

The EZpay Online Payment Program



We are proud to present SPS Ezpay Online payment program to parents of students in your school district! With this program, you will be able to process payments online using any Visa or Master card. Payments will be applied to your child's account within 1 school business day through our easy online checkout process! No more sending in checks or cash, which can get lost or stolen.

Registering With EZpay

To begin using the program, click on the EZpay link provided by your school district. Your registration is tracked by email address so if parents have separate email addresses you may each register and view your children's accounts. Your account with us allows you to view your student's information and post payments independently. All money is applied directly to your child's lunches or fees in the district, just like if you had sent in a check or cash. EZpay does not hold any of the money....all funds are deposited directly with the school district!

Need to Register?

You must register in order to use SPS EZpay.



Register to use SPS EZpay

SPS EZpay Registration

Your First Name*	<input type="text"/>
Last Name*	<input type="text"/>
Suffix	-- <input type="button" value="v"/>
Mailing Address*	<input type="text"/> <input type="text"/>
City*	<input type="text"/>
State*	-- <input type="button" value="v"/>
Zip*	<input type="text"/>
Phone Number	(<input type="text"/>) <input type="text"/> - <input type="text"/>
Email Address*	<input type="text"/>
Retype Email*	<input type="text"/>
Password*	<input type="password"/>
Retype Password*	<input type="password"/>

The first screen you encounter asks you to enter your name, home mailing address, phone number, email address, and password. Make sure your mailing address and phone number are correct, as we will be using this information to validate your credit card transaction. Once you have entered your information correctly, click the Next Button.

Step 2:

Next, you need to enter your Student's ID Number and last name. Your Student's ID Number can be found on their Grade Card or on the introductory letter you were mailed. It is NOT the same as your students Social Security Number . Next, enter the **STUDENT'S LAST NAME IN UPPER CASE LETTERS**. Once you have entered both pieces of information, click the "Add Student to List" button. If your Student ID number was entered correctly, they should show up at the bottom of the screen under "My Students." You may enter all of your children at once, and click the Finish button when you are done. That's it! Once

SPS EZpay Registration

Student ID	<input type="text" value="0101"/>
Student's Last Name	<input type="text" value="Sullivan"/>

 Add Student to List

My Students	Student ID	Remove
Mary Sullivan	0101	

Logging In and Using the Program

Logging into the program requires your email address and the password you created in the Registration Process. Type them both in and click the Login button to enter the program.

EZ Does it. Please contact us for more information on EZpay!

Login

Welcome back Lisa. Returning members should log in here...

Email Address

Password

[Forget your password?](#)

 Login

After you've successfully logged in, you should see your Students listed at the bottom of the page along with their Lunch Account Balances. The Lunch Account Balance is current as to the Date/Time stamp listed in the Messages column on the right. Clicking on the Student's Name will pull up the Balance Screen where you may check your Student's Balance and begin to process an online payment.

PAYMENT CENTER

Welcome to SPS EZpay

Payment Center

Below are your Students along with their balances. To make a payment, please click the Student's Name. To make changes to this list, please click "My Account". When using SPS EZpay, click "Payment Center" to return to this page.

Students	Fees	Lunch	Ala Carte
Mary Sullivan	34.25	16.57	10.00
Daniel Sullivan	0.00	-12.35	10.00
Bridget Sullivan	0.00	3.60	10.00
Total	\$34.25		

(make payment)

Balance Details

Mary Sullivan,

Your last payment towards this meal balance was 1

Current Meal Balance

\$16.57

Increase Meal Balance By

From the Balance Screen, you may process payments in increments of \$10, or \$20 for each of your students. Simply click on the Drop-Down box next to "Increase Meal Balance By" and select the amount by which you wish to increment your child's balance. Next, click the "Add to Payment Basket"

After you've added your Payment to the Payment Basket, you may review it before you finally wish to checkout. You can add as many payments as you want to the Payment Basket, but **THEY WILL NOT BE PROCESSED UNTIL YOU CHECKOUT**. Checking out is as simple as pushing the "Quick Checkout" button on the right.

PAYMENT CENTER			
Your Payment Basket			
Student	Description	Amount	Remove
Mary Sullivan	Lunch (Add to existing balance)	\$10.00	
	...Subtotal for Mary Sullivan	\$10.00	
Total Payment:		\$10.00	

(Click Student to adjust payments)

Clicking the Quick Checkout button allows you to proceed with processing your payments. First, verify your Billing Address. If there are any changes that need to be made, do them now. Your billing address will be checked against the address that your credit card company has on file, so make sure that everything is accurate. When you are done, click the Next Button on the right.

Billing Address

Your Billing Address is used to validate your Credit Card information and should match the address on your credit card statement. Items marked with an (*) are required.

Your First Name*	<input type="text"/>
Last Name*	<input type="text"/>
Suffix	--
Mailing Address*	<input type="text" value="1122 Main Street"/>
City*	<input type="text" value="Cincinnati"/>
State*	OH
Zip*	<input type="text" value="45202"/>
<input type="checkbox"/> Update my Account with this Billing Address	

The next screen you will encounter is the Payment Options screen. Here is where you will enter your Credit Card and CVV Number. Your Credit Card number is pretty Straightforward, but check the graphic on the page to locate your CVV number (oftentimes on the back of your card above the signature line). Once you've entered your information correctly, click the Submit Payment button. You will be presented with a screen that lists your Payment Number, the Date/Time, and the last 4 digits of your Credit Card Number. A receipt containing this information will also be emailed to you. That's it! You've processed an online payment!

PAYMENT CENTER

Payment Option

Please provide your payment information below. Items marked with an (*) are required.


Card Type* VISA
 MasterCard

Card Number* 4111-1111-1111-1111

Expiration Date* 12 2010

Card Verification # * 999

For Visa and MasterCard the card verification # is a 3 digit number found in the signature area on the back of your card.



Frequently Asked Questions

Q. I received a confirmation email, my credit card was charged, it's been over 24 hours, and there's been no change to my Child's Balance. What do I do now?

A. In this situation it's best to contact the School District so that we can verify your payment. Your first point of contact is the Food Service Director. Once we've validated your payment, we will make the necessary changes to your child's account.

Q. I've forgotten my Password to the EZpay site. How do I get that?

A. Next to the Password box there is a link entitled "Forget your password?"; click on that link and follow the instructions to retrieve your password.

Q. Can I use a Debit Card that's connected to my Checking Account?

A. Absolutely! It must, however, be a Visa or Mastercard Debit Card - we do not accept Discover or American Express card.

Q. I don't want to use a credit card to make payments, but I would like to check my child's balance. Can I still do this?

A. Of course. Follow the instructions to create an account and register a child (or children). You may use EZpay to simply check on your child's balance and send checks to the school.