



## Existing PayForIt Account Users

For students who have an existing PayForIt account, go to [www.PayForIt.net](http://www.PayForIt.net), enter your password and username. Go to the Lunch button then add the dollar amount for each child. It will update immediately.

## Dining Hall Purchase Review

You may check your child's dining hall purchases whether you have a PayForIt active account or are sending in checks to the school. PayForIt account holders simply log in using your password and username. Click on the purchases window and it will show your purchases for the month.

If you are sending in checks you must setup an account to view your student's purchases. You will not be charged for this option. Follow the steps below to setup an account and view your student's usage.

Below are the steps that you need to follow to view your child's account:

- Log on to the PayForIt (PFI) website at [www.payforit.net](http://www.payforit.net).
- Select "sign-up".
- Select "District" and go to TN-Saint Henry.
- There is an internet convenience fee explained but this does not apply.
- You follow the prompts to enter your correct data, payment method, and e-mail information. **Even though you are putting in your credit card information it will not be charged.**
- Once all information is entered, PFI will e-mail you a validation code to allow you to proceed with registration.
- After confirmation and activation, select "Add/View Students" from the main menu bar above, then....
- Individually enter each child and grade using their personal id number from the card attached.
- It can take up to 24 hours before your account is activated.

