## **Making Online Payment for CLCS Lunches**

This year, Clear Lake Christian School through Disfrute's Corporate Dining has partnered with PayForIt.net to handle lunch payments. To complete the process you will need to setup an account, add your student(s) to your account, then process the payment.

#### STEP 1: Create and Account

- 1. Login to the Clear Lake Christian School PayForlt.net website taking note of your (children)'s 10---digit Student ID number. Please add 100 in front of your student's ID number when registering them to your account.
- 2. Visit: http://www.payforit.net
- 3. Click on "Sign up for an Account" and follow the on---screen prompts to complete the process.

### **NOTE:** Be sure to complete Step 2 in order to finalize your account setup.

#### STEP 2: Add your student(s):

- Still logged into the PayForlt.net website, click on "Add/View Students" then "Add Student".
- 2. Follow the on-screen prompts to complete the process. (remembering to use the student's ID with the 100 added in front)
- 3. Repeat these two steps for each student you have enrolled in our school.

For further help with adding a student, please watch this video: <a href="http://www.databusys.com/wp---content/uploads/2015/03/PFIEU003---2015.mp4">http://www.databusys.com/wp---content/uploads/2015/03/PFIEU003---2015.mp4</a>

# Step 3: Pay the fee (please note that if it prompts you to enter a PIN, it is the same as student ID, including the preceding 100):

- 1. Still logged into the PayForlt.net website, click on "Fees" then "Make Fee Payment".
- 2. Click the green "+" icon to the right of the Laptop Use Fee (this is the credit card processing fee).
- 3. Click "Review & Pay".
- 4. Select Payment Method, then click "Process Payment".

Parents/Guardians will receive a receipt via email when payment is complete.

If you prefer, payments may be made by credit, check or cash each morning in the cafeteria.

If you have any questions or issues with the payment process, please contact Jason Henry 281-818-5366 or <a href="mailto:Jason@chefjhenry.com">Jason@chefjhenry.com</a>. Chef Ivan Heredia 281-690-3318 or <a href="mailto:Ivan@chefjhenry.com">Ivan@chefjhenry.com</a>.