



**Sign In Here**

Email

Password [Forgot?](#)

Remember Me

**SIGN IN**

**Parents Register Now!**

**REGISTER**

Welcome to EZSchoolPay.com, the easy, convenient and secure way to pay for school meals and other school fees.



### Easy

Simply register and you're ready to go. Already a member? Just sign in!



### Convenient

Available anywhere, anytime you have a computer with internet access. Avoid lost checks and trips to school by paying online. We accept payments for school meals and other school fees (as determined by your child's school).



### Secure

We take extra caution to be sure your experience with EZSchoolPay is safe. Plus, we never sell, share, or trade our customers' private information.

# EZSP "HOW TO" FOR PARENTS

Parents go to the website: <http://ezschoolpay.com>  
Parents Log-in using their Email and Password




**Sign In Here**

Email

Password [Forgot?](#)

Remember Me

 **SIGN IN**

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Parents start at the HOME screen.



Avoid lost checks by simply paying online.

Auto Logout in: 00:19:58

- Home
- My Account
- My Students
- Billing Setup
- Credit History
- Store
- Cart

**LOGOUT**

## Home

### Messages



Welcome back, Cinda Mullen (Parent User).

There are no messages.

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Parents can click on MY ACCOUNT (from blue box on left)  
They can: UPDATE THEIR PERSONAL INFORMATION  
CHANGE SECURITY QUESTION  
CHANGE PASSWORD  
CLOSE MY ACCOUNT (terminates account)



Auto Logout in: 00:19:51

**My Account**

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

First Name\* Cinda  
Last Name\* Mullen  
Email Address\* cr.mullen@insightbb.com

Phone Number\* (812) 476-1370  
Time Zone Central Time (US/Canada)  
Default District Evansville-Vanderburgh School Co

**Addresses**

	Primary	Description	Address	City	St
	<input checked="" type="checkbox"/>	Home Address	2430 Swinging Way Ct.	Evansville	IN


**+ ADD ADDRESS** **CHANGE SECURITY QUESTION** **CHANGE PASSWORD**

**CANCEL** **SAVE** **CLOSE MY ACCOUNT**

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Parents can click on MY STUDENTS (from blue box on left)  
They can click on: PENCIL GRAPHIC (takes to student screen)  
CONTACT SCHOOL (send Manager and e-mail)  
LINK STUDENT (link another student to parents account)



Avoid lost checks by simply paying online.

Auto Logout in: 00:19:53

- Home
- My Account
- My Students**
- Billing Setup
- Credit History
- Store
- Cart

LOGOUT

## My Students


	Last Name	First Name	Provider	School	Balance	Fees
✖ ✎	Mullen	Logan	eTrition 7	North High School	\$0.00	N/A

🔍 CONTACT SCHOOL + LINK STUDENT

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From MY STUDENTS (blue box on left)  
Parents can input their LOW BALANCE EMAIL REMINDER  
CLICK ON BOX TO SEND REMINDERS  
and Parents can VIEW TRANSACTIONS




Auto Logout in: 00:19:55

- Home
- My Account
- My Students**
- Billing Setup
- Credit History
- Store
- Cart

**LOGOUT**

## My Students

### John Doe



First Name  Last Name   Active?

Student Number  Student PIN

School / District

Provider  Low Balance Email Reminder Level   Send Reminders

**Balances**

Balance Type	Bal	Pend	Share
Meal Account	\$0.00	\$0.00	No

**Fees Owed**

Fee	Date	Billed	Owed	Pend
No Fees Owed				

**CANCEL** **SAVE** **VIEW TRANSACTIONS** Current as of 4/25/2013 11:20 AM

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# From MY STUDENTS (blue box on left) See transaction history below.



