



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:

<p align="center">MY ACCOUNT</p>	<p align="center">From the MY STUDENTS screen, to LINK STUDENT</p>
<ul style="list-style-type: none"> • UPDATE PERSONAL INFORMATION • CHANGE SECURITY QUESTION • CHANGE PASSWORD • CLOSE MY ACCOUNT (terminates account) 	<ul style="list-style-type: none"> • 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.
<p align="center">MY STUDENTS</p>	<p align="center">BILLING SETUP (from blue box on the left)</p>
<ul style="list-style-type: none"> • 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) 	<ul style="list-style-type: none"> • ADD CREDIT CARD(S) <p>*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.</p>
<p align="center">Within the STUDENT SCREEN Parents can</p>	<p align="center">CREDIT HISTORY</p>
<ul style="list-style-type: none"> • Set a LOW BALANCE EMAIL REMINDER <ul style="list-style-type: none"> ◦ CLICK on box to SEND REMINDERS 	<ul style="list-style-type: none"> • Search and view receipts for payments made to your EZSchoolPay account for the last 6 months.
<p align="center">Within the MY STUDENT SCREEN Parents can</p>	<p align="center">STORE/PAY ONLINE</p>
<ul style="list-style-type: none"> • Click on VIEW TRANSACTIONS <ul style="list-style-type: none"> ◦ Previous 30 day Transaction History will be displayed. 	<ul style="list-style-type: none"> • 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.
<p align="center">From the MY STUDENTS screen, to CONTACT SCHOOL</p>	<p align="center">CHECKOUT/PAYMENT</p>
<ul style="list-style-type: none"> • Calling your school is recommended for a quick response. • Inquiry by email may be delayed due to volume. 	<ul style="list-style-type: none"> • 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.