



### **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:



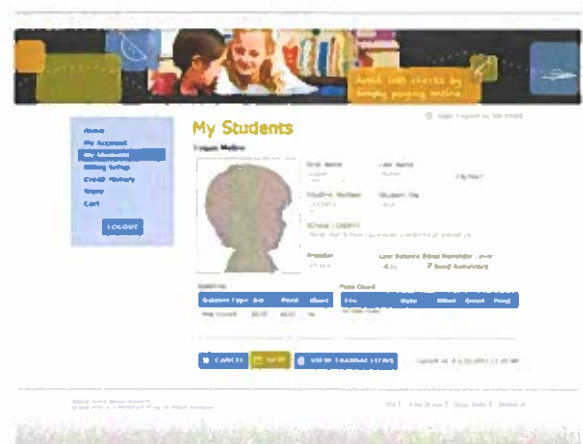
#### **MY ACCOUNT:**

- UPDATE PERSONAL INFORMATION
- CHANGE SECURITY QUESTION
- CHANGE PASSWORD
- CLOSE MY ACCOUNT (terminates account)



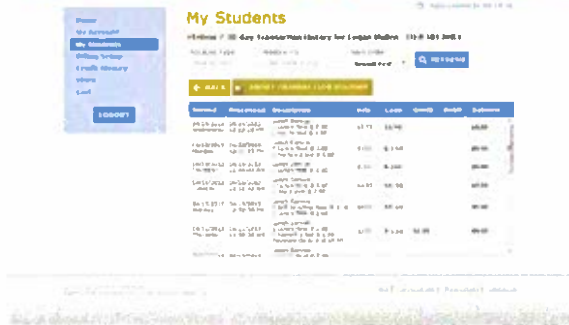
#### **MY STUDENTS:**

- 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)



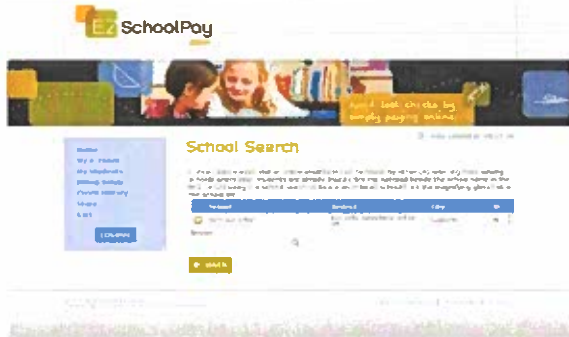
Within the STUDENT SCREEN Parents can:

- Set a **LOW BALANCE EMAIL REMINDER**
  - CLICK on box to **SEND REMINDERS**



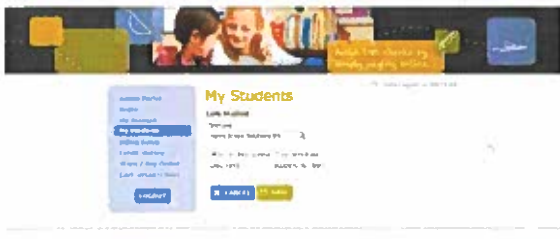
Within the STUDENT SCREEN Parents can:

- Click on VIEW TRANSACTIONS
  - Previous 30 day Transaction History will be displayed (see graphic to the left)



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



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.

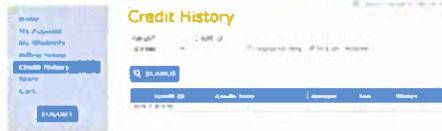


BILLING SETUP (from blue box on left)

- 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



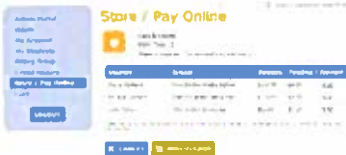
- Search and view receipts for payments made to your EZSchoolPay account for the last 6 months



### STORE/PAY ONLINE



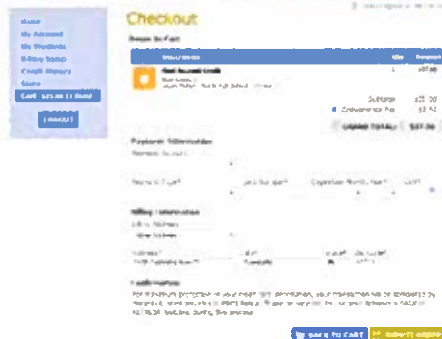
- Select VIEW ITEM



- 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



### CHECKOUT/PAYMENT



- You may enter your credit card/billing information for a one-time payment or use your stored card(s).
- Click SUBMIT ORDER