

## Chapter 1

### Sign-up and Login

#### Topics:

1. New user sign up
2. Do not have an Activation-Email?
3. Existing user login
4. Forgot your password?
5. Logout

#### New user registration with EZSchoolPay.com

##### Step 1:

- I. Go to [www.EZSchoolPay.com](http://www.EZSchoolPay.com)
- II. Click on the “Click Here” button to begin.



##### Step 2: Registration form

- I. A simple registration form as shown in *Figure 1* will be displayed.
- II. Make sure that you enter a valid E-mail address -- it is necessary to activate your account.
- III. The password needs to be at least 6 characters long (numbers or characters OK).
- IV. Fill in all the details in the form and Click “Submit.”

Figure 1

Parents Sign Up Now!  
Click Here

E-Mail  
Password  
Remember Me  
Click To Login

VISA MasterCard

### ((( Parent Registration )))

Before you register, please check to be sure your child's school uses the EZSchoolPay system by using the [School Search page](#).

To register, please fill out the form below. After you submit your information, you will receive an e-mail with directions to activate your account. As soon as the confirmation e-mail arrives, you can start using the system!

**Note:** If you work at a school which currently or may potentially use EZSchoolPay, DO NOT use your school email address to create your parent account. Doing so will prevent that email address from being used for EZSchoolPay administrative tasks later.

Parents: You can now download or view the [Parent User Manual](#) in PDF format!

First Name:  Email Address:   
Last Name:  Confirm Email Address:   
Address:  Password:   
City:  Confirm Password:   
State: GA  Phone:   
Zip Code:  Fax:

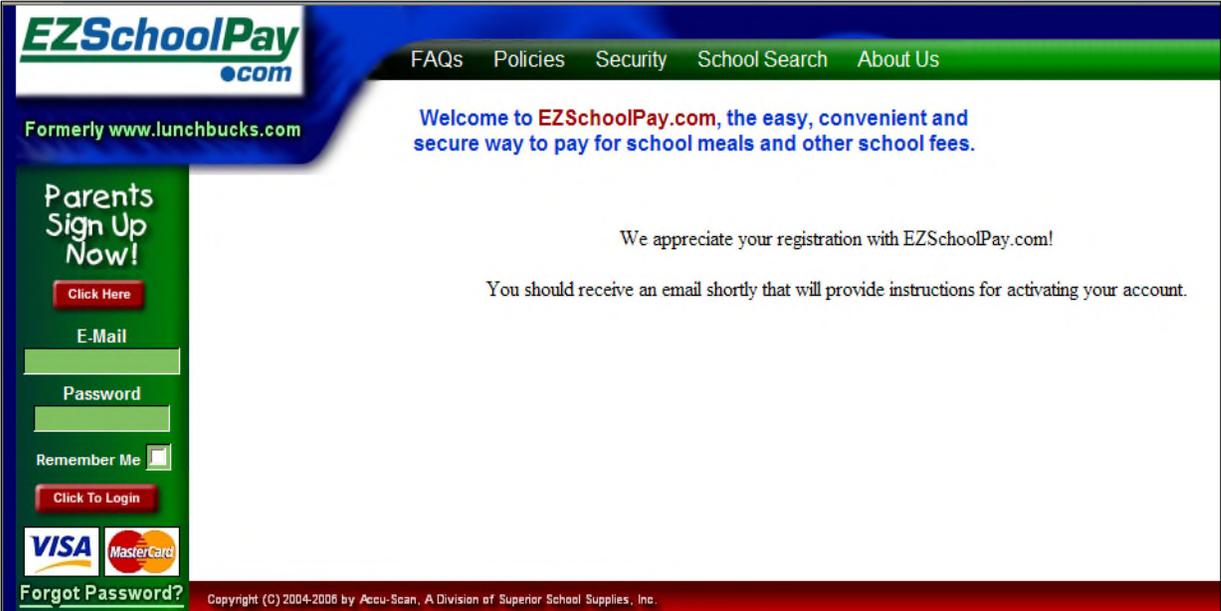
Please select a security question and type an answer. Be **SURE** that this is something you will remember, since this is the **ONLY** way to retrieve a lost password! If you forget your password *and* the answer to your security question, nobody can unlock your account. You must sign up again with a different e-mail, in that event.

