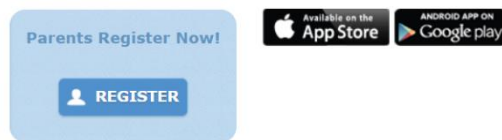


EZSchoolPay Instructions for New Family Account Setup

1. Enter website address <http://www.ezschoollpay.com>



2. Click “Parents Register Now! REGISTER” button in bottom left corner.



3. Enter your Email Address on the User Registration Screen, then click “CONTINUE”.

The screenshot shows the "User Registration" screen. On the left, there's a "Sign In Here" section with fields for Email and Password, and a "SIGN IN" button. The main section is titled "User Registration" and contains a paragraph explaining the registration process. Below the paragraph is a field for "Email Address*" and a green "CONTINUE" button.

4. Enter your parent registration information on the User Registration Screen. **Red*** blanks, are required information.

The screenshot shows the "User Registration" screen with the "Email Address" field filled with "tclase0302@gmail.com". Below this, there are several fields for parent registration information, all marked with a red asterisk (*). These include "First Name*", "Last Name*", "Address*", "City*", "State*", "Zip Code*", "Phone Number*", "School District*" (with a search icon), "Time Zone (if known)", "Password*", "Confirm Password*", "Security Question*" (with a dropdown menu), and "Security Answer*". At the bottom, there's a checkbox for "I have read and agree to the EZSchoolPay.com Terms of Use.*" and a "[Show]" link. There are also "CANCEL" and "SAVE" buttons at the bottom.

5. For the School District* blank, click the search icon, the Select Districts screen will pop-up. Enter Alexandria VA 22314, then click “SEARCH”.

School District*
(Click the icon to search...)

Select Districts

Please enter at least one value and then click "Search". Partial names are allowed.

District Name City State Zip Code

Alexandria Virginia (VA) 22314

6. An updated Select Districts screen will pop-up, check the box next to “Saint Mary’s Catholic School”, then click “USE SELECTED DISTRICT AND CLOSE”.

Select Districts

Please enter at least one value and then click "Search". Partial names are allowed.

District Name City State Zip Code

Alexandria Virginia (VA) 22314

	District	Customer	Code	City	St	Zip
☒	Saint Mary's Catholic School	Saint Mary's Catholic School	1860182	Alexandria	VA	22314

If your district was not found, try searching with more general terms. For instance, enter just the first three digits of the zip code and leave other fields blank, or enter the first few letters of your school district name or city and leave other fields blank. If you are unsure whether or not your district uses EZSchoolPay, please contact them directly.

7. Finish entering required information and check the box “I have read and agree to the EZSchoolPay.com Terms of Use.*”, then click “SAVE” to submit your information.

Password* Confirm Password*

To help ensure the security of your account, your password must be at least 8 characters long and include all of the following: At least 4 letters that include uppercase (A-Z) and lowercase (a-z). At least one digit (0-9). At least one symbol (#%,!, etc).

Security Question* Security Answer*

Mother's Maiden Name

Be sure to select a question and answer that you will always remember, since it will be required if you ever forget your password and need to reset it.

☒ I have read and agree to the EZSchoolPay.com Terms of Use.* [\[Show\]](#)

8. The User Registration screen displays, letting you know registration is almost complete and you will soon receive an email to complete the process.

User Registration

Welcome to EZSchoolPay.com, [REDACTED]! The registration process is almost complete.

An email has been sent to [REDACTED] with instructions for validating your account.

Thanks for registering!

9. Once you receive the email requiring you to validate your account, click the link provided and this screen, confirming your account validation, will appear.

Account Validation

You have successfully validated your account. You may now log into EZSchoolPay.com.

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

11. When adding a new student, the check box for “Low Balance Email Reminder Level” is enabled to send email reminders. You can update the dollar value as needed. Please ensure this box is checked, so you will receive reminders should your account become negative.

12. You also have the option of setting up automatic drafts based on either a low dollar account balance or frequency. To activate this option, click “Billing Setup” and add a credit card, then click “Recurring Payment”, “ADD RECURRING PAYMENT” and choose the options best for your student.

When setting up billing, we suggest using SMS EZSchoolPay in the description, as this is how it will appear on your Credit Card statement. Please note, if you do not have a form of payment linked to your EZSchoolPay account, your student will not be authorized to purchase lunch.

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 with your lunch account, please send your child(ren) name(s) along with you request to rmalvaso@smsva.org.