

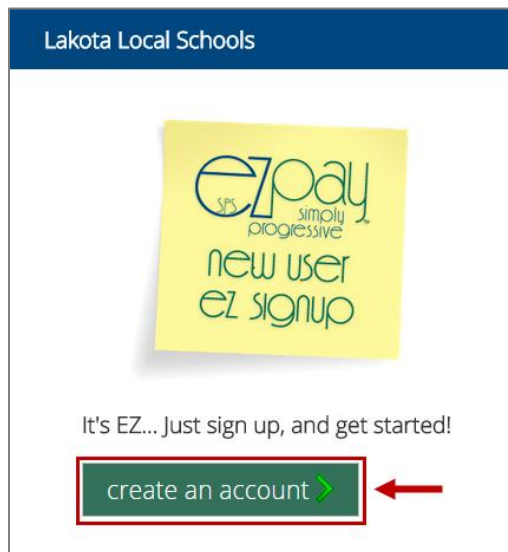
K-12 EZpay Instructions

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

NOTE: Lakota 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 "1 Register". 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" (.....), and "Re-type Password" (.....). At the bottom right of the form, there is a green button with the text "next" and a right-pointing arrow. A red arrow points to this button 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**.

 **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 they may incorporate by reference and any Additional Terms (as discussed in Section 15) (collectively, these




3. REGISTRATION AND ACCESS TO AND USE OF 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**

Account Messages

Meal Balance

Meal Transaction History

Student Fees

Activity Fees

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	#
	[blurred]	[blurred]	[blurred]	✕
	[blurred]	[blurred]	[blurred]	✕
	[blurred]	[blurred]	[blurred]	✕

- Enter 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 list. Click the **red X** next to a student name to remove them from your account.

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 EZPay Home Screen defaults to the Meal Balance area and shows your student's current meal balance total. To add funds to a lunch account, select the appropriate student and follow the steps below:

- Click the **increase by** drop down.
- Select an amount OR enter a dollar amount.
- Click the **add to cart** button, this will add the total to your basket.
- Click the **view cart** button to view item totals.

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 Please choose a method:

0.00 increase by --

or enter amount

add to cart >

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

Cart

Add to meal balance \$20.00

Subtotal: \$20.00

Convenience fee: \$0.00

clear cart

you're using **e7pay** simply progressive.™

Cart Total \$20.00

checkout >

Low Meal Balance Reminder

- In the General section of Your Account Settings, check the **send low lunch notices** box to receive notifications when the balance drops below \$10 for any student listed in your linked accounts.
- Click the edit icon next to an individual student to receive a low balance reminder for just that student or to set up Auto Replenishment.

Your Account Settings

General

Your First Name

Your Last Name

Your Email Address ⚠
Send email address verification message

Phone Number

New Password

Confirm Password

Credit card for auto replenish has not been assigned yet

Address

City

State

Zip Code

Send low lunch notices ←

update ➤

[View recent changes to auto replenish settings](#)

Optionally, you can set different low balance notifications for individual students in your linked accounts.

- Check the **Send low balance notification** box to receive an email when the meal balance drops below \$10 or the amount indicated
- Check the **Auto Replenish** box to automatically adds funds to the selected student's lunch account when the balance drops below the amount indicated.
 - Enter a dollar amount.
 - Enter an end date.
 - Enter credit card information.
 - Click **Update** to save changes.

Edit	Name	ID Number	Building	#
			LIBERTY	
<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p><input type="checkbox"/> Send low balance notification when balance becomes less than <input type="text" value="\$10.00"/></p> <p><input type="checkbox"/> Turn on Auto Replenish Low balance trigger: <input type="text" value="\$0.00"/></p> <p>Amount to add: <input type="text" value="\$0.00"/> Date to end: <input type="text" value="6/1/2020"/></p> </div> <div style="width: 35%; text-align: right;"> <p style="background-color: #4CAF50; color: white; padding: 5px; display: inline-block;">update credit card info ←</p> <p style="margin-top: 10px; color: red; font-size: 20px;">↓</p> <p style="font-size: small; color: blue;">Update Cancel</p> </div> </div>				

A history of your Auto Replenish settings is listed below Your payment history.

Your recent changes to Auto Replenish settings		
Date	Name	Changes to auto replenish settings
8/2/2019 1:21:02 PM		Stop date: 6/1/2020
8/17/2018 10:09:48 AM		Stop date: 6/1/2019

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.

