

Lakeview Community Schools will be using a new online payment collection system called PayFort.net

At this time, we will only be collecting technology fees, but in the future, we may expand to collect other school fees. You will have the capability to add all of your students to one account.

How Do I Sign Up for PayFort.net?

Step 1 – Sign Up for an Account

From the www.payfort.net home page, press the Sign Up for an Account



Step 2 – Create New Guardian Account

- Complete the information on the Create New Guardian Account screen.
 - Using the pull down menu, find your student's school district.
 - If your child's school district is listed, select it and then fill in the remaining contact information.
 - If your child's school district is not listed, then you should not sign up for an account yet. The school needs to get established on the system before the parents can join.
 - Be sure to use your name, not your student's. Your school district determines if/how a fee will be applied.
- If you are satisfied with your entries, click the next button to proceed.

Step 3 – Enter Payment Method Information

- Enter the payment method and related information to process your PayFort.net transactions going forward. Our site allows payments with Credit Cards or ACH Electronic Check Processing; however your school district can offer both options, or may only offer ACH or Credit Card payments.
 - First you need to select the Payment Method Choice. Once this is chosen, the screen will display the type of information you need to capture based on credit/debit card requirements or ACH requirements.
 - If opting to enter more than one credit card into PayFort.net, the Nickname field is used to differentiate between the different cards (i.e. Mom's Visa vs. Dad's Visa). After entering credit card information in this step, PayFort.net will not display your full credit card information anywhere on the site. For security purposes, it will only display your nicknames during the transaction process.
- Once the credit/debit card or ACH information has been entered, press Next to proceed

Sample Electronic Check (ACH) Screen for Step 3:

Step 4 – Complete the User Information; Email Address, Login, and Password

This includes providing a valid email address, a username and a password for the account. When this information is complete, press the Create Account button to complete the process.

Once you have pressed the Create Account button the following screen will appear:

Step 5 – Process Transaction Confirmation

Wait for the email confirmation to receive your activation code. The email will look like this: