

# Parsippany-Troy Hills Township Schools

## QSP/Payforit Food Services Management System FAQs

- How do I create a Payforit account?
  - Visit our district website at [www.pthsd.k12.nj.us](http://www.pthsd.k12.nj.us) and click on the PayForIt link, or go directly to the Payforit website at [www.payforit.net](http://www.payforit.net).
  - Click on the “How Do I ...” tab for instructions on creating a Payforit account, and assigning your students to your account.
  
- What other instructions are available on the Payforit website?
  - Under the “How Do I ...” tab, there are also instructions for
    - “... Set My Email Options?”
    - “... Set up an Auto-Replenishment Payment?”
    - “... Add/Edit My Payment Methods?”
    - “... Make a Lunch Payment?”
    - “... Download Acrobat Reader?”
  
- What do I do if I’ve forgotten my Payforit user name or password?
  - Access the Payforit website either via our district website’s PayForIt link, or via [www.payforit.net](http://www.payforit.net).
  - Click on the Forgot User Name or Password link in the Log In section.
  - Follow the on-screen instructions.
  
- What options do I have for putting money on my student(s) lunch account?
  - Pay online through your Payforit account using a credit card – 3.95% transaction fee
  - Pay online through your Payforit account via ACH electronic check - \$1.75 transaction fee
  - Cash or checks to be applied to your student’s lunch account can be given to the school lunch cashiers – no transaction fees
  
- How can I view the lunch purchases my student(s) have made?
  - Log into your Payforit account for a detailed listing of your student’s lunch purchases
  - Parents can, through their Payforit account settings, restrict the number of meals and snack items that can be purchased each day.
  
- How do I know when my student’s lunch balance is low?
  - A low balance alert can be set in your Payforit account.
  - If you choose, an auto-replenishment feature can be set in your Payforit account, if you are paying via online payment methods.
  
- How does my child get lunch once I have set up the account?
  - Your high school or middle school child will need to either:
    - Scan their ID badge at the kiosk or enter their ID # in the kiosk when they go to the register in the cafeteria.
    - If they forget their ID # the cashier can look it up for them.
    - They will be identified by the cashier through the QSP student photo identification system.
  - Your elementary school child will be served through a homeroom photo roster. They will not be using ID badges or entering ID #s at the register.