

# How to Place Money Online for Class Trips

## Overview:

The district has begun using the online system “PayFort” to collect money for field trips in addition to its use of placing money on student lunch accounts. This walk through is to help parents with this process.

## Walk Through:

- 1) The first step is to access the Parent Portal to obtain your students’ ID number. This will be needed to setup your PayFort account for your student.
  - a. How to access the Parent Portal:
    - i. The webpage address is: <https://www.fridayparentportal.com/greatmeadows> .
    - ii. Instructions on setting up your Parent Portal account including adding contact phone numbers, emails, and more can be found at <https://www.gmsrd.com/parentportal> .
  - b. The image below shows where you can find your students’ ID number once logged into the Parent Portal. This image also shows the link which will open a new browser window for logging into your PayFort account.

**Central Elementary School**  
281 US Highway 46, Great Meadows, NJ 07838  
Main Office: 908-637-4041

**Student name would be found here** → **Student ID number would be found here** →

**Student Name Here**      **Grade: 02**      **Student ID:**  
HR Teacher: Melissa Fox      Attendance: Present

**MENU**

- Homepage
- Teacher Pages
- Homework
- Calendar
- Schedule
- Daily Attendance
- Gradebook
- Progress Reports
- Grades
- Honor Roll
- Food Services
- Contacts
- District Info
- Transportation
- Correspondence
- Online Payments**

**Central Elementary School**  
**Welcome to Central Elementary School Parent Portal**

This is the entry point to our 'Realtime' Student Information System that tracks attendance, grades, and test scores for every child. All parents and Guardians of Great Meadows Regional Schools children have access to this system from home, allowing them unparalleled access to information on their child's progress. You should have received a letter from your child's school which includes the specific login information for your child. If you have not received a letter with this information, please contact the school your child attends.