Auto Logout in: 00:19:56

- Home
  - My Account
  - My Students
  - Billing Setup
  - Credit History
  - Store
  - Cart
- [LOGOUT](#)

## My Students



eTrition 7 30-day Transaction History for **John Doe** ID #:

Account Type:  History For:  Sort Order:  [REFRESH](#)

- [← BACK](#)
- [ABOUT TRANSACTION HISTORY](#)

Served	Processed	Description	Sale	Cash	Credit	Debit	Balance
04/24/2013 Wednesday	04/24/2013 12:23:26 PM	Lunch Service 1 Lunch Meal @ 2.00 1 Hot Pocket @ 1.50	\$3.50	\$3.50			\$0.00
04/22/2013 Monday	04/22/2013 12:21:53 PM	Lunch Service 1 Lunch Meal @ 2.00 1 Nachos 2.5oz @ 1.50	\$3.50	\$3.50			\$0.00
04/18/2013 Thursday	04/18/2013 11:44:47 AM	Lunch Service 1 Lunch Meal @ 2.00	\$2.00	\$2.00			\$0.00
04/16/2013 Tuesday	04/16/2013 11:52:43 AM	Lunch Service 1 Lunch Meal @ 2.00 1 2nd Lunch @ 2.50	\$4.50	\$4.50			\$0.00
04/15/2013 Monday	04/15/2013 12:22:30 PM	Lunch Service 2 Brd Stck/Pep Bosc @ 1.00 1 Lunch Meal @ 2.00	\$4.00	\$4.00			\$0.00
04/11/2013 Thursday	04/11/2013 11:50:36 AM	Lunch Service 1 Lunch Meal @ 2.00 1 Nachos 2.5oz @ 1.50 Payment On Acct of \$5.50	\$3.50	\$3.50	\$2.00		\$0.00
04/10/2013	04/10/2013	Lunch Service 1 Lunch Meal @ 2.00					

Parents can click on MY STUDENTS (from blue box on left)  
 They can click on: PENCIL GRAPHIC (takes to student screen)  
CONTACT SCHOOL (send Manager and e-mail)  
 LINK STUDENT (link another student to parents account)

Avoid lost checks by simply paying online.

Auto Logout in: 00:19:53

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

LOGOUT

### My Students

	Last Name	First Name	Provider	School	Balance	Fees
✘ ✎			eTrition 7	North High School	\$0.00	N/A



Q CONTACT SCHOOL + LINK STUDENT

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Parents can click on MY STUDENTS (from blue box on left)  
They can click on: CONTACT SCHOOL (send Manager and e-mail)  
From this screen Parents must click on the CLIPBOARD




Auto Logout in: 00:19:58


- Home
- My Account
- My Students
- Billing Setup
- Credit History
- Store
- Cart


**LOGOUT**

## School Search

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

School	District	City	St
 North High School	Evansville-Vanderburgh School Co	Evansville	IN



School  

 **BACK**

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# Parents can click on MY STUDENTS (from blue box on left) Parents can type their Question for the Manager of the School and SEND EMAIL



Auto Logout in: 00:19:51

- Home
- My Account
- My Students
- Billing Setup
- Credit History
- Store
- Cart

**LOGOUT**

## School Search

**North High School**  
15331 Highway 41 N  
Evansville, IN 47725

Name	Phone Number	City	St
<input checked="" type="checkbox"/> House, Karen	(812) 435-8291	Evansville	IN

**Send Email to the Selected Contact Users**

Your First Name\*  Your Last Name\*  Email Address\*  Phone Number\*

Your Question, Comment, Problem, or Suggestion\*

**← BACK** **SEND EMAIL**

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Parents can click on MY STUDENTS (from blue box on left)  
 They can click on: PENCIL GRAPHIC (takes to student screen)  
 CONTACT SCHOOL (send Manager and e-mail)  
LINK STUDENT (link another student to parents account)



**EZSchoolPay.com**

Avoid lost checks by simply paying online.

