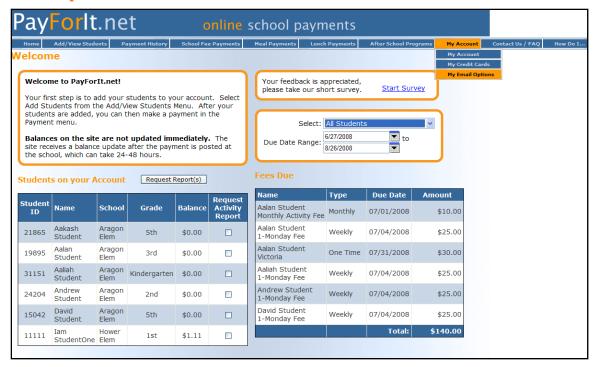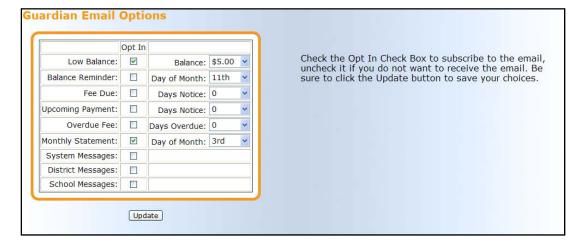# How do I configure email options for my account?

PayForIt.net gives you the ability to set up a variety of email options that are unique to your account. You have the flexibility to opt in or opt out to any of these options and make changes to your options at any time. The emails will be automatically sent to the email address that is associated with the PayForIt.net account.

To access view and change your email options, go to "**My Account**" and click on "**My Email Options**".

Once you click on "**My Email Options**" the following screen will appear:

You can turn these email alerts on or off at any time. Each of these will provide unique information about your account:

Low Balance: PayForIt.net will automatically send an email when your child's account balance reaches a predetermined balance that you specify so you know to add money to the account. Using the pull down, you can specify the amount.

Balance Reminder: PayForIt.net will automatically send an email on a predetermined day of the month alerting you as to your child's account balance. You can determine which day of the month you want this reminder sent by using the pull down box.

Fee Due: If your school is using PayForIt.net to process school fees, then you can opt in to this email alert. PayForIt.net will automatically send an email reminding you that your child's school fee is due so that you can remember to make the payment in a timely fashion. You can set how far in advance you will get the notification that the payment is due using the pull down box.

Upcoming Payment: If your school is using PayForIt.net to process school fees, then you can opt in to this email alert. PayForIt.net will automatically send an email reminding you that there is an upcoming fee payment that has been scheduled. You can determine how many days in advance you will be notified of the upcoming payment using the pull down box.

Overdue Fee: If your school is using PayForIt.net to process school fees, then you can opt in to this email alert. PayForIt.net will automatically send an email if one of your fees is not paid by the due date. You can set PayForIt.net so a notification email is sent "x" number of days after the payment is overdue.

Monthly Statement: PayForit.net will automatically send you an email one day a month showing all the PayForIt.net transactions for the month. You can determine which day of the month this is emailed to you.

Messages: If the school, district or PayForIt.net posts special messages, you can opt to receive these messages via email as they are posted.

To select any of the email alerts, simply place a check mark in the box to the right of the option that you want and determine when you want to receive the alert:

	Opt In		
Low Balance:	☑	Balance:	$5.00 ⌄
Balance Reminder:	☑	Day of Month:	1st ⌄

If at any time you want to opt out of the email alerts, simply uncheck the option and you will stop receiving the notifications.