



## Register for a free account on EZSchoolPay

Visit <http://ezschoolpay.com> to get started!

You now have the ability to pay for school breakfast and lunch online! Monitor your child's meal account balance and receive low-balance email alerts through EZSchoolPay.com. The online payment option is a quick and secure way to deposit money to your child's meal account by using a debit or credit card.

### What You Need to Register

- Email Address
- The name of your school district
- Your student's ID number (obtain from your school)

### How to Register

- Go to [www.EZSchoolPay.com](http://www.EZSchoolPay.com)
- Create an account by clicking "Parents Register Now"
- Complete the parent registration form (you must complete all fields with a red asterisk \*)
- To search for the school district name, click on the BLUE MAGNIFYING GLASS. A pop-up window will appear.
  - It is only necessary to search by entering information one field. For example, search by city, state or by district name. It is not necessary to complete all fields to search for your district.
  - To search by district name, type in the first 4 letters of your district in the "District Name" field, then click on the BLUE MAGNIFYING GLASS. Your district's name will be displayed; simply check the box for your district and click on the green link USE SELECTED DISTRICT AND CLOSE at the bottom of the pop-up window.
- Check the box to verify you have read and agree with the Terms of Use.
- Click SAVE
- Once you register, an email will be sent to the address provided. You must go to your email and click the link provided in the email from EZSchoolPay.com to validate your account.
- Once your account is validated, you may now start using your EZSchoolPay account.

Parents Register Now!



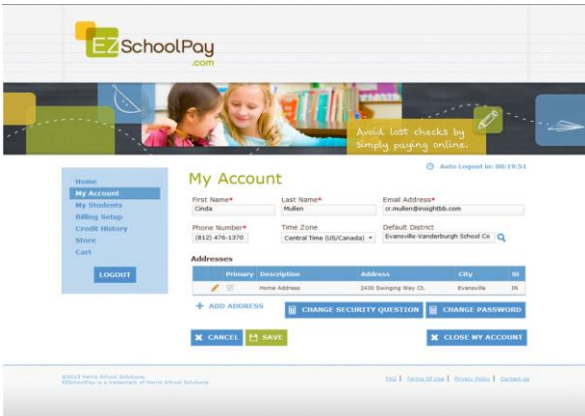
**Download our 'How To' Guide to set up your billing information, link your students and learn how to make payments.**



### 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:



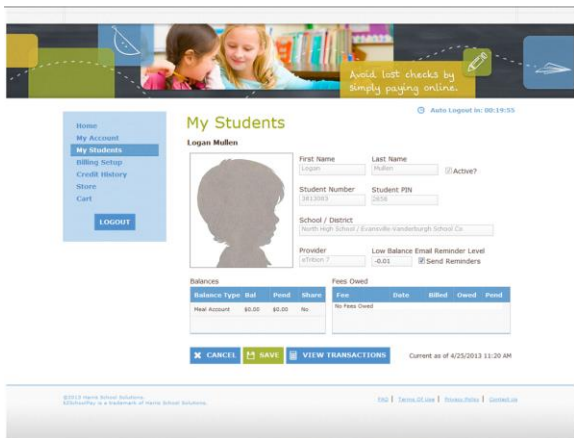
#### MY ACCOUNT:

- 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 | **LOGOUT**

### My Students

Auto Logout in: 00:19:56

eTribase 7 30-day Transaction History for Logan Mullen ID #3813083

Account Type: History For: Sort Order: Newest First

← BACK | ABOUT TRANSACTION HISTORY

Server	Processed	Description	Sub	Cash	Credit	Debit	Balance
04/24/2012	04/24/2012	Lunch Service		\$3.50	\$3.50	\$0.00	\$0.00
Wednesday	12:22:20 PM	1 Lunch Meal @ 3.50 1 Hot Pickin @ 1.50					
04/23/2012	04/23/2012	Lunch Service		\$5.00	\$3.50	\$0.00	\$0.00
Monday	12:21:55 PM	1 Lunch Meal @ 3.50 1 Dinner Salad @ 1.50					
04/20/2012	04/20/2012	Lunch Service		\$5.00	\$0.00	\$0.00	\$0.00
Thursday	11:48:47 AM	1 Lunch Meal @ 5.00					
04/19/2012	04/19/2012	Lunch Service		\$4.50	\$4.50	\$0.00	\$0.00
Wednesday	12:25:42 PM	1 Lunch Meal @ 2.00 1 Hot Lunch @ 2.50					
04/18/2012	04/18/2012	Lunch Service		\$4.00	\$4.00	\$0.00	\$0.00
Tuesday	12:22:30 PM	1 Hot Breakfast @ 3.00 1 Lunch Meal @ 2.00					
04/17/2012	04/17/2012	Lunch Service		\$3.50	\$3.50	\$3.00	\$0.00
Monday	11:58:38 AM	1 Lunch Meal @ 3.50 1 Dinner Salad @ 1.50					
04/16/2012	04/16/2012	Lunch Service					
Monday	11:58:38 AM	1 Lunch Meal @ 3.50					

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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 | **School Search** | Billing Setup | Credit History | Store | Cart | **LOGOUT**

### School Search

Auto Logout in: 00:19:56

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	IN
North High School	400 North VanDyke Ave	Evansville	IN

SEARCH

← BACK

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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

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

### My Students

Auto Logout in: 00:19:56

#### Link Student

Remove

Home School Solutions ID:

By Student Number:  By Birth Date:

Last Name\*  Student Number\*

**LINK** **CANCEL** **SAVE**

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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 | **Billing Setup** | My Students | Billing Setup | Credit History | Store | Cart | **LOGOUT**

### Billing Setup

Auto Logout in: 00:19:56

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

**ADD CREDIT CARD**

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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: [ ]

Item Code: [ ] Item 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

Amount	School	Balance	Pending	Amount
\$25.00	West Chester Middle School	\$25.00	\$0.00	\$25.00
\$100.00	West Chester Elementary	\$100.00	\$0.00	\$100.00
\$100.00	West Chester Elementary	\$100.00	\$0.00	\$100.00

Make items School Selected 211 above their account credits in the range of \$2.00 to \$999.00 (one per transaction)

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
Item Code: 7		
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: [ ]

Home Address: [ ]

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

2435 Eastwing Way Dr. Kansasville IN 47111

Confirmation

For maximum protection of your credit card information, your transaction will be completed by MasterCard 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



## How to Enable Recurring Payments

To enable recurring payments, click on the **Recurring Payments** menu item which will bring you to the Recurring Payments Screen.

Admin Portal

Home

My Account

My Students

Billing Setup

**Recurring Payments**

Credit History

Store / Pay Online

Cart

**LOGOUT**

### Recurring Payments

Type	Start Date	End Date	Enabled
Weekly	11/21/2013		No
Low Balance	11/21/2013	11/29/2013	No
Weekly	11/21/2013		No
Weekly	11/21/2013		No
Weekly	11/21/2013		No
Low Balance	11/21/2013		No

Show Disabled

**+ ADD RECURRING PAYMENT**

Initially, your recurring payments will be disabled by default. The **Show Disabled** checkbox will automatically be checked for your convenience. This option forces all disabled Recurring Payments to show in your list displaying a "No" value in the Enabled column.

Click on the pencil for the existing recurring payment you wish to activate.

	Weekly	11/21/2013		No
	Low Balance	11/21/2013	11/29/2013	No

Check the **Enabled** check box, make any necessary changes, and then click the **Continue** button.

## Recurring Payments

Type  
 Frequency  Low Balance  Enabled

Frequency  
Weekly

Credit Card  
Visa 1234

Start Date  
11/21/2013

Continue until I change or cancel this payment  
 Continue until but not after:

Apply	Student	Amount
<input checked="" type="checkbox"/>	AARON COLE	\$65.00
	Aaron Forteen (Shared)	\$45.00

Verify that the settings are correct in the next screen and then click on the **Confirm** button to save your changes.

- A recurring payment of \$65 will be made for AARON COLE weekly.
- A recurring payment of \$45 will be made for Aaron Forteen weekly.

Your recurring Payment will be enabled as indicated by it being displayed in the Recurring Payment List displaying a "Yes" value in the Enabled column.