **5.75% for credit cards** and for **ACH it is a flat \$1.25** 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 Monsignor Donovan High School functions. If you are unsure of your student's ID number, please contact the registrar.

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.