

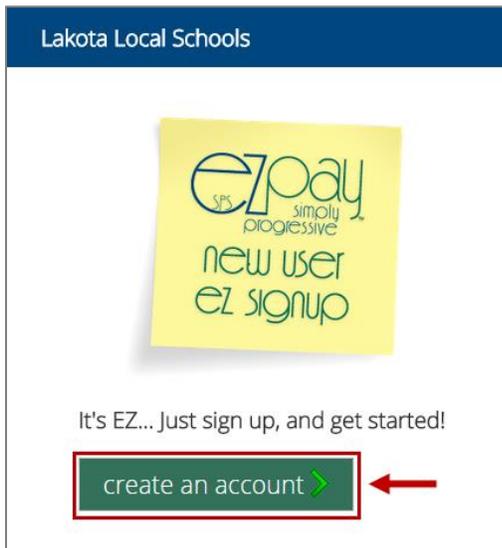
Preschool EZpay Instructions

The Lakota EZPay payment system allows Lakota parents to make school fee payments online.

NOTE: Students are not automatically registered for EZPay. A parent or guardian will need to create an account and add students to use this payment system.

Registering for an Account

- Go to: <https://www.spsezpay.com/Lakota>.
- Click **create an account**.



- Enter your name, email address and a unique password.
- Click the **next** button to continue.

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."

- Read the User Terms and Conditions and click **agree** to continue.

 **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 may 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

Adding Students to your EZpay account

- Click **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

add to cart >

- Click **add a family member**.

Your Linked Accounts add a family member >

Edit	Name	ID Number	Building	#
				
				
				

- Enter the Student ID# and Student Last Name, then click **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 >

The student will now show in Your Linked Accounts. Click the **red X** next to the student name to remove a student.

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

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

Password Recovery

Be sure to enter and save your password recovery questions and answers, just in case you ever forget your password!

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 > 

Meal Balance

The Meal balance section of EZPay is for **K-12 students only**.

Please **DO NOT** enter funds in the meal balance field to pay for outstanding Preschool Fees.

Lakota Local Schools

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 0.00 Please choose a method:

increase by -- or enter amount

add to cart >

Not used for Preschool Fees

Student Fees

The Student Fees tab will display in **RED** if there is a balance due on the student's account. Do not add funds for anything other than Meal Balances in the Meal Balance section.

- Click **Student Fees** to view and pay outstanding fees.

Lakota Local Schools

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 0.00 Please choose a method:

increase by -- or enter amount

add to cart >

- Select the items(s) you wish to pay by clicking the box next to each dollar amount, then click the **add to cart** button. Items will be removed from the Items to Pay list as they are selected.

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 >

- When complete, click **view cart**

Cart Total
\$352.00

view cart >

- If you wish to remove items from your basket, click the **red X** next to the item, or click **clear cart** to clear all.
- Click **checkout** to enter a payment method for the items selected.

Cart
CLEAR ALL ITEMS

Fee: 1-Sept Tuition	\$267.00	<input checked="" type="checkbox"/>
Fee: Class Mat And Fees	\$85.00	<input checked="" type="checkbox"/>
Subtotal: \$352.00		
Convenience fee: \$0.00		

clear cart

- When finished, click the **checkout** button.

Cart Total
\$352.00

checkout >

Payment Information

- Enter your mailing address and credit card information
- Check the box to agree to Payment Processing Terms and Conditions
- Click **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



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 >



How long will it take my payment to post?

Please allow at least **one school business day** for information to be updated in EZPay and Home Access Center (HAC). If additional payments are entered for the same item(s) prior to system updates it may result in a duplicate payment.

Payment Confirmation

You will receive an email confirmation from EZPay as soon as your payment has been received. You may also view past payments in the My Account section of 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:		Billing Information:	
Date:	8/20/2019		
Time:	11:21 AM		
Card:	*****		Liberty Township, Ohio 45044

View Payment History

- Select **My Account**



- Scroll down to **Your Payment History**
- Enter a payment date range, then click the **show** button
- You may also print your payment history by clicking the Print icon

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

EZPay Help

Click **Get Help** for assistance with usernames, password resets, credit card errors or general help navigating the EZPay site. Lakota is not able to view or reset EZPay passwords.



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.](#)