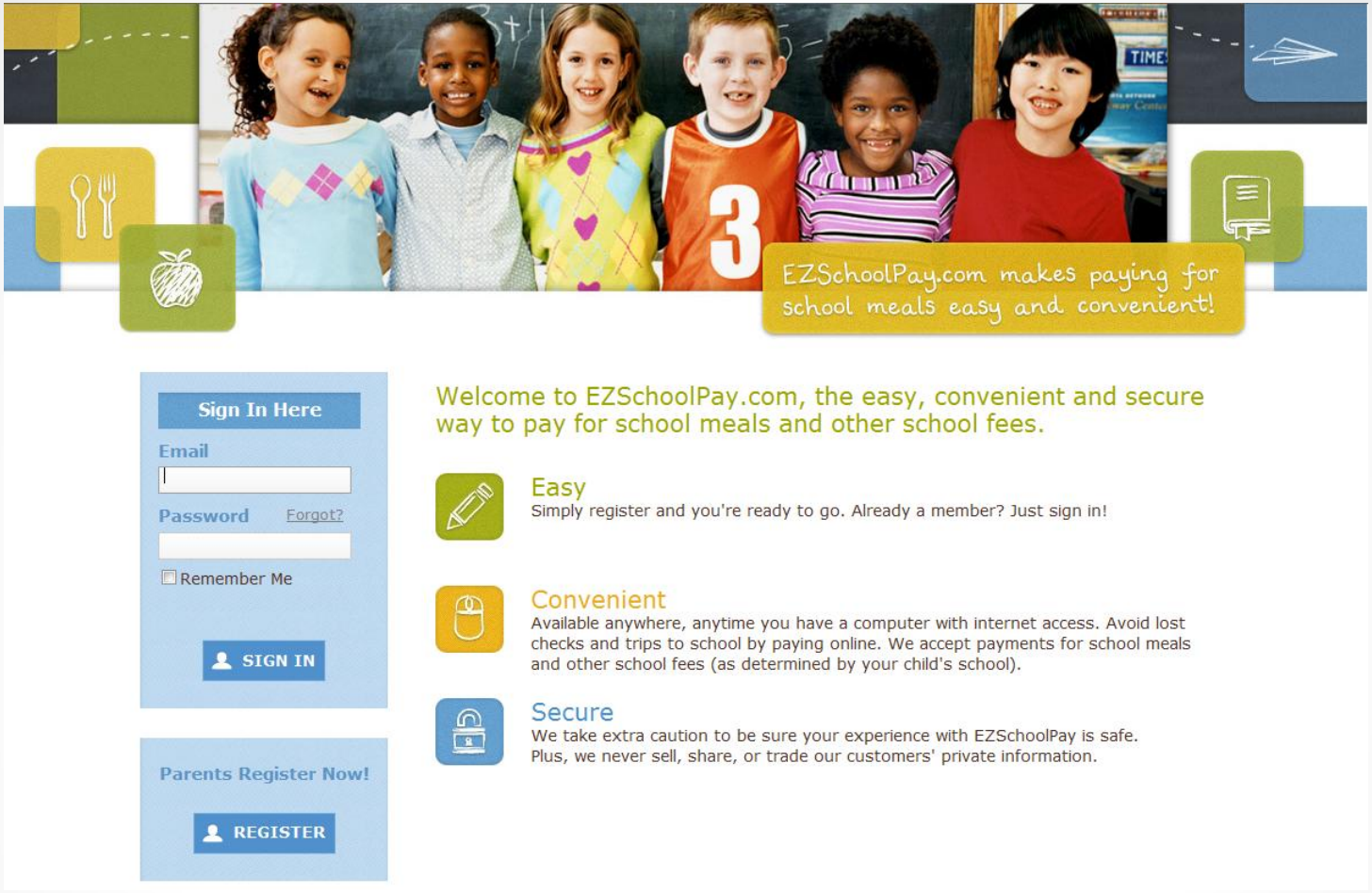
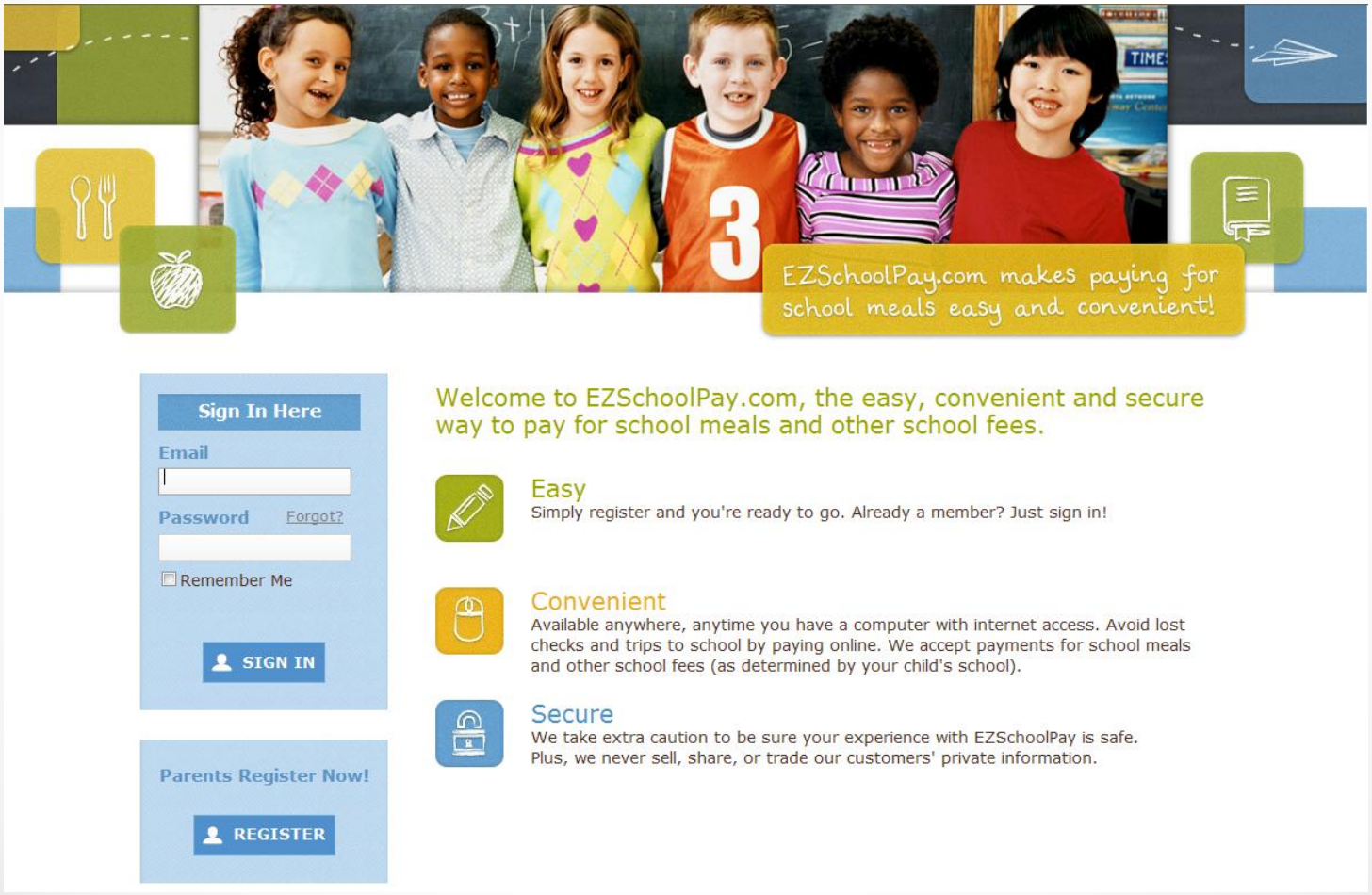


