

## Instrucciones de Pre-Escolar para EZpay

El sistema de pago Lakota EZPay permite a los padres de Lakota realizar pagos de la cuenta del almuerzo y la cuota escolar en línea.

NOTA: Los estudiantes de Lakota no se registran automáticamente para EZPay. Un padre o tutor deberá crear una cuenta y agregar estudiantes para usar este sistema de pago.

### Registrarse para una Cuenta

- Vaya a: <https://www.spsezpay.com/Lakota>.
- Haga click en **create an account**.



- Ingrese su nombre, dirección de correo electrónico y una contraseña única.
- Haga click en el boton **next** para continuar

A screenshot of the EZpay registration form. The form is titled "Register" with an information icon. It contains several input fields: "Your First Name" (John), "Your Last Name" (Smith), "Your Email Address" (john.smith@lakotaonline.com), "Verify Email" (john.smith@lakotaonline.com), "Password" (masked with dots), and "Re-type Password" (masked with dots). At the bottom right of the form, there is a green button with the text "next" and a right-pointing arrow. A red box highlights the button, and a red arrow points to it from the left. At the bottom left of the form, there is a small asterisk and the text "\* SPS EZpay will not spam your inbox."

- Lea los Terminos y condiciones del Usuario y haga click en **agree** para continuar

**User Terms and Conditions**

*Last Updated: December 2015*

**1. INTRODUCTION AND ACCEPTANCE.**

Welcome to the website of i3-EZPay, LLC dba EZPay ("EZPay", "we" or "us"). The following terms and conditions, together with any documents that we incorporate by reference and any Additional Terms (as discussed in Section 15) (collectively, these

**3. REGISTRATION AND ACCESS TO AND USE THE SERVICES.**

(a) Our Services are provided to schools and school districts (each a "School" or collectively "Schools") pursuant to agreements

**agree**    **don't agree**

### Agregar Estudiantes a su cuenta de EZpay

- Haga click en **My Account**.

Lakota Local Schools

**My Account**    Get Help    Log Out

**Dashboard**

Meal Balance    Meal Transaction History    Student Fees    Activity Fees

Account Messages  
Student Information last updated 07/17/2015 4:12 AM  
Meal Balances last updated 07/17/2015 12:31 PM

Current Balance: 0.00    Please choose a method:  
increase by: --    or    enter amount  
**add to cart**

- Haga click en **add a family member**.

**Your Linked Accounts**    **add a family member**

Edit	Name	ID Number	Building	#
	[blurred]	[blurred]	[blurred]	
	[blurred]	[blurred]	[blurred]	
	[blurred]	[blurred]	[blurred]	

- Ingrese el Numero de Identificacion y Apellido y haga click en **add student**.

Adding a student is easy.  
Please provide the student's ID number and last name, - that's it! We'll do the rest.





Student ID #

Student Last Name

**add student >**

El Estudiante aparecera en la List de Cuentas. Haga click en. **red X** junto al nombre de un alumno para eliminarlos de su cuenta

**Your Linked Accounts** **add a family member >**

Edit	Name	ID Number	Building	#
	[blurred]	[blurred]	[blurred]	
	[blurred]	[blurred]	[blurred]	

### Recuperacion de contraseña

Asegurese de Ingresar y Guardar us preguntas y Respeuestas de Recuperacion de contraseña en caso de que alguna vezolvide su contraseñ

**Password recovery**


The secret questions will be used for password recovery in the event you forget your password. These questions can be anything that is relevant to you. Please type in two questions and the answers to those two questions.

Secret question 1:

Answer 1:

Secret question 2:

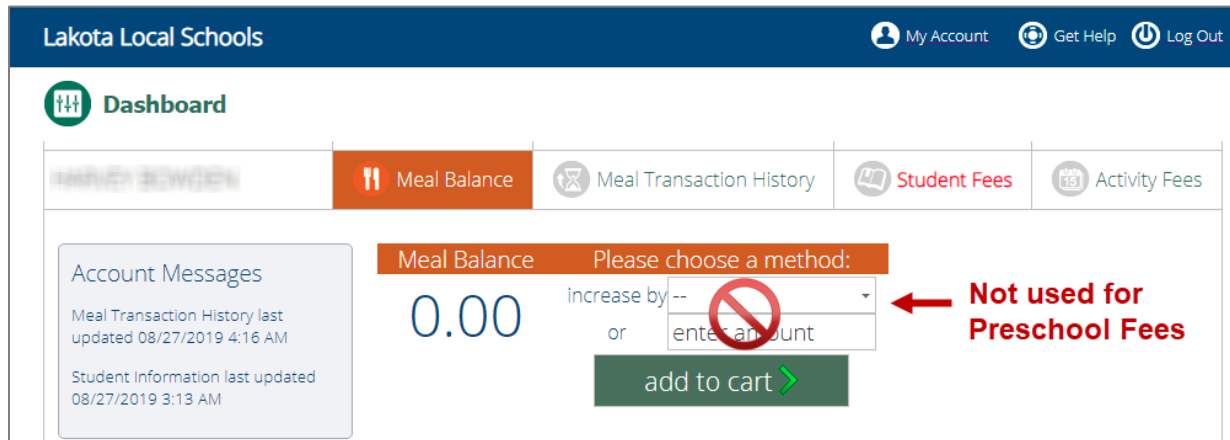
Answer 2:

