

1. Create an account at <https://www.payfort.net/>
 - a. This is the same account that is used for lunch payments - Lunch Payments are made under **LUNCH TAB**
 - b. If you need to set up the account you will need the Student ID
2. Recieve Emails for low balance and statements by setting up email options under MY ACCOUNT

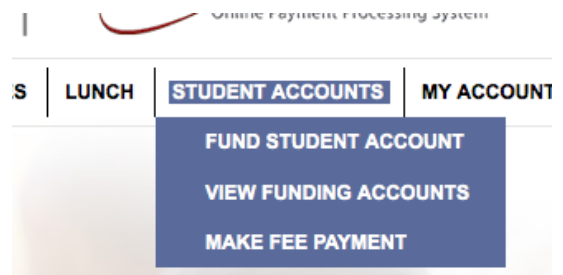
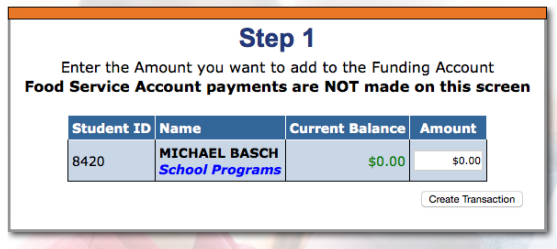
To put Funds on the Before/After Care Account

1. Login to your PayFort.net account

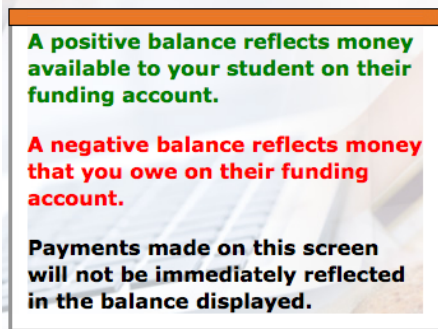


2. In top tool bar **SELECT>Student Accounts**
3. STEP 1: **SELECT>FUND STUDENT ACCOUNT**

Fund Student Accounts



- a. **Current balance on account:**



4. **Enter the Amount** you want to add to each Student's Account
 - a. **Select CREATE TRANSACTION**
5. **STEP 2 - REVIEW AMOUNTS/FEES/Totals**
 - a. Select Payment Method
 - b. **Process Payment**

Fund Student Accounts