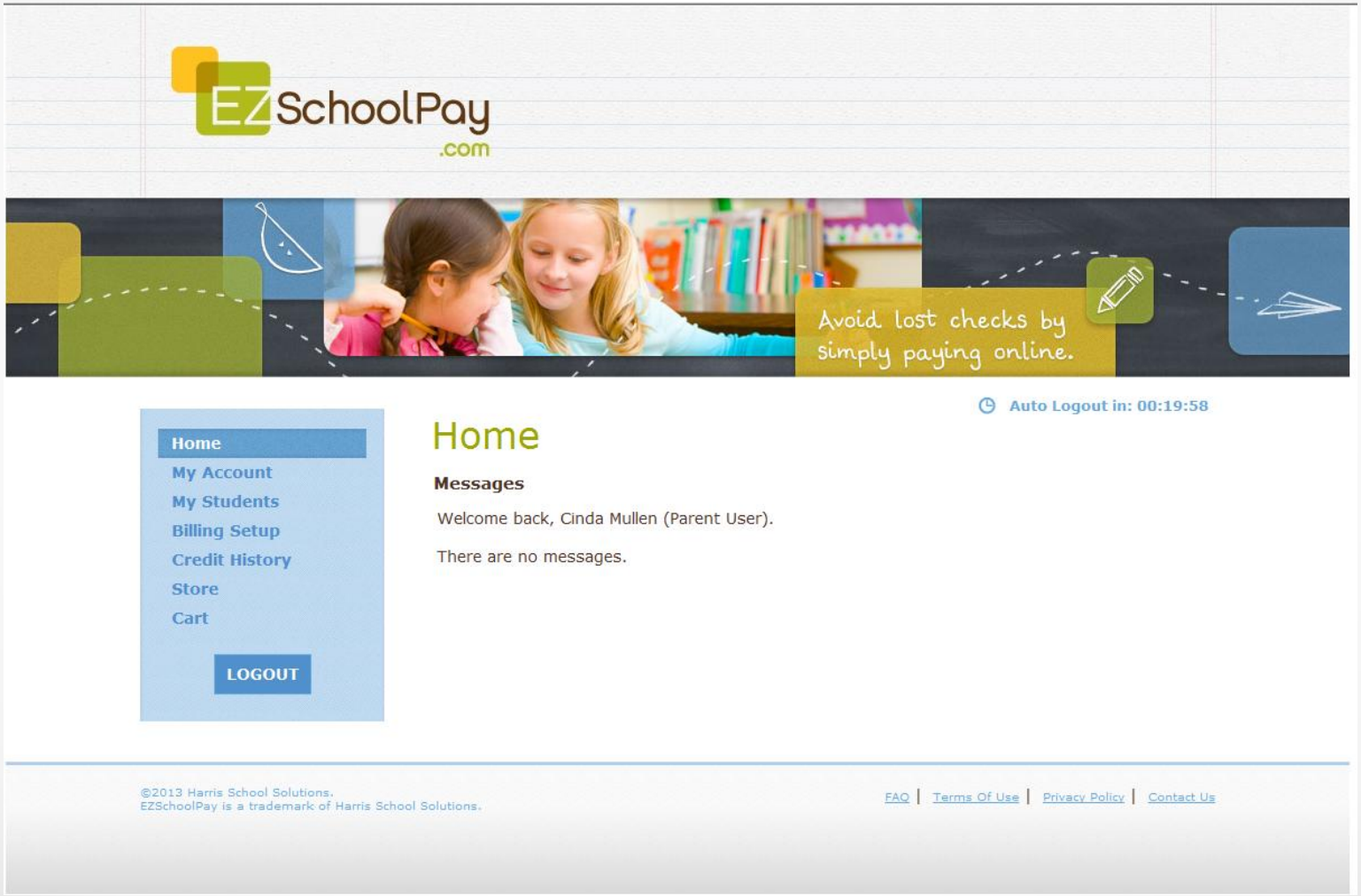
EZSP "HOW TO"

