

### **Instructions to register online**

1. Go to bayvillageschools.com
2. Click on "PayForIt"
3. Click on "Log On"
4. Select "Sign up for account"
5. Select "Ohio"
6. Select "Bay Village Schools (CSD)"
7. Enter **Parent** Information
8. Click "Next"
9. Enter credit card information (*\*Your credit card will not be charged unless you choose to utilize the online payment option.*)
10. Select "User Login"
11. Click "Next"
12. Go to your email account to activate your PayForIt account

### **Instructions to "Add a Student" to your PayForIt account**

1. Go to bayvillageschools.com
2. Log in to your PayForIt account
3. Click "Add/View Students"
4. Select your student's school
5. Enter the Student Identification Number (*\*Please note: this is a 6-digit number*)
6. Enter your student's first and last name
7. Select your student's grade
8. Click on "Register"

### **Instructions to sign up for low balance email notifications**

1. Log in to your PayForIt account
2. Click on "My Account"
3. Click on "My Email Options"
4. Select your notification settings
5. Click on "Update"

**Your student's purchases may be viewed by selecting "Purchases" from the student's home page.**