



## EZSchoolPay 'How To' Guide

Log-in using your Email and Password at <http://ezschoolpay.com>. 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. On the Menu you will find:

### MY ACCOUNT – use this to:

- Update personal information
- Change security question
- Change password
- Close My Account



### MY STUDENTS – use this to:

- Access the student screen using the *Pencil Graphic*
- *Contact School* to send the Manager an e-mail
- Link another student to your account using *Link Student*
- View previous 30 days transaction history using the *Clipboard icon*
- Add funds to your student's account using *Store/Pay Online*



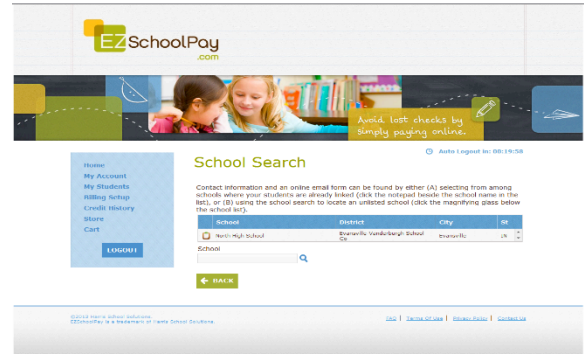
### Within the MY STUDENT screen, parents can:

- Set a Low Balance email reminder by checking the box to *"Send Reminders"*
- Click on *View Transactions* to display the previous 30 day Transaction History



Contact the school via e-mail from the MY STUDENTS screen:

- Click on *Contact School*
- From the School Search Screen, click on the *Clipboard*
- Type your question for the School Manager and click *Send Email*

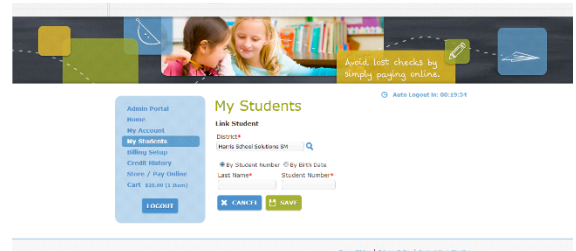


Add another student to your account from the MY STUDENTS screen:

- Click on *Add Student*
- Enter Student ID number or if not available, enter date of birth (varies by district)
- New student will appear, click *Save* to link the student
- Repeat this process to add multiple students

Enable BILLING SETUP:

- 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 to avoid entering payment/billing information every time you add money to your student's account. (Required if using recurring payments)



Create RECURRING PAYMENTS:

- Select *Recurring Payments* from menu
- Select "Type" of payment, either Frequency or Low Balance (not recommended if you have more than one child unless they are on a "shared account")
  - *Frequency*: Choose how often the account will automatically replenish: Weekly, Bi-Weekly or Monthly
  - *Low Balance*: Choose a low balance amount that will trigger an automatic payment to the account
- Select an "end date" for the card to become disabled, or cancel manually at the end of the school year

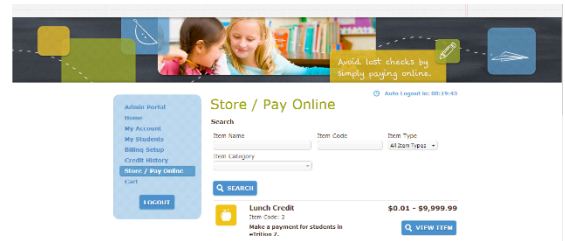


**Search CREDIT HISTORY:**

- Search and view receipts for payments made to your EZSchoolPay account for the previous year.

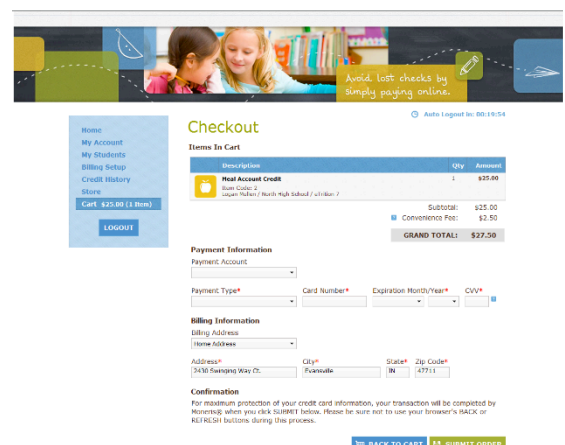
**Use the STORE/PAY ONLINE to:**

- Select *View Item*
- Enter the dollar amount you would like to add to your student’s account In the *Amount* box
- Click *Add to Cart*
- Continue to add additional items to your cart - once complete, *Proceed to Checkout*



**CHECKOUT/PAYMENT:**

- Enter your credit card/billing information for a one-time payment or use your stored card(s)
- Click *Submit Order*



*Need additional assistance?*

*Please visit our website [www.EZSchoolPay.com](http://www.EZSchoolPay.com) for answers to Frequently Asked Questions*