FOR PARENTS

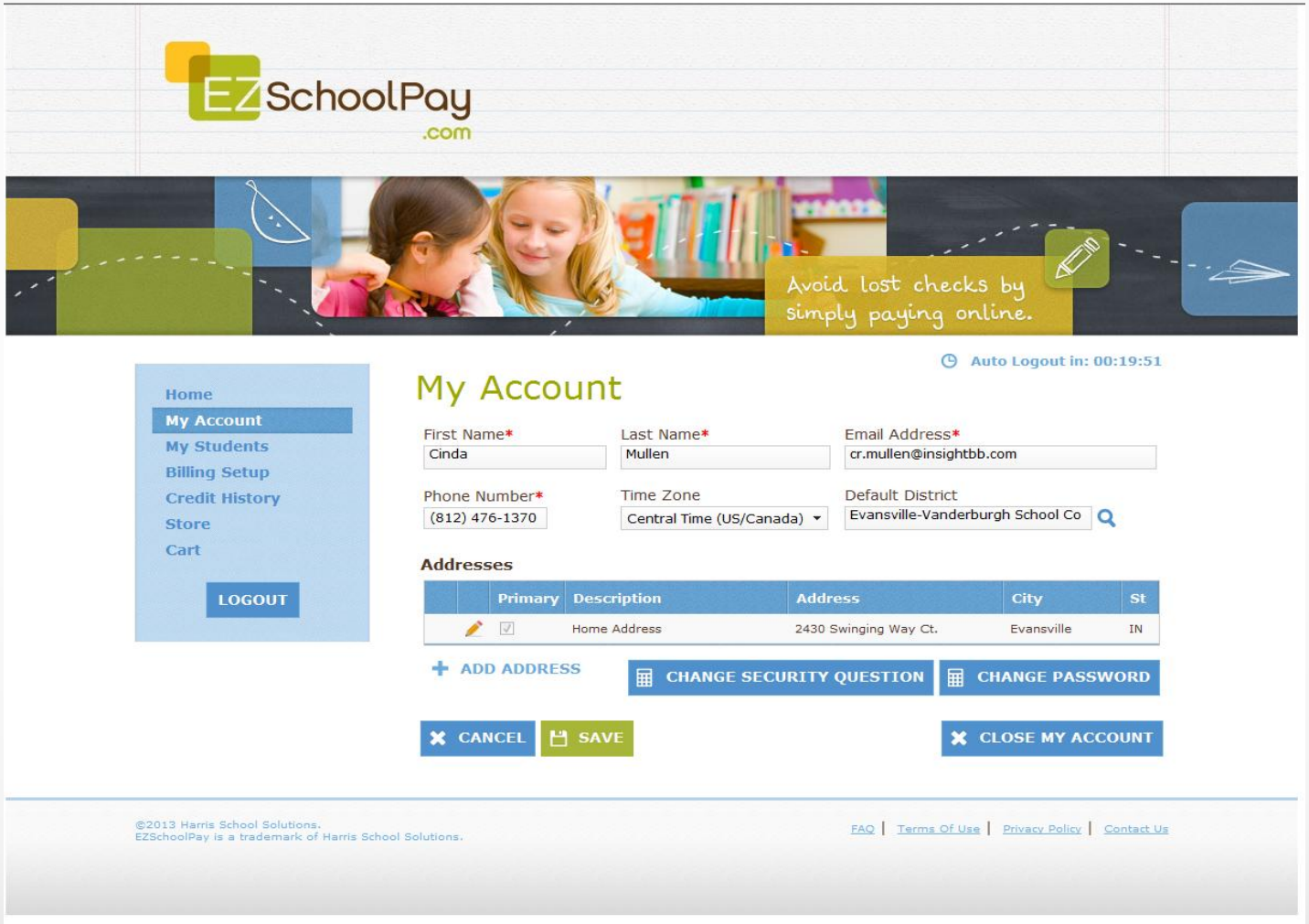
Parents go to the website: http://ezschoolpay.com
Parents Log-in using their Email and Password



Parents start at the HOME screen.