The screenshot shows the Lakota Local Schools dashboard. At the top, there are links for 'My Account', 'Get Help', and 'Log Out'. Below the navigation bar, there are four tabs: 'Meal Balance', 'Meal Transaction History', 'Student Fees', and 'Activity Fees'. The 'Student Fees' tab is highlighted in red, and a red arrow points to it. Below the tabs, there is a 'Meal Balance' section showing a balance of 0.00 and a 'Please choose a method:' dropdown menu. The dropdown menu has a red 'X' over it, indicating it is not to be used. Below the dropdown is an 'add to cart' button.

- Select the item(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.

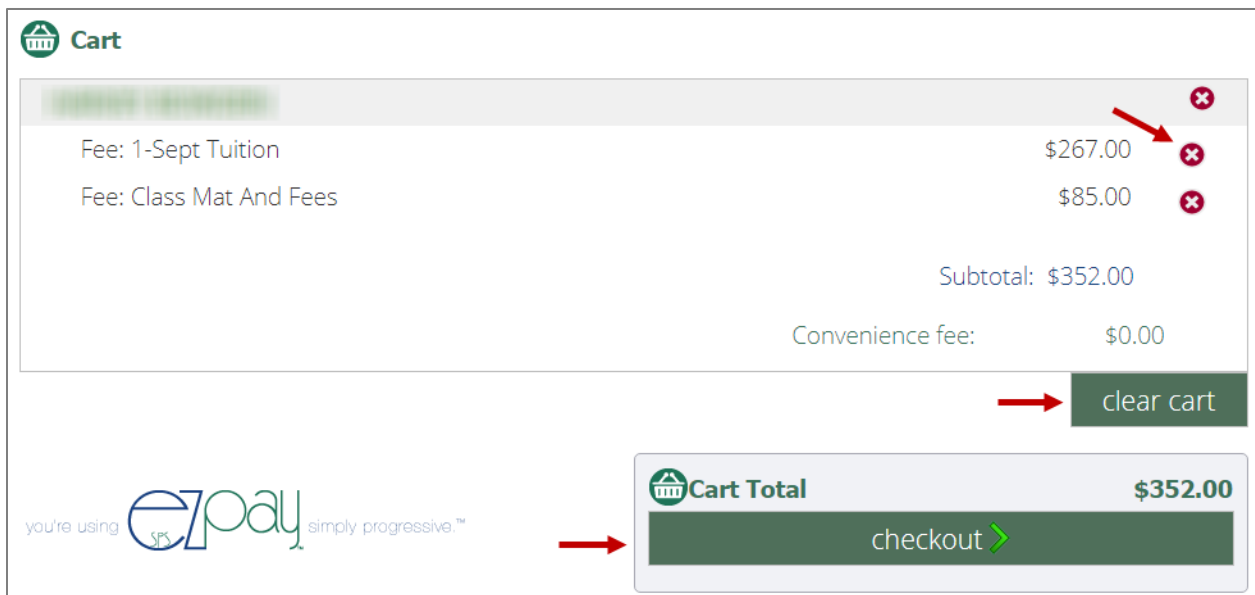
The screenshot shows a list of fees to pay. The list has columns for 'Fee: Select items to pay', 'Date', 'Amount', and a checkbox. The 'Fee: Class Mat And Fees' row is highlighted in orange, and its checkbox is checked. A red arrow points to the 'add to cart' button at the bottom right of the list. The subtotal is \$352.00.

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		<input type="button" value="add to cart"/>

- When complete, click **view cart**.

The screenshot shows the 'Cart Total' section with a total of \$352.00 and a 'view cart' button.

