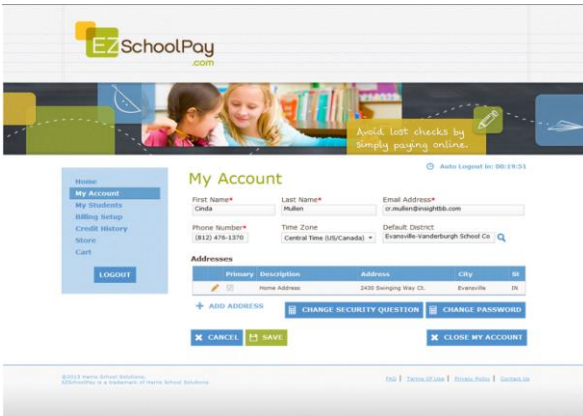




## EZSchoolPay 'How To' Guide

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:



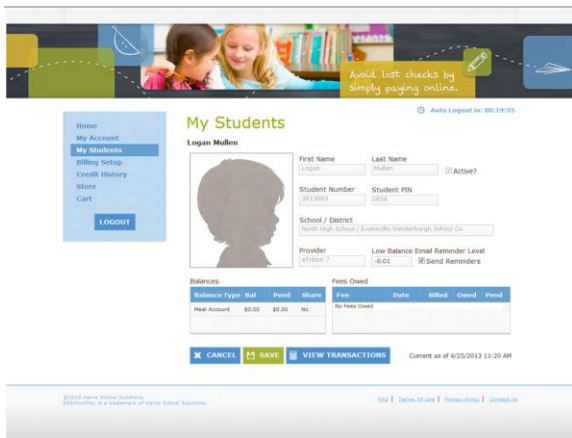
### MY ACCOUNT:

- 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



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

### My Students

Auto Logout in: 00:19:56

eTribble 7 30-day Transaction History for Logan Mullen ID #3813083

Account Type: History For: Sort Order:  **Newest first** |  **40 PAGES**

**← BACK** | **ABOUT TRANSACTION HISTORY**

Server	Processed	Description	Sub	Cash	Credit	Debit	Balance
04/24/2012	04/24/2012	Lunch Service		\$3.50	\$3.50	\$0.00	\$0.00
Wednesday	12:22:20 PM	1 Lunch Meal @ 3.50 1 Hot Pickin @ 1.50					
04/23/2012	04/23/2012	Lunch Service		\$5.00	\$3.50	\$0.00	\$0.00
Monday	12:21:55 PM	1 Lunch Meal @ 3.50 1 Dinner @ 1.50					
04/20/2012	04/20/2012	Lunch Service		\$5.00	\$0.00	\$0.00	\$0.00
Thursday	11:48:47 AM	1 Lunch Meal @ 5.00					
04/19/2012	04/19/2012	Lunch Service		\$4.50	\$4.50	\$0.00	\$0.00
Wednesday	12:25:42 PM	1 Lunch Meal @ 2.00 1 Hot Lunch @ 2.50					
04/18/2012	04/18/2012	Lunch Service		\$4.00	\$4.00	\$0.00	\$0.00
Tuesday	12:22:30 PM	1 Hot Breakfast @ 3.00 1 Lunch Meal @ 2.00					
04/17/2012	04/17/2012	Lunch Service		\$3.50	\$3.50	\$3.00	\$0.00
Monday	11:58:38 AM	1 Lunch Meal @ 3.50 1 Dinner @ 1.50					
04/16/2012	04/16/2012	Lunch Service		\$3.50	\$3.50	\$0.00	\$0.00
Sunday	12:22:20 PM	1 Lunch Meal @ 3.50					

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Within the STUDENT SCREEN Parents can:

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

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

### School Search

Auto Logout in: 00:19:56

Contact information and an online email form can be found by either (A) selecting from among SCHOOLS where your students are already listed (click the outgroup beside the school name in the table), or (B) using the school search to locate an unlisted school (click the magnifying glass below the school list).

School	Address	City	IN
North High School	400 North Washington School	Evansville	IN

SCHOOL

**← BACK**

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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**

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

### My Students

Auto Logout in: 00:19:56

**Link Student**

Find a new **Home School Solutions ID**

By Student Number | By Birth Date | Last Name\* | Student Number\*

**SEARCH** | **SAVE**

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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.

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

### Billing Setup

Auto Logout in: 00:19:56

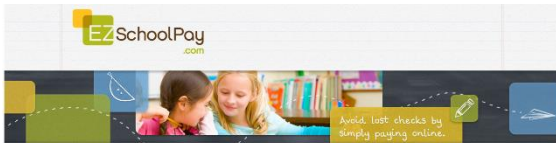
Primary	Description	Card/Account	Type	Billing Address
No Accounts On File				

**+ ADD CREDIT CARD**

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**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



### STORE/PAY ONLINE

- Select 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



### CHECKOUT/PAYMENT

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