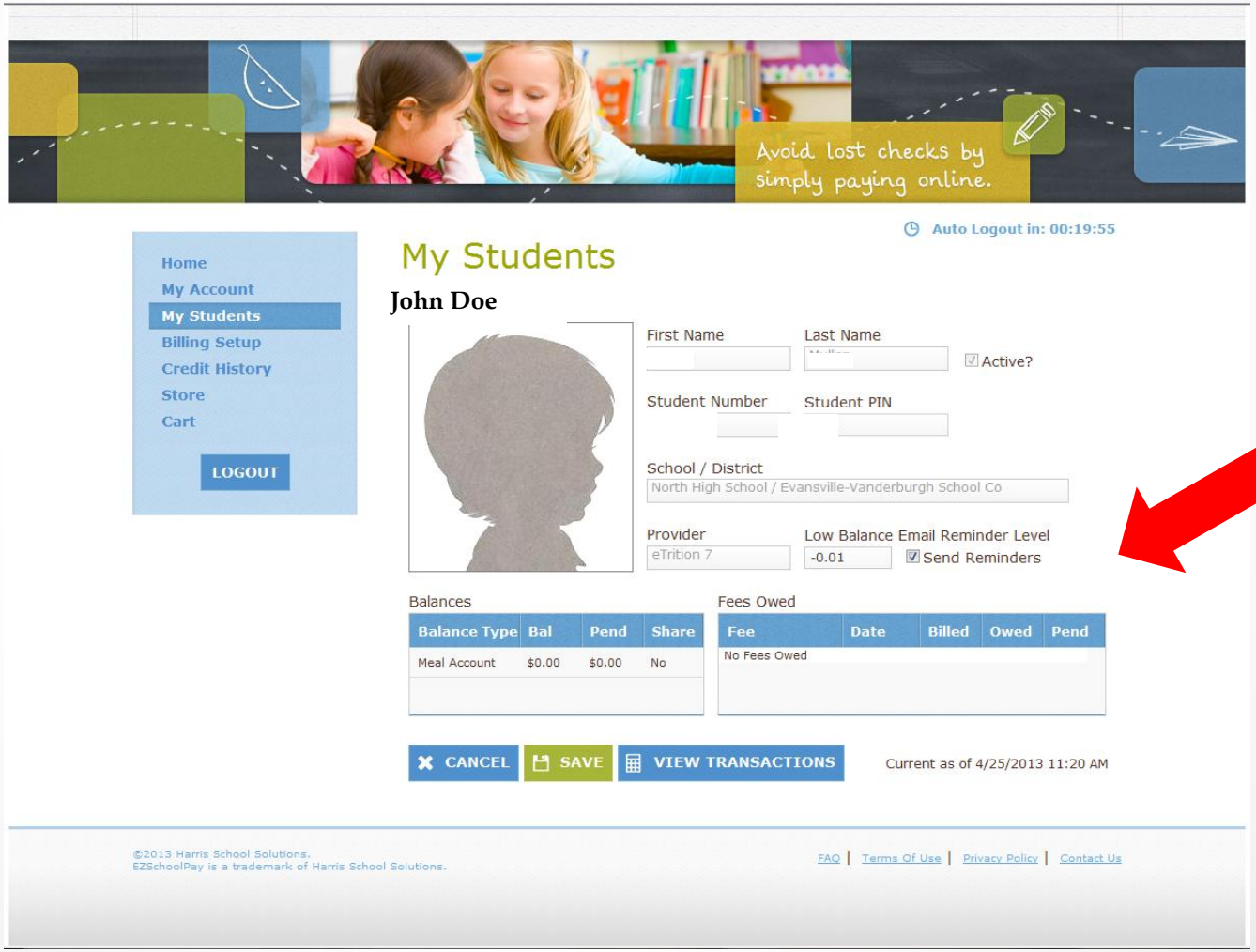
Parents can click on MY ACCOUNT (from blue box on left)
They can: UPDATE THEIR PERSONAL INFORMATION
CHANGE SECURITY QUESTION
CHANGE PASSWORD
CLOSE MY ACCOUNT (terminates account)



Parents can click on MY STUDENTS (from blue box on left)
They can click on: PENCIL GRAPHIC (takes to student screen)
CONTACT SCHOOL (send Manager and e-mail)
LINK STUDENT (link another student to parents account)



From MY STUDENTS (blue box on left)
Parents can input their LOW BALANCE EMAIL REMINDER
CLICK ON BOX TO SEND REMINDERS
and Parents can VIEW TRANSACTIONS



From MY STUDENTS (blue box on left)
See transaction history below.



Auto Logout in: 00:19:56

- Home
- My Account
- My Students
- Billing Setup
- Credit History
- Store
- Cart

LOGOUT

My Students

eTrition 7 30-day Transaction History for | John Doe ID #3

Account Type: Meal Account | History For: This Student Only | Sort Order: Newest First | REFRESH

BACK | ABOUT TRANSACTION HISTORY

Served	Processed	Description	Sale	Cash	Credit	Debit	Balance
04/24/2013 Wednesday	04/24/2013 12:23:26 PM	Lunch Service 1 Lunch Meal @ 2.00 1 Hot Pocket @ 1.50	$3.50	$3.50			$0.00
04/22/2013 Monday	04/22/2013 12:21:53 PM	Lunch Service 1 Lunch Meal @ 2.00 1 Nachos 2.5oz @ 1.50	$3.50	$3.50			$0.00
04/18/2013 Thursday	04/18/2013 11:44:47 AM	Lunch Service 1 Lunch Meal @ 2.00	$2.00	$2.00			$0.00
04/16/2013 Tuesday	04/16/2013 11:52:43 AM	Lunch Service 1 Lunch Meal @ 2.00 1 2nd Lunch @ 2.50	$4.50	$4.50			$0.00
04/15/2013 Monday	04/15/2013 12:22:30 PM	Lunch Service 2 Brd Stck/Pep Bosc @ 1.00 1 Lunch Meal @ 2.00	$4.00	$4.00			$0.00
04/11/2013 Thursday	04/11/2013 11:50:36 AM	Lunch Service 1 Lunch Meal @ 2.00 1 Nachos 2.5oz @ 1.50 Payment On Acct of $5.50	$3.50	$3.50	$2.00		$0.00
		Lunch Service					

