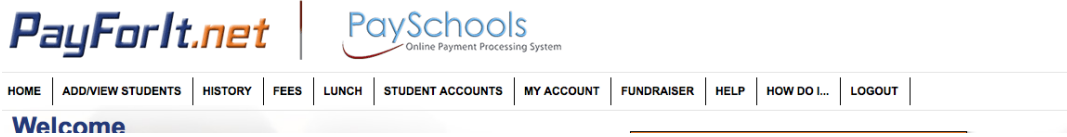


1. Create an account at <https://www.payfort.net/>
 - a. This is the same account that is used for lunch payments - Lunch Payments are made under **LUNCH TAB**
 - b. If you need to set up the account you will need the Student ID

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**

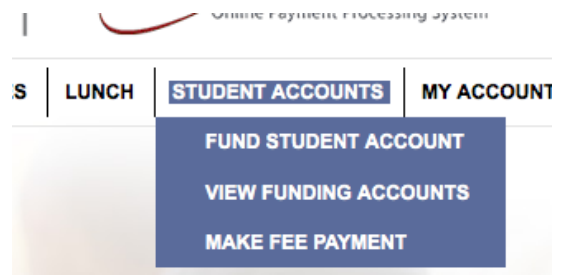
Fund Student Accounts

Step 1

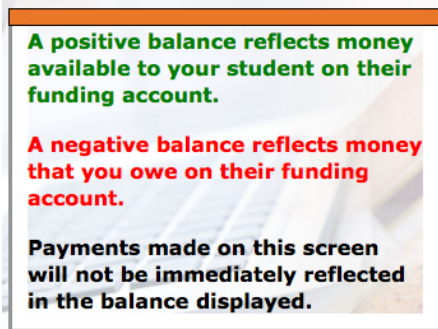
Enter the Amount you want to add to the Funding Account
Food Service Account payments are NOT made on this screen

Student ID	Name	Current Balance	Amount
8420	MICHAEL BASCH <i>School Programs</i>	\$0.00	\$0.00

[Create Transaction](#)



- 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

Step 2

Review Amounts, Fees and Total

	Name	Amount	Internet Convenience Fee	Trans. Fee	Total
Delete	MICHAEL BASCH St. Albert the Great Source Account - CC School Programs	\$1.00	\$0.04	\$0.00	\$1.04
Total:		\$1.00	\$0.04	\$0.00	\$1.04

Select Payment Method: My Card

Previous
Process Payment