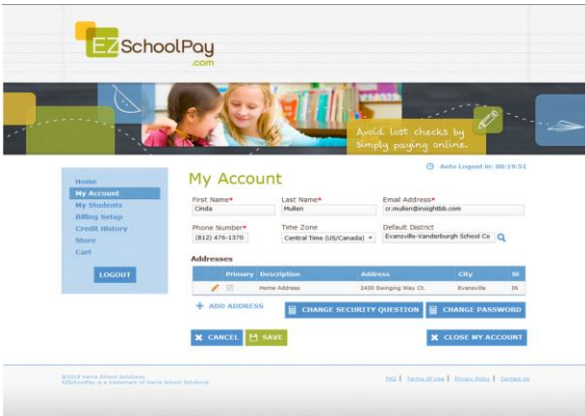




EZSchoolPay 'How To' Guide

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:



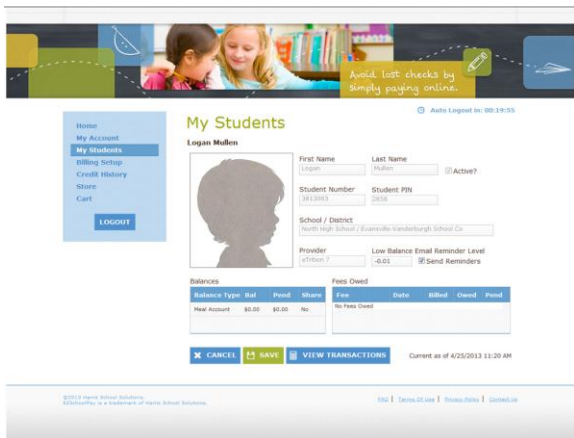
MY ACCOUNT:

- 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 | Rate | Cash | Credit | Debit | Balance |
|------------|-------------|---|--------|--------|--------|--------|---------|
| 04/24/2012 | 04/24/2012 | Lunch Service | \$3.50 | \$3.50 | | \$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 | \$3.50 | \$3.50 | | \$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 | \$3.50 | \$3.50 | | \$0.00 | |
| Thursday | 11:48:47 AM | 1 Lunch Meal @ 3.50 | | | | | |
| 04/19/2012 | 04/19/2012 | Lunch Service | \$4.50 | \$4.50 | | \$0.00 | |
| Wednesday | 12:24:42 AM | 1 Lunch Meal @ 2.00 1 Hot Lunch @ 2.50 | | | | | |
| 04/18/2012 | 04/18/2012 | Lunch Service | \$4.00 | \$4.00 | | \$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 | | | | | |
| 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 Washington School | Evansville | IN |

SCHOOL

← 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

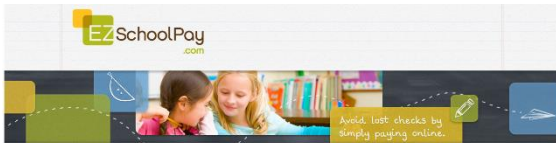
| Primary | Description | Card/Account | Type | Billing Address |
|---------------------|-------------|--------------|------|-----------------|
| No Accounts On File | | | | |

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



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