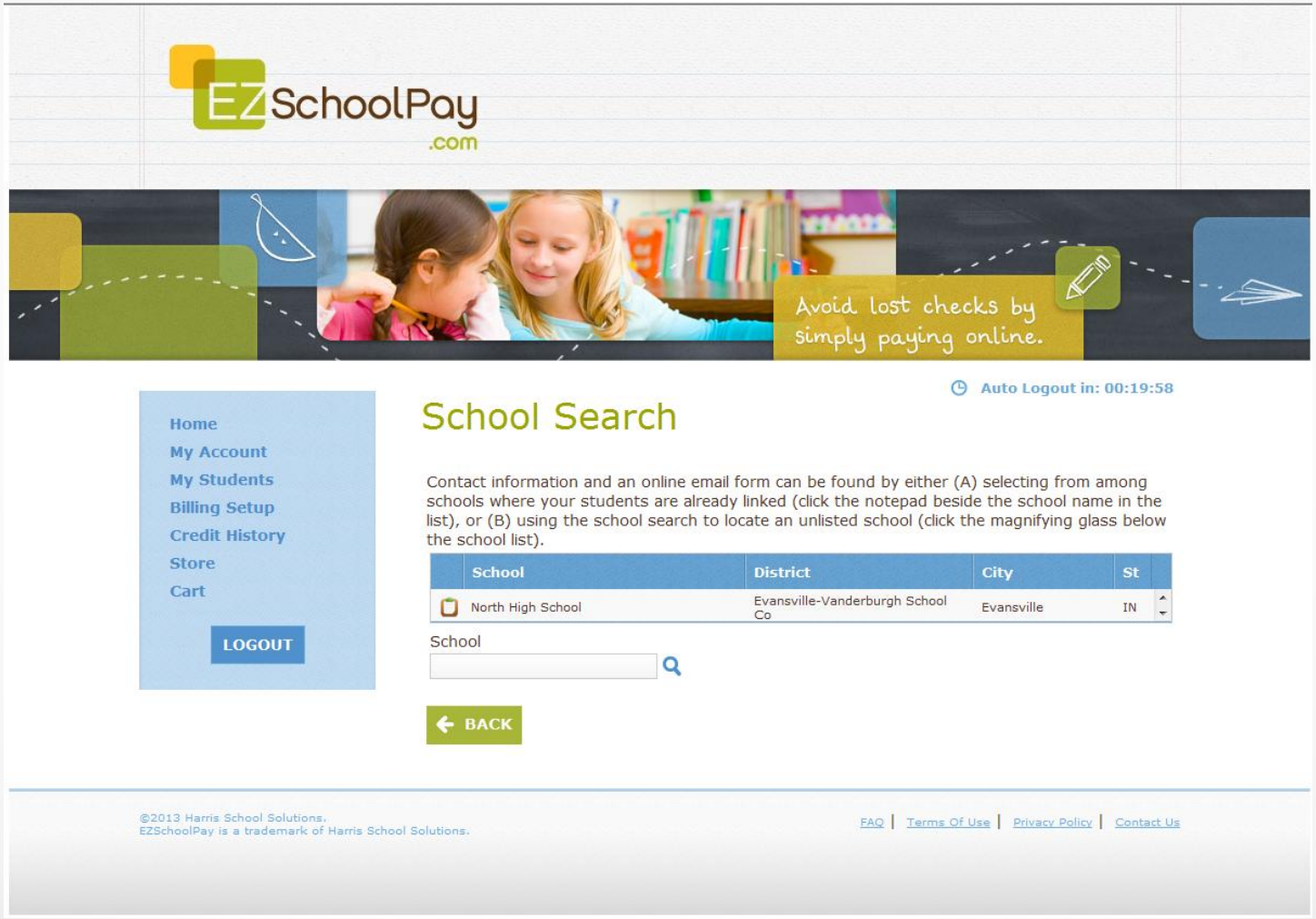
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Parents can click on MY STUDENTS (from blue box on left)
They can click on: PENCIL GRAPHIC (takes to student screen)
CONTACT SCHOOL (send Manager and e-mail)
LINK STUDENT (link another student to parents account)



Parents can click on MY STUDENTS (from blue box on left)
They can click on: CONTACT SCHOOL (send Manager and e-mail)
From this screen Parents must click on the CLIPBOARD



Parents can click on MY STUDENTS (from blue box on left)
Parents can type their Question for the Manager of the School and SEND EMAIL



Parents can click on MY STUDENTS (from blue box on left)
They can click on: PENCIL GRAPHIC (takes to student screen)
CONTACT SCHOOL (send Manager and e-mail)
LINK STUDENT (link another student to parents account)



Parents can click on MY STUDENTS (from blue box on left)

Parents must enter Last Name and Student Patron ID#.

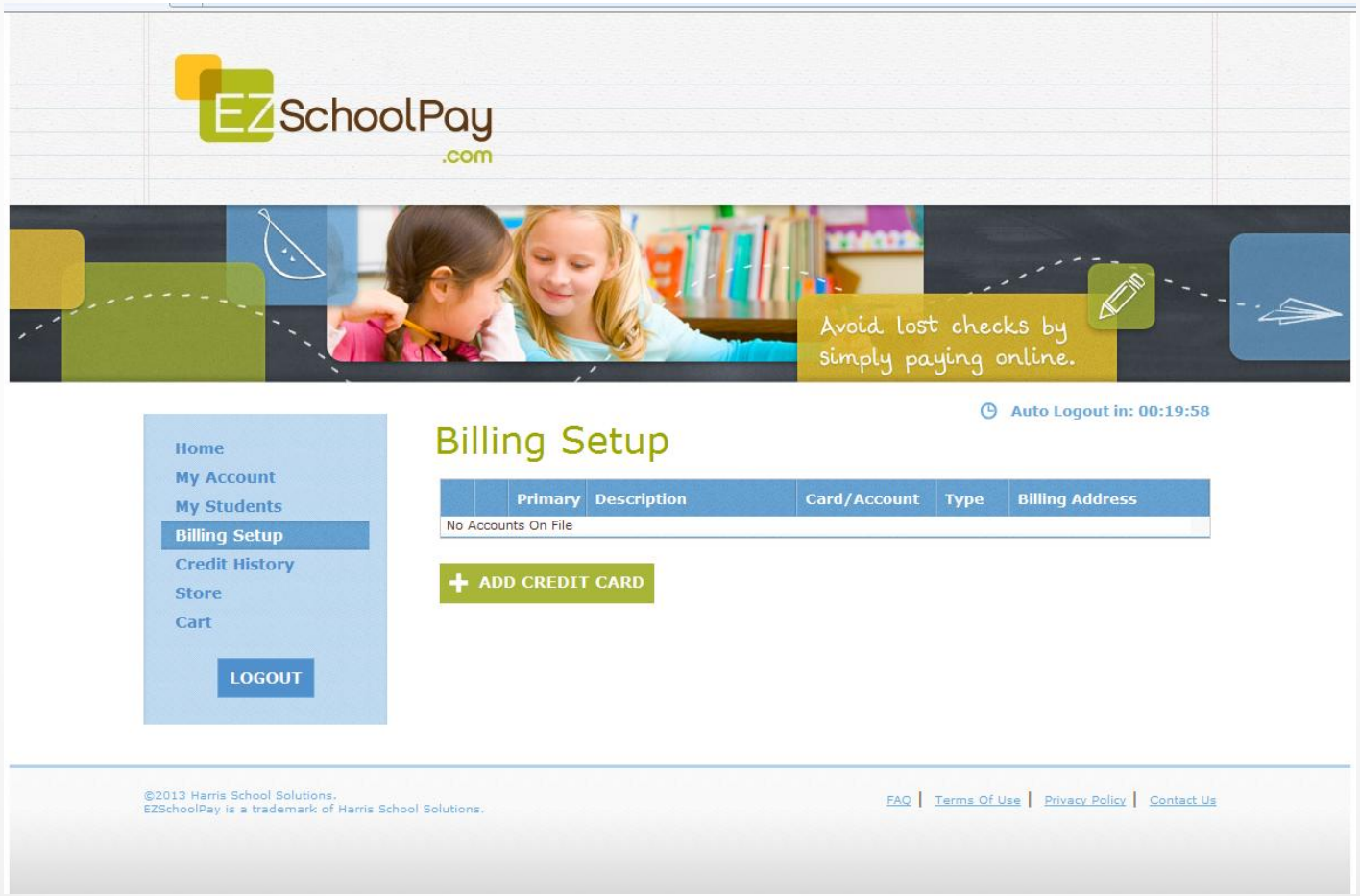
If parents are unsuccessful, student might have hyphenated name or ", II", etc.
It has to be exactly like Etrition has it.

