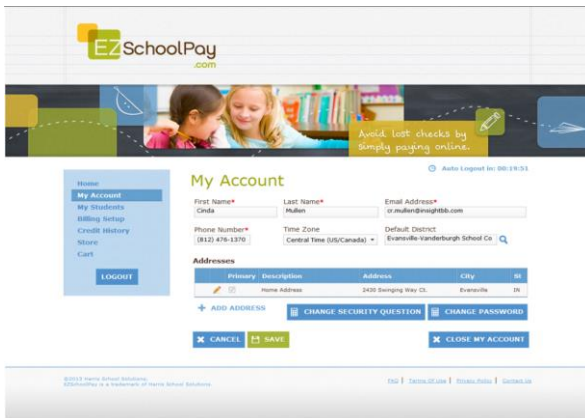




EZSchoolPay 'How To' Guide

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:



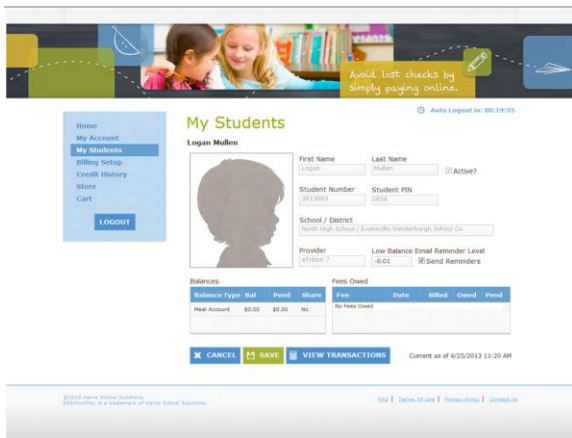
MY ACCOUNT:

- 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

My Students

7 30-day Transaction History for Logan Mallon ID #3813083

Invoice #	Invoice Date	Invoice Description	Start	End	Amount	Balance
14752015	04/22/2015	Lunch Payment	04/22/2015	04/22/2015	\$3.50	\$3.50
14752016	04/22/2015	Lunch Payment	04/22/2015	04/22/2015	\$3.50	\$7.00
14752017	04/22/2015	Lunch Payment	04/22/2015	04/22/2015	\$3.50	\$10.50
14752018	04/22/2015	Lunch Payment	04/22/2015	04/22/2015	\$3.50	\$14.00
14752019	04/22/2015	Lunch Payment	04/22/2015	04/22/2015	\$3.50	\$17.50
14752020	04/22/2015	Lunch Payment	04/22/2015	04/22/2015	\$3.50	\$21.00
14752021	04/22/2015	Lunch Payment	04/22/2015	04/22/2015	\$3.50	\$24.50
14752022	04/22/2015	Lunch Payment	04/22/2015	04/22/2015	\$3.50	\$28.00
14752023	04/22/2015	Lunch Payment	04/22/2015	04/22/2015	\$3.50	\$31.50
14752024	04/22/2015	Lunch Payment	04/22/2015	04/22/2015	\$3.50	\$35.00
14752025	04/22/2015	Lunch Payment	04/22/2015	04/22/2015	\$3.50	\$38.50
14752026	04/22/2015	Lunch Payment	04/22/2015	04/22/2015	\$3.50	\$42.00
14752027	04/22/2015	Lunch Payment	04/22/2015	04/22/2015	\$3.50	\$45.50
14752028	04/22/2015	Lunch Payment	04/22/2015	04/22/2015	\$3.50	\$49.00
14752029	04/22/2015	Lunch Payment	04/22/2015	04/22/2015	\$3.50	\$52.50
14752030	04/22/2015	Lunch Payment	04/22/2015	04/22/2015	\$3.50	\$56.00
14752031	04/22/2015	Lunch Payment	04/22/2015	04/22/2015	\$3.50	\$59.50
14752032	04/22/2015	Lunch Payment	04/22/2015	04/22/2015	\$3.50	\$63.00
14752033	04/22/2015	Lunch Payment	04/22/2015	04/22/2015	\$3.50	\$66.50
14752034	04/22/2015	Lunch Payment	04/22/2015	04/22/2015	\$3.50	\$70.00
14752035	04/22/2015	Lunch Payment	04/22/2015	04/22/2015	\$3.50	\$73.50
14752036	04/22/2015	Lunch Payment	04/22/2015	04/22/2015	\$3.50	\$77.00
14752037	04/22/2015	Lunch Payment	04/22/2015	04/22/2015	\$3.50	\$80.50
14752038	04/22/2015	Lunch Payment	04/22/2015	04/22/2015	\$3.50	\$84.00
14752039	04/22/2015	Lunch Payment	04/22/2015	04/22/2015	\$3.50	\$87.50
14752040	04/22/2015	Lunch Payment	04/22/2015	04/22/2015	\$3.50	\$91.00
14752041	04/22/2015	Lunch Payment	04/22/2015	04/22/2015	\$3.50	\$94.50
14752042	04/22/2015	Lunch Payment	04/22/2015	04/22/2015	\$3.50	\$98.00
14752043	04/22/2015	Lunch Payment	04/22/2015	04/22/2015	\$3.50	\$101.50
14752044	04/22/2015	Lunch Payment	04/22/2015	04/22/2015	\$3.50	\$105.00
14752045	04/22/2015	Lunch Payment	04/22/2015	04/22/2015	\$3.50	\$108.50
14752046	04/22/2015	Lunch Payment	04/22/2015	04/22/2015	\$3.50	\$112.00
14752047	04/22/2015	Lunch Payment	04/22/2015	04/22/2015	\$3.50	\$115.50
14752048	04/22/2015	Lunch Payment	04/22/2015	04/22/2015	\$3.50	\$119.00
14752049	04/22/2015	Lunch Payment	04/22/2015	04/22/2015	\$3.50	\$122.50
14752050	04/22/2015	Lunch Payment	04/22/2015	04/22/2015	\$3.50	\$126.00

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

School Search

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
North High School	100 North High School	Evansville, IN
Northwest Middle School	100 Northwest Middle 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

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My Students

Link Student

Student ID: [input type="text"]
 Birth Date: [input type="text"]

[SAVE] [CLEAR]

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

Billing Setup

Primary Description Card/Account Type Billing Address

No Accounts On File

+ ADD CREDIT CARD

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

Term: [] | From Code: [] | Term 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

Term: [] | From Code: [] | Term Type: []

Item Category: []

SEARCH

Amount	School	Balance	Pending	Amount
\$25.00	Westchester	Westchester Middle School	\$25.00	\$0.00
\$25.00	Westchester	Westchester Elementary	\$25.00	\$0.00
\$25.00	Westchester	Westchester Elementary	\$25.00	\$0.00

Make a payment for students in addition to:

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
GRAND TOTAL:		\$27.50

Payment Information

Payment Account: []

Payment Type: [] | Card Number: [] | Expiration Month/Year: [] | CVV: []

Billing Information

Billing Address: []

Home Address: []

Address: [] | City: [] | State: [] | Zip Code: []

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 REVERSE functions during this process.

BACK TO CART | SUBMIT ORDER