

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 email)
- ADD A STUDENT (link another student to your account)
- The **CLIPBOARD GRAPHIC** (view previous 30 days transaction history)
- MAKE A PAYMENT (add funds to your student's account)

Within the **MY STUDENTS** screen parents can:

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

Within the **MY STUDENTS** screen parents can:

- Click on VIEW TRANSACTIONS - previous 30 day transaction history will be displayed

From the **MY STUDENTS** screen, to **LINK STUDENT**

- Click on **ADD A STUDENT**
- Enter Last Name and Student ID #, OR enter Last Name, First Name and Birth Date (check appropriate bubble)
- Designated student to link to account will appear, click SAVE
- To add multiple students, repeat this process

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 so you will not have to enter payment/billing information every time you add money to 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

- 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 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**

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- (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.