And SAVE



Parents can click on BILLING SETUP (from blue box on left)
They can click on: ADD CREDIT CARD

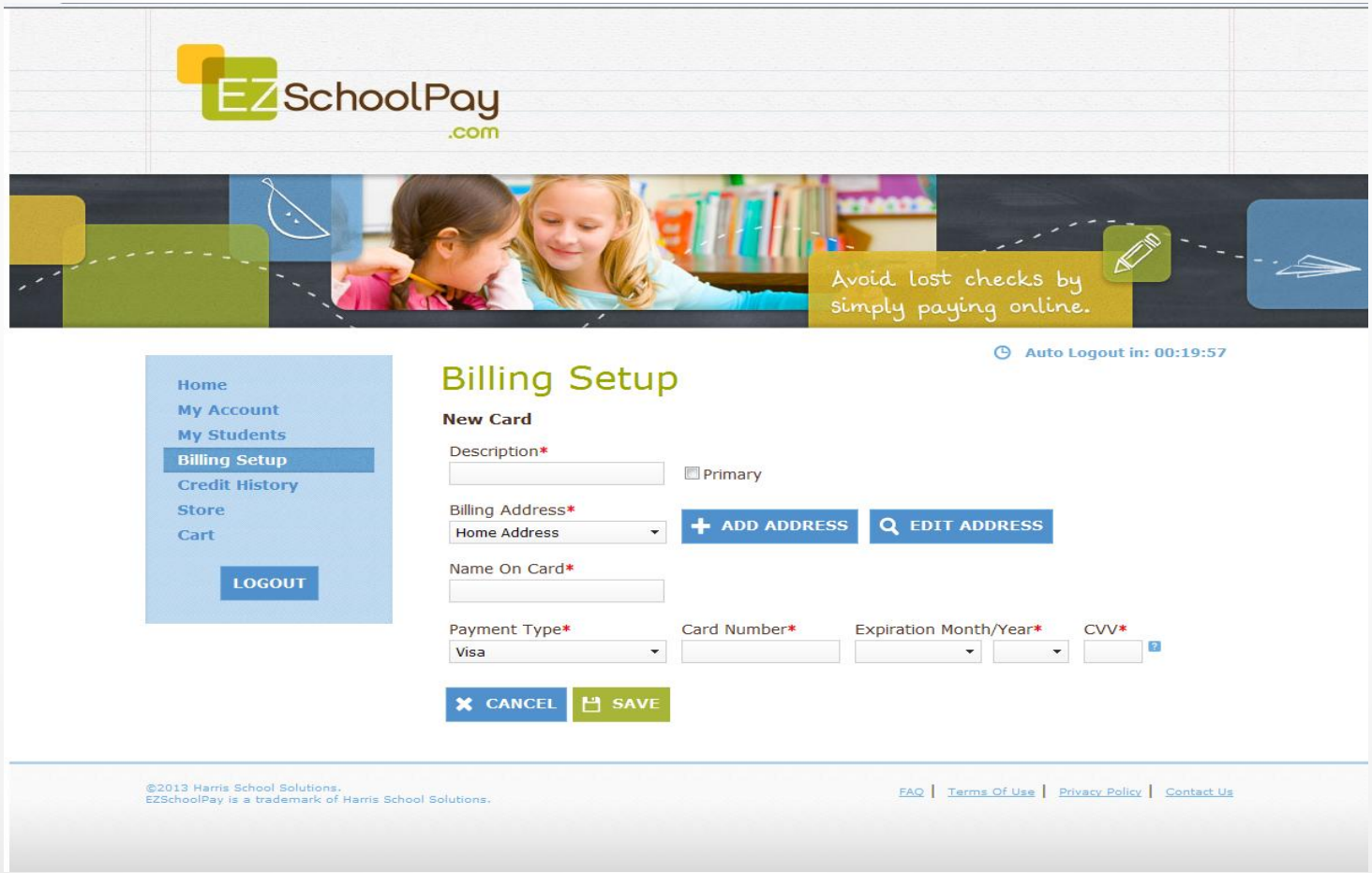
*This is only if Parents want EZSP to SAVE their credit card information so they don't have to enter it every time they add money to the account.



Parents can click on BILLING SETUP (from blue box on left)

*This is only if Parents want EZSP to SAVE their credit card information so they don't have to enter it every time they add money to the account.