Auto Logout in: 00:19:53

**My Students**

	Last Name	First Name	Provider	School	Balance	Fees
✘ ✎			eTrition 7	North High School	\$0.00	N/A

[CONTACT SCHOOL](#)
[+ LINK STUDENT](#)

[Home](#)  
[My Account](#)  
[My Students](#)  
[Billing Setup](#)  
[Credit History](#)  
[Store](#)  
[Cart](#)  
[LOGOUT](#)

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Parents can click on MY STUDENTS (from blue box on left)  
Parents must enter Last Name and Student Patron ID#.  
If parents are unsuccessful, student might have hyphenated name or “, II”, etc.  
It has to be exactly like Etrition has it.  
**And SAVE**

The screenshot shows the EZSchoolPay.com website. At the top left is the logo for EZSchoolPay.com. Below the logo is a banner image of two young girls in a library, with a text box that says "Avoid lost checks by simply paying online." To the right of the banner is a clock icon and the text "Auto Logout in: 00:19:58". On the left side, there is a vertical navigation menu with the following items: Home, My Account, My Students (highlighted in blue), Billing Setup, Credit History, Store, and Cart. At the bottom of the menu is a LOGOUT button. The main content area is titled "My Students" and contains a "Link Student" section. This section has three input fields: "Last Name\*", "Student Number\*", and "District\*". The "District\*" field contains the text "Evansville-Vanderburgh School C" and a search icon. Below the input fields are two buttons: a blue "CANCEL" button with an 'X' icon and a green "SAVE" button with a floppy disk icon. At the bottom of the page, there is a footer with copyright information: "©2013 Harris School Solutions. EZSchoolPay is a trademark of Harris School Solutions." and a row of links: "FAQ | Terms Of Use | Privacy Policy | Contact Us".

# Parents can click on BILLING SETUP (from blue box on left) They can click on: ADD CREDIT CARD

\*This is only if Parents want EZSP to SAVE their credit card information so they don't have to enter it every time they add money to the account.

The screenshot shows the EZSchoolPay website interface. At the top left is the logo for EZSchoolPay.com. Below the logo is a banner image of two young girls looking at a book, with a yellow callout box that says "Avoid lost checks by simply paying online." To the right of the banner is a clock icon and the text "Auto Logout in: 00:19:58". On the left side, there is a vertical navigation menu with the following items: Home, My Account, My Students, Billing Setup (highlighted in a darker blue), Credit History, Store, and Cart. At the bottom of this menu is a "LOGOUT" button. The main content area is titled "Billing Setup" and contains a table with the following columns: Primary, Description, Card/Account, Type, and Billing Address. The table currently shows "No Accounts On File". Below the table is a green button with a plus sign and the text "ADD CREDIT CARD". At the bottom of the page, there is a footer with the copyright notice "©2013 Harris School Solutions. EZSchoolPay is a trademark of Harris School Solutions." and a row of links: "FAQ", "Terms Of Use", "Privacy Policy", and "Contact Us".

**EZSchoolPay.com**

Avoid lost checks by simply paying online.

Auto Logout in: 00:19:58

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

LOGOUT

## Billing Setup

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

+ ADD CREDIT CARD

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# Parents can click on BILLING SETUP (from blue box on left)

\*This is only if Parents want EZSP to SAVE their credit card information so they don't have to enter it every time they add money to the account.

Parents DO NOT have to do this step to add money to their students account(s).

**EZSchoolPay**.com

Avoid lost checks by simply paying online.

Auto Logout in: 00:19:57

- Home
- My Account
- My Students
- Billing Setup**
- Credit History
- Store
- Cart

**LOGOUT**

## Billing Setup

### New Card

Description\*   Primary

Billing Address\*  [+ ADD ADDRESS](#) [Q EDIT ADDRESS](#)

Name On Card\*


Payment Type\*  Card Number\*  Expiration Month/Year\*   CVV\*

[X CANCEL](#) [SAVE](#)

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Parents can click on CREDIT HISTORY (from blue box on left)  
They can click on: RANGE  
Then SEARCH



Auto Logout in: 00:19:56

[Home](#)  
[My Account](#)  
[My Students](#)  
[Billing Setup](#)  
**[Credit History](#)**  
[Store](#)  
[Cart](#)

**LOGOUT**

## Credit History

Range\*      Credit ID  
1 week             Unposted Only       Include Declined

**Q SEARCH**

Credit ID	Credit Time	Amount	Fee	Status
None Available				

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Parents can click on STORE (from blue box on left)  
They can click on: yellow APPLE icon