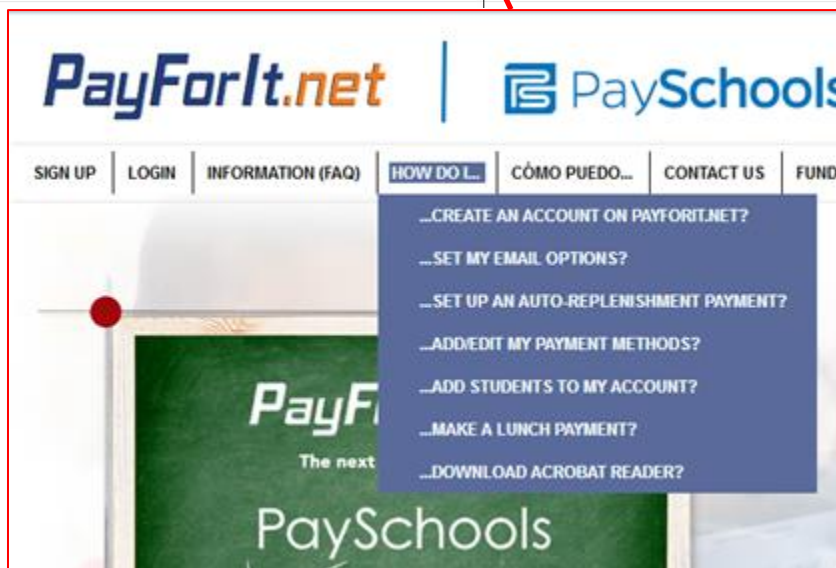
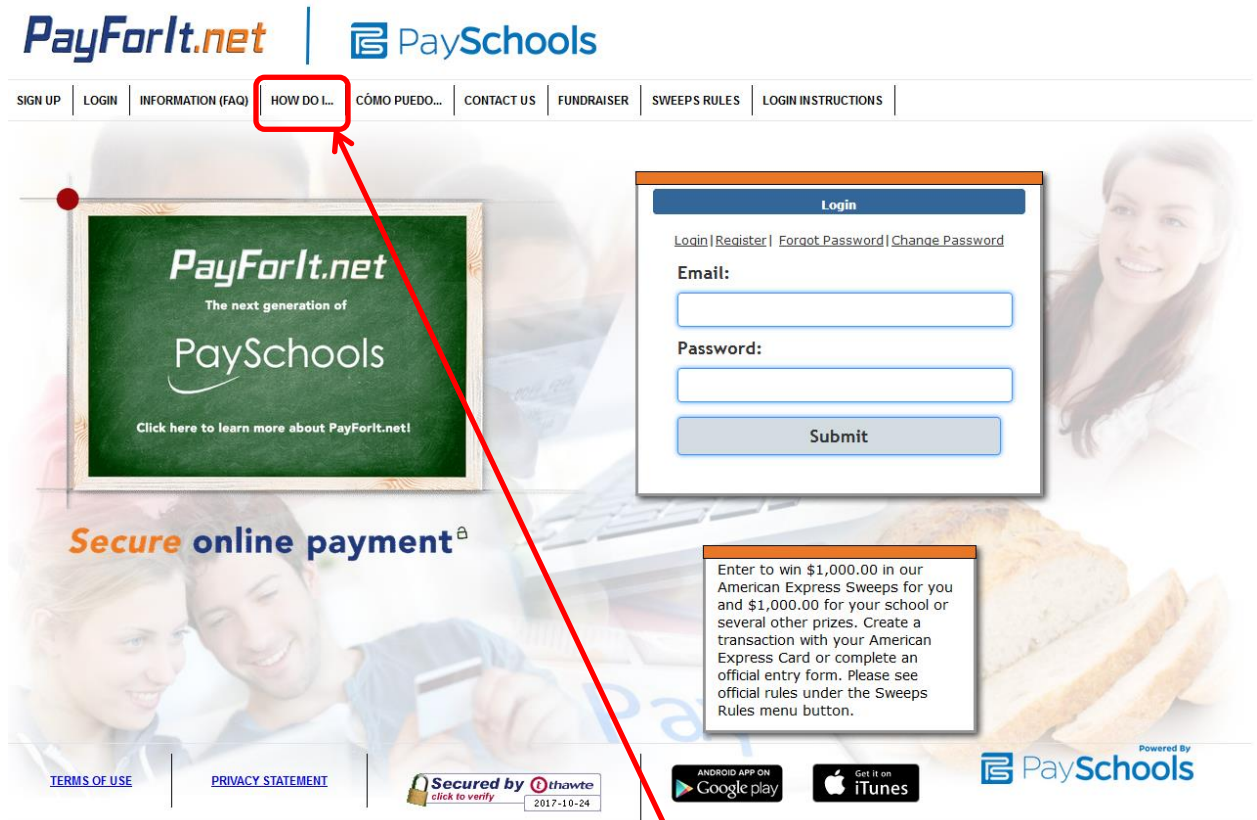
This tool will allow you to view school information at anytime through the Internet. We are excited because we feel it opens yet another line of communication between school and home. We invite you to log on and click around to see the information which is available to you. Once you login to the system and change your password, your login and password information will stay with your child until they graduate from Great Meadows Middle School.

As we grow and expand the system you will gain access to more features and functions. We hope you will find this to be a valuable tool. Should you have any questions or concerns, please contact the secretary at your child's school to help you with your 'Realtime' questions.

David C. Mango, Superintendent  
Great Meadows Regional Schools

- 2) If you haven't setup a PayForIt account you will need to do so in order to be able to place money on your students' account.
  - a. In addition to using the links to PayForIt from the school webpages, or the Parent Portal, parents can also access the PayForIt webpage using the web address below:
    - i. <https://www.payforit.net/>
  - b. The image below shows the login page for PayForIt.
  - c. What needs to be done in the PayForIt system:
    - i. Parents setup their own account on the PayForIt accounts.
    - ii. Parents then add their credit card information to the account.
    - iii. Parents add their students to their PayForIt account.

Video instructions for each of these steps can be found using the "HOW DO I..." menu from the PayForIt website.



3) How to add money for trips in the PayForIt system.

(Click here for video instructions) Hyperlink: <https://vimeo.com/71458915>

a. Once logged in select the "FEES" menu.

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

HOME | ADD/VIEW STUDENTS | HISTORY | **FEES** | LUNCH | MY ACCOUNT | SWEEPS RULES | HELP | HOW DO I... | CÓMO PUEDO... | LOGOUT

Welcome

**Students on your Account**

ID	Name	School Grade	Lunch Balance	Pending Deposits
<i>Student ID</i>	<i>Student Name</i>	Central Elementary School 2nd	Update Pending	\$0.00

Select:  to

Date Range:  to

View:  Purchases  
 Purchases (Print View)  
 Fees Due - Please Review

**Fees Due**

Name	Type	Due Date	Amount
Student Name Class Trip	One Time	11/01/2017	\$14.00
<b>Total:</b>			<b>\$14.00</b>

b. You should see a screen like the one shown below. Select the + sign to the right of the fee/trip to place money on your students account for this trip.