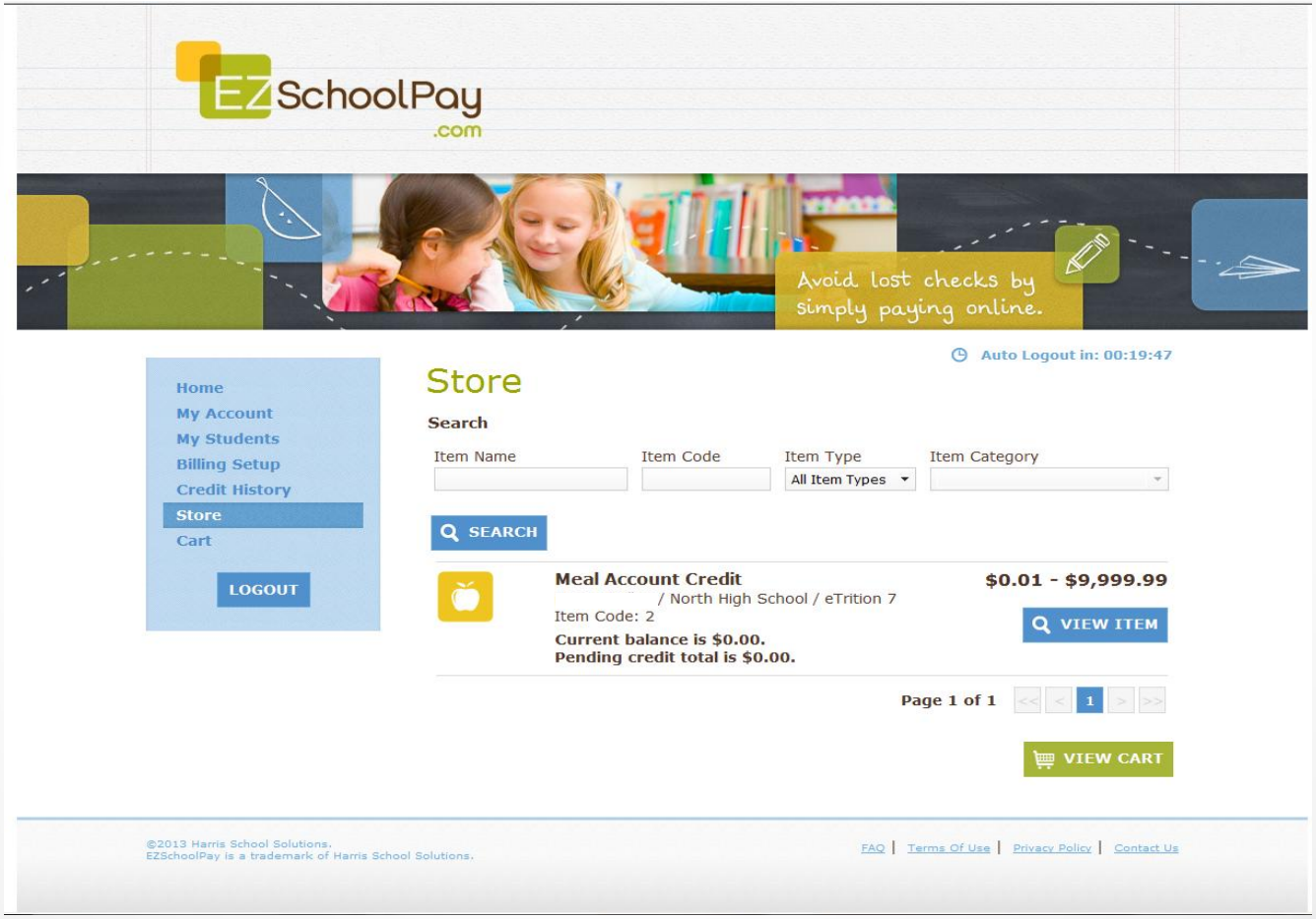
Parents DO NOT have to do this step to add money to their students account(s).



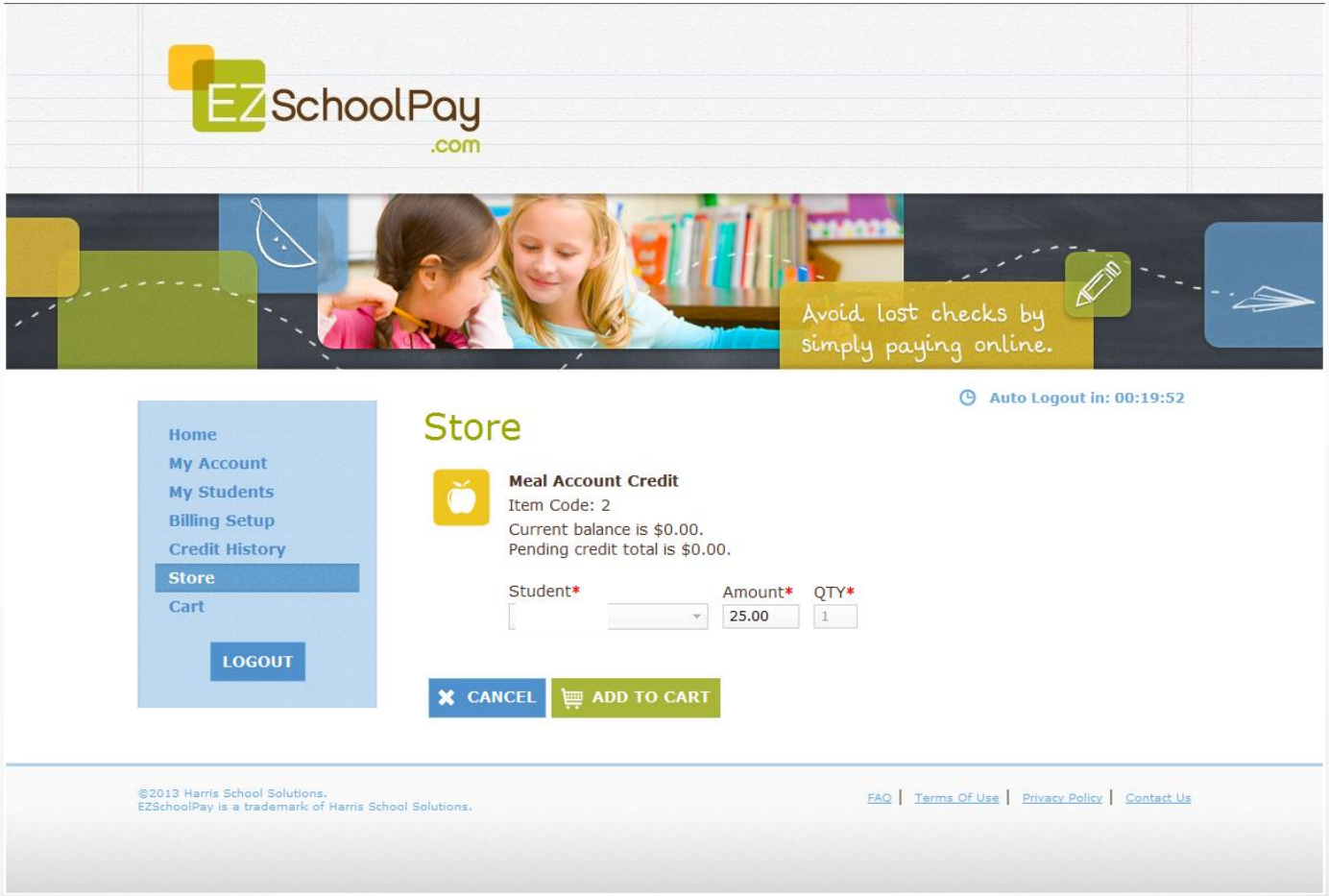
Parents can click on CREDIT HISTORY (from blue box on left)
They can click on: RANGE
Then SEARCH



