EZSP "HOW TO" FOR PARENTS

Parents go to the website: http://ezschoolpay.com
Parents Log-in using their Email and Password

Parents start at the HOME screen.

Parents can click on MY ACCOUNT (from blue box on left)
They can: UPDATE THEIR PERSONAL INFORMATION
CHANGE SECURITY QUESTION
CHANGE PASSWORD
CLOSE MY ACCOUNT (terminates account)

Parents can click on MY STUDENTS (from blue box on left)
They can click on: PENCIL GRAPHIC (takes to student screen)
CONTACT SCHOOL (send Manager and e-mail)
LINK STUDENT (link another student to parents account)

From MY STUDENTS (blue box on left)
Parents can input their LOW BALANCE EMAIL REMINDER
CLICK ON BOX TO SEND REMINDERS
and Parents can VIEW TRANSACTIONS
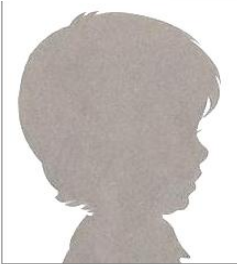
From MY STUDENTS (blue box on left)
See transaction history below.

Parents can click on MY STUDENTS (from blue box on left)
They can click on: PENCIL GRAPHIC (takes to student screen)
CONTACT SCHOOL (send Manager and e-mail)
LINK STUDENT (link another student to parents account)

Parents can click on MY STUDENTS (from blue box on left)
They can click on: CONTACT SCHOOL (send Manager and e-mail)
From this screen Parents must click on the CLIPBOARD

Parents can click on MY STUDENTS (from blue box on left)
Parents can type their Question for the Manager of the School and SEND EMAIL

Parents can click on MY STUDENTS (from blue box on left)
They can click on: PENCIL GRAPHIC (takes to student screen)
CONTACT SCHOOL (send Manager and e-mail)
LINK STUDENT (link another student to parents account)

Parents can click on MY STUDENTS (from blue box on left)
Parents must enter Last Name and Student Patron ID#.
If parents are unsuccessful, student might have hyphenated name or ", II", etc.
It has to be exactly like Etrition has it.
And SAVE

Parents can click on BILLING SETUP (from blue box on left)
They can click on: ADD CREDIT CARD
*This is only if Parents want EZSP to SAVE their credit card information so they don't have to enter it every time they add money to the account.

Parents can click on BILLING SETUP (from blue box on left)
*This is only if Parents want EZSP to SAVE their credit card information so they don't have to enter it every time they add money to the account.
Parents DO NOT have to do this step to add money to their students account(s).

Parents can click on CREDIT HISTORY (from blue box on left)
They can click on: RANGE
Then SEARCH

Parents can click on STORE (from blue box on left)
They can click on: yellow APPLE icon

Parents can click on STORE (from blue box on left)
Then Select the Student,
enter the Amount of $
and the Quantity
Press ADD TO CART

Parents can click on STORE (from blue box on left)
THIS TAKES YOU TO THE CART (from blue box on left)
Parents will then click on PROCEED TO CHECKOUT

CHECKOUT
From here Parents can enter their credit card information. If they saved their credit card information in the Billing Setup, it will automatically appear here.
Parents must SUBMIT ORDER