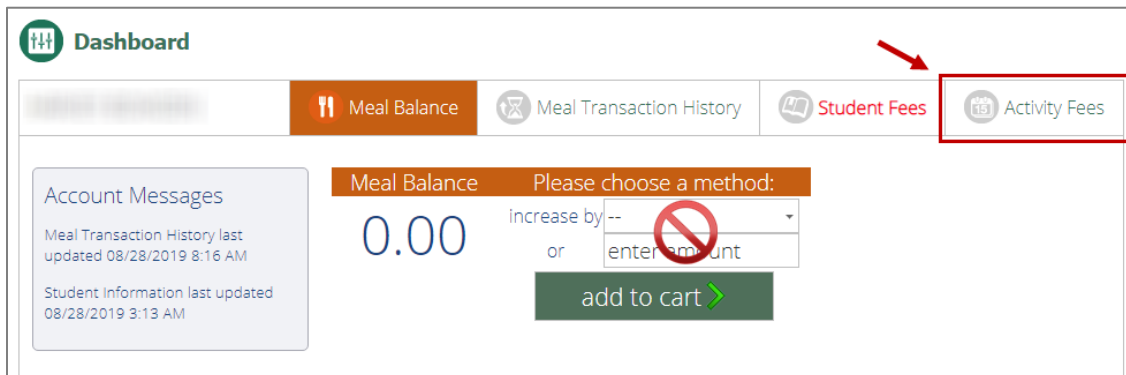
- If you wish to remove items from your basket, click the **red X** next to the item, or click **clear cart** to clear all.
- Click **checkout** to enter a payment method for the items selected.



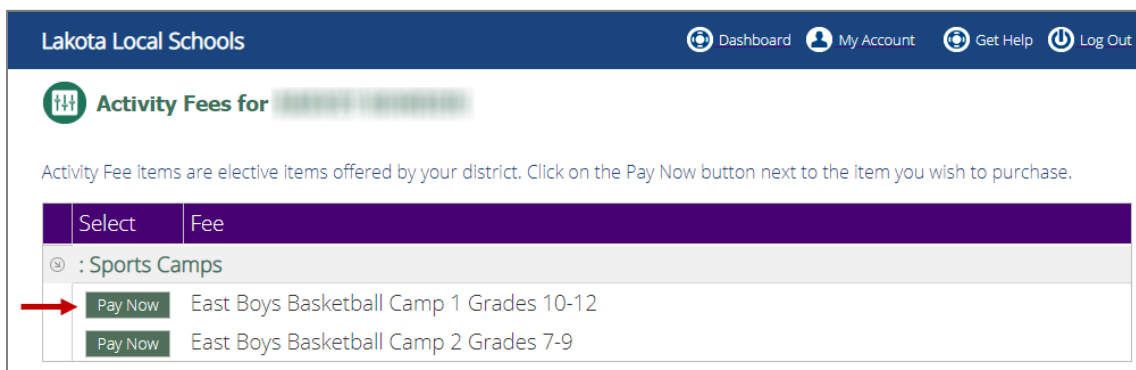
Activity Fees

The Activity Fees screen will show a list of activities that are currently being offered by the district. Do not add funds for anything other than Meal Balances in the Meal Balance section.

- Click **Activity Fees** to register and pay for activities.



To register, click the **pay now** button next to the the activity - this will open the activity details screen.



- Review the activity details, adjust the quantity if needed, then click **add to cart**.

The screenshot shows a web interface with a purple header containing 'Select' and 'Fee' tabs. Below the header, there are sections for 'Sponsorships' and 'Sports Camps'. Under 'Sports Camps', the item 'East Boys Basketball Camp 1 Grades 10-12' is selected. A modal form is displayed over the item details, containing the following text: 'Please provide the following information before adding item to cart: Quantity 1'. Below this is a green 'add to cart' button with a right-pointing arrow. A red arrow points from the 'Amount: \$80.00' field to the modal. Below the modal, there are conditions: '- This item must be purchased by 8/28/2019' and '- This item has a quantity limit of 1'. At the bottom of the page, another item 'East Boys Basketball Camp 2 Grades 7-9' is visible with a 'Pay Now' button.

Add additional activities or if complete, click the **view cart** button.

- 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.

The screenshot shows the 'Lakota Local Schools' shopping cart page. The header includes 'Lakota Local Schools' and navigation links for 'Dashboard', 'My Account', 'Get Help', and 'Log Out'. The main content area is titled 'Cart' and shows a single item: 'AF: East Boys Basketball Camp 1 Grades 10-12' with a price of '\$80.00'. To the right of the item are two red 'X' icons for removal. Below the item list, the 'Subtotal: \$80.00' and 'Convenience fee: \$0.00' are displayed. A green 'clear cart' button is located below the subtotal. At the bottom, the 'eZpay' logo is shown with the text 'you're using eZpay simply progressive.™'. To the right, a 'Cart Total' box shows '\$80.00' and a green 'checkout' button with a right-pointing arrow. A red arrow points from the 'clear cart' button to the 'checkout' button.

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.

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


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?](#)



If you have a different question:

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