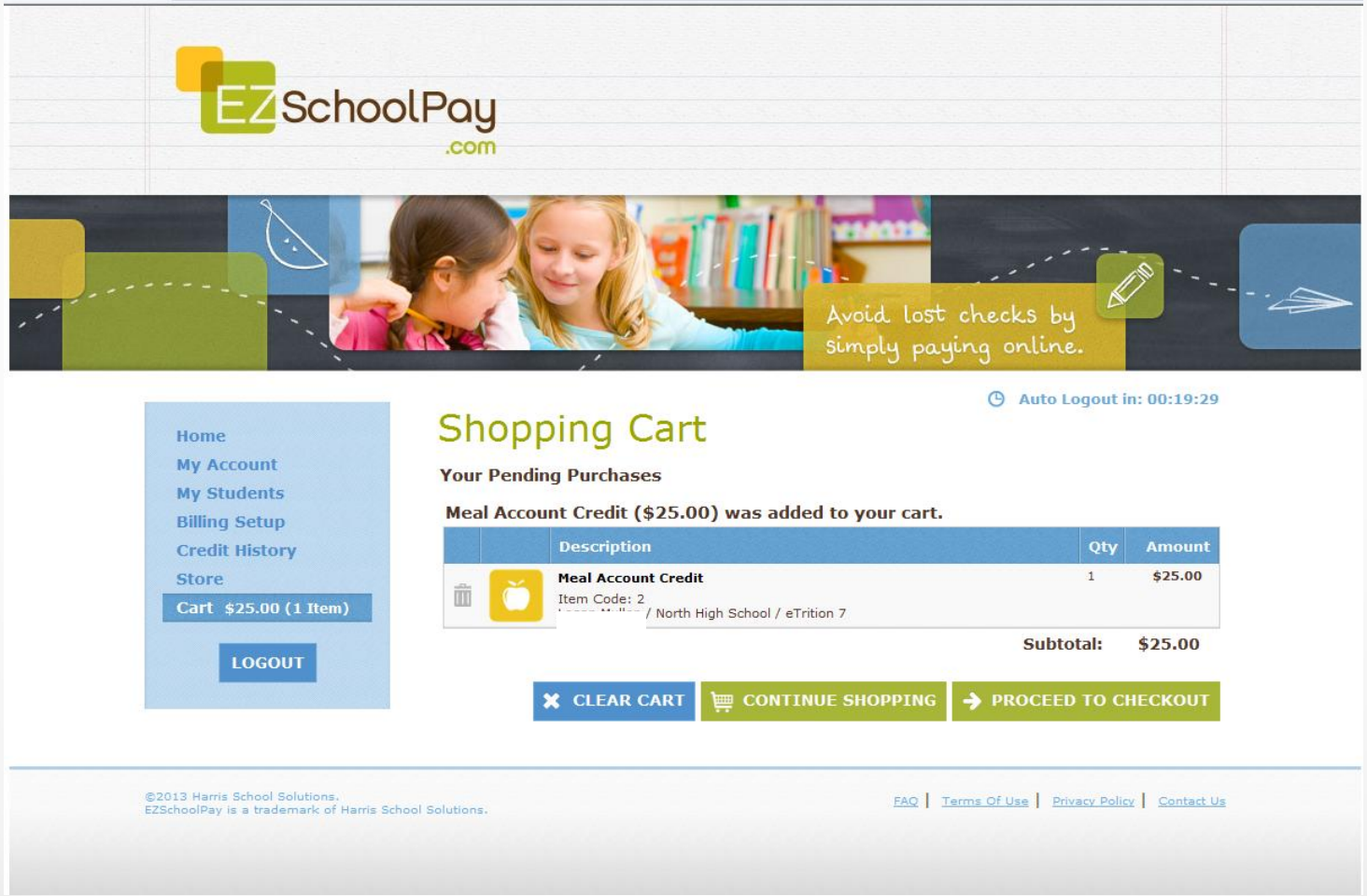
Parents can click on STORE (from blue box on left)
They can click on: yellow APPLE icon



Parents can click on STORE (from blue box on left)
Then Select the Student,
enter the Amount of $
and the Quantity
Press ADD TO CART



Parents can click on STORE (from blue box on left)
THIS TAKES YOU TO THE CART (from blue box on left)
Parents will then click on PROCEED TO CHECKOUT



CHECKOUT

From here Parents can enter their credit card information. If they saved their credit card information in the Billing Setup, it will automatically appear here.

Parents must SUBMIT ORDER