**save secret questions >** 

## Balance de Cuenta de Comida

El balance de comidas en EZPay is solo **para estudiantes de K-12**

Por favor no entre fondos para balance de comidas para pagar balances de Pre-Escolar



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My Account Get Help Log Out

Dashboard

Meal Balance Meal Transaction History Student Fees Activity Fees

Account Messages

Meal Transaction History last updated 08/27/2019 4:16 AM

Student Information last updated 08/27/2019 3:13 AM

Meal Balance Please choose a method:

0.00 increase by -- or enter amount

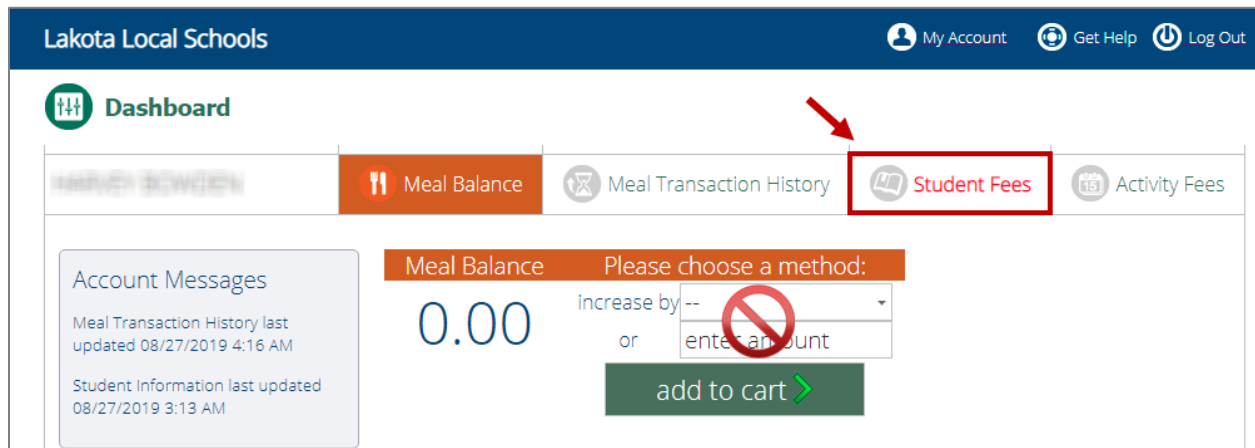
add to cart >

Not used for Preschool Fees

## Cuotas de Estudiantes

La pestaña de Cuotas de Estudiantes se mostrara en **RED** si hay un balance pendiente en la cuenta del estudiante. No agregue fondo para otra cosa que no sena balance de comidas en la seccion de comidas

- Haga click en **Student Fees** para ver las cuotas pendientes del estudiante



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My Account Get Help Log Out

Dashboard

Meal Balance Meal Transaction History Student Fees Activity Fees

Account Messages

Meal Transaction History last updated 08/27/2019 4:16 AM

Student Information last updated 08/27/2019 3:13 AM

Meal Balance Please choose a method:

0.00 increase by -- or enter amount

add to cart >

- Seleccione los articulos que dea pagar haciendo click en **add to cart** . Los articulos se eliminaran de la lista de articulos a medida que se seleccionen.

