

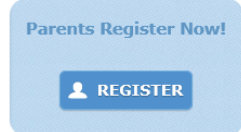
EZSchoolPay Instructions

Visit www.EZSchoolPay.com to get started!

The online payment option is a quick and secure way to deposit money into your meal account by using a debit or credit card.

What You Need to Register

- Email Address
- The name of your school district
- Your student(s) CCS ID number. Their ID number can be found in your parent portal.



How to Register

- Go to www.EZSchoolPay.com
- Create an account by clicking "Parents Register Now"
- Complete the parent registration form (you must complete all fields with a red asterisk *)
- To search for the school district name, click on the BLUE MAGNIFYING GLASS. A pop-up window will appear.
 - Type in the word 'Carmel', then click Search. Simply check the box for Carmel Clay Schools and click on the green link USE SELECTED DISTRICT AND CLOSE at the bottom of the pop-up window
- Check the box to verify you have read and agree with the Terms of Use
- Click SAVE
- Once you register, an email will be sent to the address provided. You must go to your email and click the link provided in the email from EZSchoolPay.com to validate your account
- Once your account is validated, you may now start using your EZSP account
- Link your student(s) lunch account to your EZSP account by clicking on My Student, Add Student, type last name and student ID, Save
- Click on Billing Setup to enter your credit/debit card information

You can submit a one-time single payment under Store/Pay Online or set up the Low Balance Recurring Payment feature (preferred payment method).

Low Balance Recurring Payment feature automatically drafts a payment when the balance falls below an amount determined by you. This will keep your account from going negative.

- ❖ Click Add Recurring Payment and select Low Balance (do not select frequency). Enter amounts determined by you. Example: Pay \$30 when the balance falls below \$7. The system will replenish \$30 when the account gets to \$7 or below. Save.
- ❖ The payment must be Enabled in order to work.

If you are interested in applying for Free/Reduced meal benefits, please submit an application at www.ezmealapp.com.

This institution is an equal opportunity provider.