



PaySchools/PayForIt Information

General Meal Payment Information (Payment Types & Fees)

Beginning in February 2018 for March 2018 meal orders, all meal payments must be completed through the PaySchools/PayForIt program. HCS will no longer accept check or cash orders.

There are two payment types for the transaction. The parent can pay by debit/credit card or electronic ACH (bank account and routing number) from their bank account.

- Debit or credit card payment – when paying by a debit or credit card, families will be charged a flat \$1.95 fee for orders up to \$50 or a 4% fee for orders \$50 and over for each transaction ACH (Automated Clearing House)
- Electronic ACH - An ACH payment is a directly charged from your bank account with a fee of \$1.95 per transaction.

Your payment method will not be charged until you have approved all meal selections.

Creating a New Guardian Account (User Account)

1. Go to www.payforit.net
2. Under the “Sign-Up” tab at the top of the screen, click on “Register” in the login box on the right side.
3. Complete the information in the box “User Information (Step 1 of 2)” and click “Next.”
4. Complete the information in the box “Payment Method Information (Step 2 of 2)” with either your credit/debit card information or ACH check processing information. Click to accept the processing terms and conditions and click “Create User.”
5. In the box “User Created,” click “Done.” A confirmation email will be sent with a link to activate your account. Click on the email link to return to the PayForIt/Payschools site.
6. Click on the link and create your password.
7. Sign in with your email and password.

Adding your child to the system (Register Student)

1. Once you are signed into payforit.net, click on the “Add/View Students” tab at the top of the homepage and select “Add Student” from the drop down menu. Note: This step must be completed for each child ordering from the meal program.
2. In the box on the right side of the screen, complete the following information:
 - a) Select School - Choose either “Hoboken K-8” or “Hoboken 9-12.”

HOBOKEN CHARTER SCHOOL

LOWER AND MIDDLE SCHOOL 713 WASHINGTON STREET | HOBOKEN, NJ 07030 | 201 963 0222 | 201 963 0880 FAX

UPPER SCHOOL 360 1ST STREET | 2ND FLOOR | HOBOKEN, NJ 07030 | 201 963 3280 | 201 963 0695 FAX

- b) Student ID – this information was sent in an email to each family by Chris Kunkel. Please contact Kim Edgar (kedgar@hobokencs.net) or Toni Bollhardt (abollhardt@hobokencs.net) if you need assistance.
- c) First Name and Last Name – this information should be entered as it appears in OnCourse.
- d) Select “.”Grade
- e) Click “Register.”
- f) If the information is correctly entered, the student’s name will appear on the right side of the screen.

Selecting and Purchasing Meals

Note: Do not process a payment until you have completed all your selections this includes, breakfast, lunch or just milk.

1. Click on the “Meal” tab at the top of the page and select “Meal Payments” from the drop down menu.
2. In the box on the left side of the screen “Select School and Program,” complete the following information:
 - a. School – Select either “Hoboken K-8” or “Hoboken 9-12.”
 - b. Meal Program – Select either “Bfast-March2018” or “Lunch-March2018.”
 - c. Click on “Go To Menu.”
3. The program will default to selections for the first week of the month.
4. For lunch, all lunch selections come with milk. Choose the lunch option (hot, cold, vegetarian) with the appropriate milk selection (chocolate or white). If you wish to order just milk for the day, select the “Milk Only – Chocolate” or “Milk Only – White” at the bottom of the day’s selection.
5. Click on “Save Selections.”
6. A box on the right side of the screen will appear and prompt you to select items for the following week. Note that as you make your selections for each week, the “Weeks in Program” on the right hand side will be checked off.
7. When all the selections are completed for the month, you will need to do one of two things:
 - a. If you just selected lunch and need to make breakfast selections (or vice versa), click on the head “Meal” and select “Meal Payments” from the drop down menu and repeat the process above for breakfast
 - b. If you have made all your meal selections, click on “Review and Process Transaction” to complete your order. You will come to a new screen, select your saved payment and click “Process Transaction.”

HOBOKEN CHARTER SCHOOL

LOWER AND MIDDLE SCHOOL 713 WASHINGTON STREET | HOBOKEN, NJ 07030 | 201 963 0222 | 201 963 0880 FAX

UPPER SCHOOL 360 1ST STREET | 2ND FLOOR | HOBOKEN, NJ 07030 | 201 963 3280 | 201 963 0695 FAX

For Additional Assistance

If you require additional assistance, call the Lower/Middle School at 201-963-0222 extension 210 or the Upper School at 201-963-3280.

For technical difficulties, call the PaySchools/PayForIt support team at 1-800-572-6642.

HOBOKEN CHARTER SCHOOL

LOWER AND MIDDLE SCHOOL 713 WASHINGTON STREET | HOBOKEN, NJ 07030 | 201 963 0222 | 201 963 0880 FAX

UPPER SCHOOL 360 1ST STREET | 2ND FLOOR | HOBOKEN, NJ 07030 | 201 963 3280 | 201 963 0695 FAX