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

HOME | ADD/VIEW STUDENTS | HISTORY | FEES | LUNCH | MY ACCOUNT | SWEEPS RULES | HELP | HOW DO I... | CÓMO PUEDO... | LOGOUT

**Make Payments**

Select Student:  Student Name

**Assigned Fees**  
Hover over fee name for a longer description

Name	Type	Due Date	Amount Due	
Class Trip	One Time	11/01/2017	\$14.00	+

**Optional Fees - None**  
Hover over fee name for a longer description

Messages

- Before you can pay Fees, you need to add your students to your account in the Add Student screen
- Fees are assigned to the students by the school, if you do not see any fees, please contact the school
- If a student on your account is not listed on this screen, their account has been inactivated by the school

TERMS OF USE | PRIVACY STATEMENT | Secured by 2017-10-24 | ANDROID APP ON Google play | Get it on iTunes

c. On the next screen you can remove the charge if you would like by selecting the red X in front of the fee.

**Transaction Details**

Sample Fee \$10.00

**Transaction Summary**

Sample Student \$10.00

Subtotal: \$10.00  
 Internet Convenience Fee: \$0.58

d. To submit your payment select the “Review & Pay” button.

**PayFort.net** online school payments

Home Add/View Students History Fees Meal Lunch Child Care Student Accounts My Account Fund Raiser Help How Do I... Logout

**Make Payments**

**Select Student:**  
 Chase W  Luke J  Your Student **Review & Pay**

**Assigned Fees**  
*Hover over fee name for a longer description*

Name	Type	Due Date	Amount Due	Partial Payment	
Yearbook - OPTIONAL	One Time	08/23/2013	\$0.00	0.00	+

**Optional Fees**  
*Hover over fee name for a longer description*

Name	Type	Due Date	Amount Due	Partial Payment	
Text Book Rental	One Time	12/27/2013	\$40.00	40.00	+
Yearbook	One Time	08/23/2013	\$0.00	0.00	+

**Transaction Details**  
✗ Luke J...  
 Football Pay to Play

**Transaction Summary**  
 Luke J...  
 Subtotal:  
 Internet Convenience Fee:  
 Total:

e. On the next screen you can:

- i. Revise your transaction – Click “Revise Transaction” button.
- ii. Process the Payment :
  - Select Payment Method from drop down list
  - Click “Process Payment” button to complete transaction and be taken to your receipt.

**PayFort.net** online school payments

Home Add/View Students History Fees Meal Lunch Child Care Student Accounts My Account Fund Raiser Help How Do I... Logout

**Make Payments**

**Transaction Details** **Revise Transaction**

Chase Wilson	\$10.00
iPad Insurance Fee	
Luke Jackson	\$150.00
Football Pay to Play	
Your Student	\$40.00
Field Trip to Chicago	

**Transaction Summary**

Chase Wilson	\$10.00
Luke Jackson	\$150.00
Your Student	\$40.00
Subtotal:	\$200.00
Internet Convenience Fee:	\$11.51
<b>Total:</b>	<b>\$211.51</b>

Payment Method:  **Process Payment**

f. Screens below show the transaction processing window and the receipt windows.

**PayFort.net** online school payments

Home Add/View Students History Fees Meal Lunch Child Care Student Accounts My Account Fund Raiser

**Transaction Complete**  
 Return to Home Page

**Please wait while your transaction is processed**  
 Please do not press the Back button ..

**Transaction Processing Results:**

Transactions
Order Number: 00076-00005386
Status: <span style="color: green;">Approved</span>
Merchant: DBS Test - ACH
Payment Method: My Checking Account
Total Amount: \$51.75
Reference ID: 00076-00005386
Message: Approved
Order Number:
Status:

**Transaction Details:**

00076-00005386 Details	Charge
Chase W... iPad Insurance Fee	Amount: \$ ICF: : Trans. Fee: : Total: \$
Your Student Field Trip to Chicago	Amount: \$ ICF: : Trans. Fee: : Total: \$