EZSchoolPay 'How To' Guide

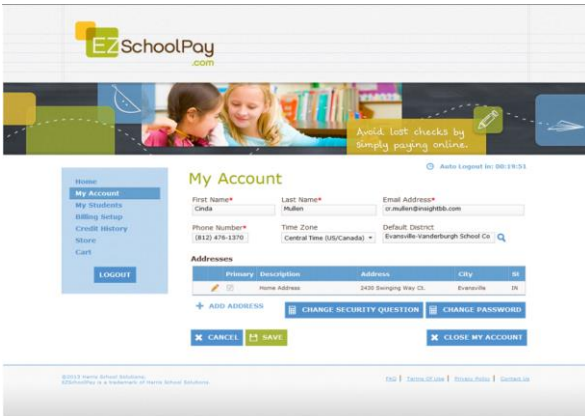Visit http://ezschoolpay.com and Log-in using your Email and Password. Is this your first time visiting our site? Register for a free account to get started! Once logged in, you will be directed to your HOME page.

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)
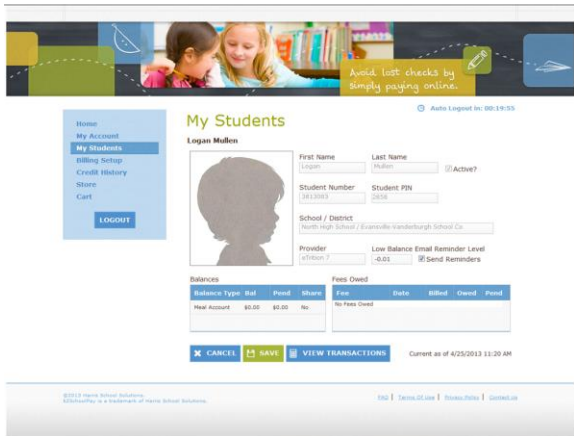
Within the STUDENT SCREEN Parents can:

- 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

Need additional assistance? Please visit our website www.EZSchoolPay.com for answers to frequently asked questions.