



## EZSchoolPay 'How To' Guide

Visit <http://ezschoolpay.com> and Log-in using your Email and Password. Is this your first time visiting our site? Register for a free account to get started! Once logged in, you will be directed to your HOME page.

From the HOME screen, to the left in the blue box is the menu:



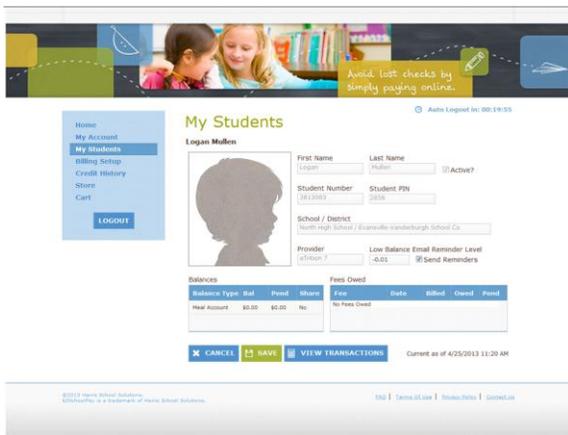
### MY ACCOUNT:

- UPDATE PERSONAL INFORMATION
- CHANGE SECURITY QUESTION
- CHANGE PASSWORD
- CLOSE MY ACCOUNT (terminates account)



### MY STUDENTS:

- the PENCIL GRAPHIC (access student screen)
- CONTACT SCHOOL (send Manager an e-mail)
- LINK STUDENT (link another student to your account)
- The CLIPBOARD GRAPHIC (view previous 30 days transaction history)
- STORE/PAY ONLINE (add funds to your student's account)



Within the STUDENT SCREEN Parents can:

- Set a **LOW BALANCE EMAIL REMINDER**
  - CLICK on box to **SEND REMINDERS**



Server	Processed	Description	Sub	Cash	Credit	Debit	Balance
04/24/2012	04/24/2012	Lunch Service		\$3.50	\$3.50	\$0.00	\$0.00
04/25/2012	04/25/2012	Lunch Service		\$3.50	\$3.50	\$0.00	\$0.00
04/26/2012	04/26/2012	Lunch Service		\$3.50	\$3.50	\$0.00	\$0.00
04/27/2012	04/27/2012	Lunch Service		\$3.50	\$3.50	\$0.00	\$0.00
04/28/2012	04/28/2012	Lunch Service		\$3.50	\$3.50	\$0.00	\$0.00
04/29/2012	04/29/2012	Lunch Service		\$3.50	\$3.50	\$0.00	\$0.00
04/30/2012	04/30/2012	Lunch Service		\$3.50	\$3.50	\$0.00	\$0.00
05/01/2012	05/01/2012	Lunch Service		\$3.50	\$3.50	\$0.00	\$0.00
05/02/2012	05/02/2012	Lunch Service		\$3.50	\$3.50	\$0.00	\$0.00
05/03/2012	05/03/2012	Lunch Service		\$3.50	\$3.50	\$0.00	\$0.00
05/04/2012	05/04/2012	Lunch Service		\$3.50	\$3.50	\$0.00	\$0.00
05/05/2012	05/05/2012	Lunch Service		\$3.50	\$3.50	\$0.00	\$0.00
05/06/2012	05/06/2012	Lunch Service		\$3.50	\$3.50	\$0.00	\$0.00
05/07/2012	05/07/2012	Lunch Service		\$3.50	\$3.50	\$0.00	\$0.00
05/08/2012	05/08/2012	Lunch Service		\$3.50	\$3.50	\$0.00	\$0.00
05/09/2012	05/09/2012	Lunch Service		\$3.50	\$3.50	\$0.00	\$0.00
05/10/2012	05/10/2012	Lunch Service		\$3.50	\$3.50	\$0.00	\$0.00

Within the STUDENT SCREEN Parents can:

- Click on VIEW TRANSACTIONS
  - Previous 30 day Transaction History will be displayed (see graphic to the left)

School	Address	City
North High School	1000 North High School	Evansville, IN

From the MY STUDENTS screen, to CONTACT SCHOOL (send an e-mail)

- Click on CONTACT SCHOOL
- From the School Search Screen, click on the CLIPBOARD
- Type your question for the Manager of the School and SEND EMAIL

From the MY STUDENTS screen, to LINK STUDENT (link another student to your account)

- Click on LINK STUDENT
- Enter in Student ID number or if available, enter date of birth (varies by district)
- Designated student to link to account will appear, click SAVE.
- To add multiple students, repeat this process.

BILLING SETUP (from blue box on left)

- ADD CREDIT CARD(S)
  - \*This feature is for convenience, not a requirement. You may SAVE credit card information for one or more cards on our secure site so you will not have to enter payment/billing information every time you add money your student's account.



### CREDIT HISTORY

- Search and view receipts for payments made to your EZSchoolPay account for the last 6 months

Home | My Account | My Students | Billing Setup | **Credit History** | Store | Cart

Logout

#### Credit History

Range: 1 week | Credit ID: [ ] | [X] Unpaid Only | [X] Include Debitout

SEARCH

Credit ID	Credit Date	Amount	Fee	Status
None Available				



### STORE/PAY ONLINE

- Select VIEW ITEM

Home | My Account | My Students | Billing Setup | Credit History | **Store / Pay Online** | Cart

Logout

#### Store / Pay Online

Search: [ ] From Code: [ ] Item Type: [ ] Item Category: [ ]

SEARCH

1 Lunch Credit \$0.01 - \$9,999.99

Make a payment for students in addition to:

VIEW ITEM



- In the AMOUNT box, enter the dollar amount you would like to add to your student's account.
- Click ADD TO CART
- You may continue to add additional items to your cart. Once you are finished, you will may PROCEED TO CHECKOUT

Home | My Account | My Students | Billing Setup | Credit History | Store / Pay Online | Cart

Logout

#### Store / Pay Online

SEARCH

Amount	School	Balance	Pending	Amount
\$25.00	West Chester Middle School	\$12.50	\$12.50	\$3.00
\$25.00	Eastwood Elementary	\$12.50	\$12.50	\$3.00
\$25.00	Westwood Elementary	\$12.50	\$12.50	\$3.00

Make items School Selected 25.00 above their account credits in the range of \$2.00 to \$400.00 (one per transaction)

CANCEL ADD TO CART



### CHECKOUT/PAYMENT

- You may enter your credit card/billing information for a one-time payment or use your stored card(s).
- Click SUBMIT ORDER

Home | My Account | My Students | Billing Setup | Credit History | Store | **Cart \$25.00 (1 Item)**

Logout

#### Checkout

##### Items In Cart

Description	Qty	Amount
Meal Account Credit	1	\$25.00
Subtotal:		\$25.00
Convenience Fee:		\$2.50
<b>GRAND TOTAL:</b>		<b>\$27.50</b>

##### Payment Information

Payment Account: [ ]

Payment Type\* [ ] Card Number\* [ ] Expiration Month/Year\* [ ] CVV\* [ ]

##### Billing Information

Billing Address: [ ]

Home Address: [ ]

Address\* [ ] City\* [ ] State\* [ ] Zip Code\* [ ]

2435 Eastwing Way Dr. Kansasville IN 47131

Confirmation: For maximum protection of your credit card information, your transaction will be completed by Microsoft when you click SUBMIT below. Please be sure not to use your browser's BACK or RELOAD functions during this process.

BACK TO CART SUBMIT ORDER