The screenshot displays the EZSchoolPay website interface. At the top, the logo "EZSchoolPay.com" is visible. Below the logo is a banner image of two children in a library, with a yellow callout box that reads "Avoid lost checks by simply paying online." and a paper airplane icon. The main content area is divided into a left sidebar and a main section. The sidebar contains a blue box with the following links: Home, My Account, My Students, Billing Setup, Credit History, Store (highlighted), and Cart. Below these links is a blue button labeled "LOGOUT". The main section is titled "Store" and features a search bar with fields for "Item Name", "Item Code", "Item Type" (set to "All Item Types"), and "Item Category". A blue "SEARCH" button is positioned below the search fields. The search results show a single item: "Meal Account Credit" with a yellow apple icon, a price range of "\$0.01 - \$9,999.99", and a "VIEW ITEM" button. Below the search results, there is a pagination control showing "Page 1 of 1" and a "VIEW CART" button with a shopping cart icon. The footer contains copyright information: "©2013 Harris School Solutions. EZSchoolPay is a trademark of Harris School Solutions." and a row of links: "FAQ | Terms Of Use | Privacy Policy | Contact Us".

**EZSchoolPay.com**

Avoid lost checks by simply paying online.


Auto Logout in: 00:19:47

**Store**

Search

Item Name:  Item Code:  Item Type: All Item Types Item Category:

**SEARCH**

 **Meal Account Credit** **\$0.01 - \$9,999.99**  
/ North High School / eTrition 7  
Item Code: 2  
**Current balance is \$0.00.**  
**Pending credit total is \$0.00.**

**VIEW ITEM**

Page 1 of 1



**VIEW CART**

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Parents can click on **STORE** (from blue box on left)  
Then Select the Student,  
enter the Amount of \$  
and the Quantity  
Press **ADD TO CART**




Avoid lost checks by simply paying online.

Auto Logout in: 00:19:52

- Home
- My Account
- My Students
- Billing Setup
- Credit History
- Store**
- Cart

### Store



 **Meal Account Credit**  
Item Code: 2  
Current balance is \$0.00.  
Pending credit total is \$0.00.

Student\*  Amount\*  QTY\*

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Parents can click on **STORE** (from blue box on left)  
**THIS TAKES YOU TO THE CART** (from blue box on left)  
Parents will then click on **PROCEED TO CHECKOUT**





Avoid lost checks by simply paying online.

Auto Logout in: 00:19:29

## Shopping Cart

Your Pending Purchases

**Meal Account Credit (\$25.00) was added to your cart.**

	Description	Qty	Amount
	 <b>Meal Account Credit</b> Item Code: 2 ..... / North High School / eTriton 7	1	\$25.00
<b>Subtotal:</b>			<b>\$25.00</b>

[X CLEAR CART](#) [CONTINUE SHOPPING](#) [PROCEED TO CHECKOUT](#)


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# CHECKOUT

From here Parents can enter their credit card information. If they saved their credit card information in the Billing Setup, it will automatically appear here.


Parents must **SUBMIT ORDER**



Auto Logout in: 00:19:54

## Checkout

**Items In Cart**

Description	Qty	Amount
 <b>Meal Account Credit</b> Item Code: 2 / North High School / eTriton 7	1	\$25.00
Subtotal:		\$25.00
Convenience Fee:		\$2.50
<b>GRAND TOTAL:</b>		<b>\$27.50</b>

**Payment Information**

Payment Account:

Payment Type\*:  Card Number\*:  Expiration Month/Year\*:  CVV\*:

**Billing Information**

Billing Address:

Address\*:  City\*:  State\*:  Zip Code\*:

Evansville IN 47711

**Confirmation**

For maximum protection of your credit card information, your transaction will be completed by Moneris® when you click SUBMIT below. Please be sure not to use your browser's BACK or REFRESH buttons during this process.

[BACK TO CART](#) [SUBMIT ORDER](#)