

EZSchoolPay Instructions for Families with Existing Accounts

1. LOGIN to your account and add all your newly enrolled child(ren) by clicking “My Students” and then click “+ADD A STUDENT.” Please remember to add each newly enrolled student by using their unique “Student Number,” which is also their “Access ID” included in your Welcome emails. The “Student PIN” field is left blank.

The left screenshot shows the 'My Students' page with a table that has no records. The right screenshot shows the 'Add a Student' form with fields for District, Last Name, and Student Number.

2. LOGIN to your account, click “My Students”, then click the “pencil” icon next to each student. The student screen will appear; scroll to the bottom left to verify your student has the box for “Low Balance Email Reminder Level” box checked to send email reminders. You can update the dollar value as needed and click SAVE to keep changes. You will need to do this for each enrolled student.

The screenshot shows the 'My Students' page with a student named Lisa Clasen. Below the student list is a 'Balances' section and a 'Low Balance Email Reminder Level' section.

Balance Type	Bal	Pend	Share
Lunch	\$0.00	\$0.00	No

Low Balance Email Reminder Level
0.00 ☒ Send Reminders Current as of 7/27/2021 5:03 PM ☒ Active?

Negative EZSchoolPay Balances

Should your EZSchoolPay account have a negative balance over \$50.00, your account will be made inactive, and your child(ren) will not be able to purchase lunch until the account is paid. If a negative balance occurs at the end of a trimester, report cards will be held until the account is paid in full. You can check to see if you are enrolled at <http://www.ezschoollpay.com/>.

If you need your student ID or have any questions or concerns with your lunch account, please send your child(ren) name(s) along with your request to rmalvaso@smsva.org.