# How do I configure email options for my account?

PayForIt.net gives you the ability to set up a variety of email options unique to your account. You have the flexibility to opt in, or opt out, of these options and make changes at any time. The emails will be automatically sent to the email address associated with the PayForIt.net account.

Contents

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Step 1 – My Account Menu→My Email Options

1) To configure your email options from the homepage, press <u>My Account</u> and choose <u>My Email Options</u>.
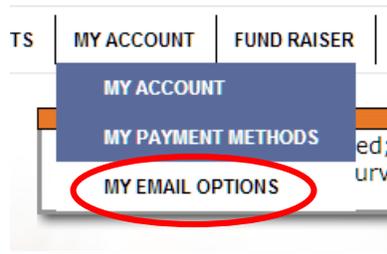
Step 2 – Email options

Each of these will provide unique information about your account, and a complete list is below. However, if your school does not offer that feature, you will not see that feature in the options:

- **Low Balance**: PayForIt.net will automatically send an email when your child's account balance reaches a predetermined balance that you specify so you know to add money to the account. Using the pull down, you can specify the amount.

- **Balance Reminder**: PayForIt.net will automatically send an email on a predetermined day of the month alerting you as to your child's account balance. You can determine which day of the month you want this reminder sent by using the pull down box.

- **Fee Due**: If your school is using PayForIt.net to process school fees, then you can opt in to this email alert. PayForIt.net will automatically send an email reminding you that your child's school fee is due so that you can remember to make the payment in a timely fashion. You can set how far in advance you will get the notification that the payment is due using the pull down box.

- **Upcoming Payment**: If your school is using PayForIt.net to process school fees, then you can opt in to this email alert. PayForIt.net will automatically send an email reminding you there is an upcoming fee payment which has been scheduled. You can determine how many days in advance you will be notified of the upcoming payment using the pull down box.

- **Overdue Fee**: If your school is using PayForIt.net to process school fees, then you can opt in to this email alert. PayForIt.net will automatically send an email if one of your fees is not paid by the due date. You can set PayForIt.net so a notification email is sent "x" number of days after the payment is overdue.

- **Monthly Statement**: PayForit.net will automatically send you an email one day a month showing all the PayForIt.net transactions for the month. You can determine which day of the month this is emailed to you.

- **Messages**: If the school, district or PayForIt.net posts special messages, you can opt to receive these messages via email as they are posted.

Step 3 – Set Email options

2) To select the email alert, simply place a check mark in the box to the right of the option and determine when you want to receive the alert.

3) Press the Update button, to save the settings.

General Information

❖ Please allow several hours for our site to receive the account information for your students, and you may see "Update Pending" in the balance field. We do not have a direct connection to the school; however we receive updates periodically throughout the day. Once the account information has been updated from the school, you will be able to view the balance and recent purchases from your home screen.

❖ If the child is not found, double check your information and try again. If it still doesn't match, contact the school to verify you have the correct information, or use the Help Center to send a request to the support team, who can look up the information provided by the school in PFI.