# EZSchoolPay 'How To' Guide

Go to http://EZschoolpay.com and login.

Is this your first time visiting the site? Register for a free account to get started!

When asked for School District, type the word Hawaii.

Once logged in, you will be directed to your HOME page.

# MY ACCOUNT – use this to:

- Update personal information
- Change security question
- Change password
- Close My Account (closing will terminate your account)

# MY STUDENTS – use this to:

- Access the student screen using the Pencil Graphic
- Add another student to your account using Link Student
- View previous 30 days transaction history using the *Clipboard* icon
- Add funds to your student's account using Store/Pay Online

### Within the MY STUDENT screen, parents can:

- Set a Low Balance email reminder by checking the box to "Send Reminders"
- Click on *View Transactions* to display the previous 30 day Transaction History

## Add another student to your account from the MY STUDENTS screen:

- Click on Add Student
- Enter Last Name, First Name and date of birth (check appropriate bubble)
- New student will appear, click Save to link the student
- Repeat this process to add multiple students

# Enable 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 to avoid entering payment/billing information every time you add money to your student's account. (Required if using recurring payments).

#### Search CREDIT HISTORY:

• Search and view receipts for payments made to your EZSchoolPay account for the last six months

# Use the STORE/PAY ONLINE to:

- Select View Item
- Enter the dollar amount you would like to add to your student's account In the Amount box
- Click Add to Cart
- Continue to add additional items to your cart once complete, Proceed to Checkout

#### CHECKOUT/PAYMENT:

- Enter your credit card/billing information for a one time payment or use your stored card(s)
- Click *Submit Order* Note: There will be a processing fee of 13¢ + 1.99% of your deposit amount.