

How Parents Can Create an Account and Use EZSchoolPay.com

Creating an Account

Go to EZSchoolPay.com. On this page, parents will click this link



The parent registration form shown below will then be displayed. It should be completed, including the selection of a password hint question (mother's maiden name, favorite pet's name, etc.) Parents must agree to the EZSchoolPay.com terms of service. Click the button to continue. If all information is entered correctly, a short message will displayed which will instruct parents to expect a validation e-mail.

(((Parent Registration)))

Before you register, please check to be sure your child's school uses the EZSchoolPay system by using the [School Search page](#). To register, please fill out the form below. After you submit your information, you will receive an e-mail with directions to activate your account. As soon as the confirmation e-mail arrives, you can start using the system!

Parents: You can now download or view the [Parent User Manual](#) in PDF format!

First Name: <input type="text"/>	Email Address: <input type="text"/>
Last Name: <input type="text"/>	Confirm Email Address: <input type="text"/>
Address: <input type="text"/>	Password: <input type="text"/>
City: <input type="text"/>	Confirm Password: <input type="text"/>
State: AL <input type="text"/>	Phone: <input type="text"/>
Zip Code: <input type="text"/>	Fax: <input type="text"/>

Please select a security question and type an answer. Be **SURE** that this is something you will remember, since this is the **ONLY** way to retrieve a lost password! If you forget your password *and* the answer to your security question, nobody can unlock your account. You must sign up again with a different e-mail, in that event.

Do you agree to EZSchoolPay [Terms of Service](#)?

The e-mail will contain a link. Parents simply click on this link to activate their account. They will see a message indicating the activation was successful, as shown below.

Please note that if you do not receive the activation email, you may need to check the 'trash' or 'junk' folder. Some service providers may interpret the message as spam. EZSchoolPay.com has no control over these actions.

You may also need to either configure your Spam filters or contact your internet service provider.



Adding Students to the Account

After successful login, parents will see a box with these options:



My Account
Billing
My Students
On-line Credits

Click To Logout

They can start by clicking on “My Students.” A page will appear similar to the example below.

To add a student, the parent must know their student’s ID number, the student’s last name, and the zip code of the school. After entering this information, they will click the button.

(((List Students)))

To add a student to your list, please enter the Student Number, Student Last Name, and then either enter the School Zip Code or Pick Your School.

Student Number:

Student Last Name:

School Zip Code: -OR- [Pick School](#)

The child will then be listed along with their current account balance. This procedure is repeated until all children are added to the account.

(((List Students)))

Blissful Valley Middle School ([Contact School](#))

<u>Student Name</u>	<u>Provider</u>			<u>Meal Balance</u>	<u>Fees Due</u>
Gibson, Matthew	Meal Tracker	Remove	View Transactions	\$282.00	N/A
Kennedy, Darren	Meal Tracker	Remove	View Transactions	\$30.15	N/A


To see when your student’s meal balance was last updated online simply click on the student’s name.

To view the recent history of your student’s meal transactions click on the link for “View Transactions.” Please note that immediately after linking to your student you will only see history for the past day or two. The history will begin to build until you can see up to 30 days of history.


Entering a Credit

After successful login, a parent will choose the “On-line Credits” option.

They can enter a new credit by clicking the “Add Credit” button, then the “Proceed” button to continue.

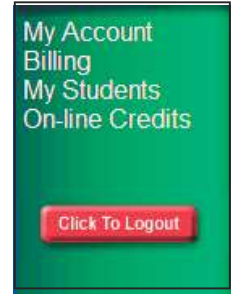
If more than one student is linked to the parent account, the parent may enter credits next to each student’s name. 

After entering the credit amount amounts, click the “Next” button at the bottom of the page.

The next page will confirm the student(s) and credit(s) about to be paid. Click “Edit” to return to the previous page. Here you will see the Convenience Fee that will be added to your payment amount. Deer Valley USD has a \$2.00 per transaction convenience fee. This is for the costs associated with providing the EZSchoolPay.com service to parents. 

If you agree to the fee click “Next” to continue.

You will now see a page indicating that you are about to be re-directed to our partner page (Moneris) for the completion of your transaction. This is for protection of your credit card data. Click “Continue with Moneris” to move to the secure pay page.



(((Add Credits for Students)))

Gibson, Matthew	
Blissful Valley Middle School - Meal Tracker	
Meal Account Credit	\$ 0.00
Kennedy, Darren	
Blissful Valley Middle School - Meal Tracker	
Meal Account Credit	\$ 0.00

(((Transaction Details)))

Please review the details of this transaction before continuing.

Gibson, Matthew	Amount	
Meal Account Credit	\$30.00	
Convenience Fee:	\$2.00	What's this?
Total:	32.00	

(((Credit Card Processing)))

For maximum protection of your credit card information, you will now be re-directed to **Moneris®** for the completion of your transaction. Please be sure not to use your browser’s BACK button during this process.

This page is maintained by our partner, Moneris®, a worldwide leader in credit card processing.

Thanks for using *EZSchoolPay.com!*

You should now be on the secure page page (example shown below). Both the payment amount and the unique transaction number are shown on this page. At this time you still have the option to “Cancel Transaction” if you wish to not continue with the payment.

If you wish to continue with the payment, enter your billing information and your credit card details. Then click the “Process Transaction” button at the bottom of the page to submit the payment for approval.

If your payment is successful, you will see a message as shown below. This payment will be added to your payment history which you can access by clicking the “Online Credits” button from the main menu of EZSchoolPay.com



(((Credit Card Processing)))

Please complete all fields marked by an asterisk (*) and click Process Transaction.

Cardholder Details

Please enter the following address exactly as it appears on your credit card statement.





*Street Number:

Street Name: PO Box

*Zip/Postal Code:

*To enter a PO box leave the 'Street Number' field blank and enter the PO box in the 'Street Name' field.

Payment Details

Transaction Amount: \$32.00 (USD)    

Order Id: 1282252379


Please complete the following details exactly as they appear on your credit card.

Do not put spaces or hyphens in the credit card number.

*Cardholder Name:

*Credit Card Number:

*Expiration Date: /

*Card Security Code: 

Click "Process Transaction" to charge your credit card. Only click the button once. Using the "Back", "Refresh" or "Cancel" button after you press the "Process Transaction" button will not stop the transaction from being processed and may result in a double charge.

(((Credit Card Processing)))

Your Transaction Was Approved.

Click [HERE](#) to see a receipt.

Click [HERE](#) to return to your list of transactions.

Note:

Immediately after a successful payment, the new credit amount will be shown as “Pending,” which means it has not yet been transmitted to the school and is therefore not yet available to your student.

The schedule for transmitting these credits to the school is determined by the school. During the school day, it is typically no more than 15 minutes after the credit is approved.