Account Messages

Meal Transaction History last updated 08/27/2019 7:14 AM

Student Information last updated 08/27/2019 3:13 AM

Fee: Select items to pay	Date	Amount	
Fee: 5-Jan Tuition	08/26/19	\$267.00	<input type="checkbox"/>
Fee: 6-Feb Tuition	08/26/19	\$267.00	<input type="checkbox"/>
Fee: 7-Mar Tuition	08/26/19	\$267.00	<input type="checkbox"/>
Fee: 8-Apr Tuition	08/26/19	\$267.00	<input type="checkbox"/>
Fee: 9-May Tuition	08/26/19	\$267.00	<input type="checkbox"/>
Fee: Class Mat And Fees	08/26/19	\$85.00	<input checked="" type="checkbox"/>

Subtotal: \$352.00

→

add to cart ➤

- Cuando termine haga click en **view cart**

**Cart Total**
\$352.00

view cart ➤

- Si desea eliminar articulos de cesta, haga click en la X roja al lado del articulo o haga click en **clear cart** para borrar todo
- Haga click en **checkout** para ingresar el metodo de pago para los articulos seleccionados

**Cart**

Fee: 1-Sept Tuition	\$267.00	<span style="color: red; font-size: 1.2em;">✕</span>
Fee: Class Mat And Fees	\$85.00	<span style="color: red; font-size: 1.2em;">✕</span>
Subtotal: \$352.00		
Convenience fee: \$0.00		

→

clear cart

- Cuando termine haga click en **checkout**

**Cart Total**
\$352.00

checkout ➤

## Informacion de Pagos

- Ingrese se direccionpostal y la informacion de su tarjeta de credito
- Marque la casilla para aceptar los Terminos y Condiciones de Procesamiento de Pagos
- Haga click en **submit payment**

### 1 Mailing Address

First Name\* Last Name\*

Email Address\*

Address\*

City\*

West Chester

State\* Zip Code\*

Ohio 45069

Update my account

### 2 Payment Method


VISA MasterCard DISCOVER

Card Number\*

Expiration Date\*

month year

Security Code\*



### 3 Submit Payment

Credit Card Processing Terms and Conditions


1. I authorize i3-EZPay, LLC, as owner and operator of spsezpay.com, to charge my account described above for non-recurring credit card transactions processed through the site.

2. By registering the above account for credit transfers, I acknowledge that I am an authorized signer of this account.

By checking this box, I agree to the  Payment Processing Terms and Conditions

\$352.00

**submit payment** >

 Secured by Thawte  
click to verify

## Cuanto tiempo tomar para procesar el pago?

Por favor, espere al menos un día hábil escolar para que la información se actualice en EZPay y Home Access Center (HAC). Si se ingresan pagos adicionales para los mismos artículos antes de las actualizaciones del sistema, puede resultar en un pago duplicado.

## Confirmacion de Pago

Recibirá un correo electrónico de confirmación de EZPay tan pronto como se haya recibido su pago. También puede ver pagos pasados en la sección Mi cuenta de EZPay.

## Your SPS EZpay Receipt

Thank you for using SPS EZpay! This email confirms that you have paid **\$60.00** to **Lakota Local Schools** using SPS EZpay.

**Payment Number:** [REDACTED]

**Date:** 8/20/2019

**Time:** 11:21 AM

**Card:** \*\*\*\*\* [REDACTED]

**Billing Information:**

Liberty Township, Ohio 45044

## Your SPS EZpay Receipt

Thank you for using SPS EZpay! This email confirms that you have paid **\$60.00** to **Lakota Local Schools** using SPS EZpay.

**Payment Number:** [REDACTED]

**Date:** 8/20/2019

**Time:** 11:21 AM

**Card:** \*\*\*\*\* [REDACTED]

**Billing Information:**

Liberty Township, Ohio 45044

### Ver Historial de Pagos

- Seleccione **My Account**

Lakota Local Schools



My Account



Get Help



Log Out

- Desplacese hacia abajo hasta **Your Payment History**
- Ingrese un rango de pago luego haga click en el boton **show**
- Tambien puede imprimir el historial hacienda click en Print i

### Your Payment History

From 7/28/2019

To 8/27/2019

show



Date	Payment#	Amount	Details
8/18/2019 7:03:29 PM	484808	\$170.00	[REDACTED]
			Fee: Boys Cross Country \$150.00
			...Fees Subtotal \$150.00
			...Subtotal for [REDACTED] \$150.00
			Fee: Class Materials And Fees \$20.00
			...Fees Subtotal \$20.00
			...Subtotal for [REDACTED] \$20.00
			Total Payment: \$170.00

## Ayuda EZpay

Haga click en **Get Help** para asistencia con nombre de usuarios, restablecimiento de contraseñ, errore de tarjeta de credito o ayuda en general para navegar el sitio de EZpay. Lakota no puede ver ni restablecer las contarseñas de EZpay.



Please read the following questions to see if one of them answers your question:

[How do I add a student to my account?](#)

[How do I change my password? Or I need to reset my password.](#)

[How do I get a refund or transfer money between my children?](#)

[How do I limit what my child can purchase for lunch?](#)

[How do I make a payment?](#)

[What happens to the lunch money on my students account at the end of the year?](#)

If you have a different question:

[These articles do not answer my question.](#)