Mother's Maiden Name

**Step 3: Successful registration**

- I. If you see the page shown in *Figure 2* below, then you have registered successfully.
- II. You should receive an activation email at the address you entered while completing your registration.

Figure 2



## Step 4: Activation

You will need to activate your account in order to start using EZSchoolPay.com. The **Activation E-mail** you receive will contain the detailed instructions to activate your account.

### Do not have your activation E-mail?

If you have **lost or deleted** the activation E-mail without activating your account, or if you did not receive it, you can simply **resend** the activation E-mail to your registered E-mail address with [EZSchoolPay.com](http://EZSchoolPay.com) (see “Resending the Activation E-mail” topic below).

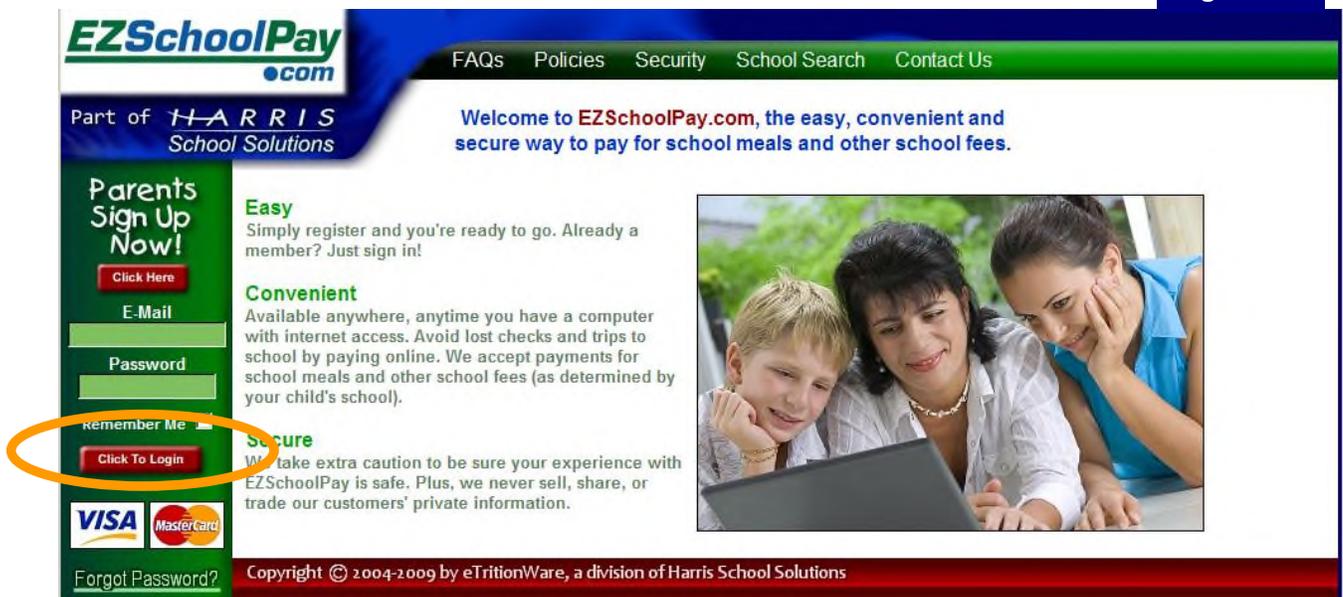
If you never received an activation E-mail:

1. Please check that the E-mail address you registered with [EZSchoolPay.com](http://EZSchoolPay.com) is a valid E-mail address and you are able to receive Internet E-mail at this address.
2. If you are using any ‘Spam Blocker’ program, be sure that it allows you to receive incoming E-mail from [EZSchoolPay.com](http://EZSchoolPay.com).
3. Some E-mail providers, such as Verizon.net, mistakenly mark [EZSchoolPay.com](http://EZSchoolPay.com) email as “spam”, and fail to deliver it to your inbox. If you suspect this, please check with your provider.
4. **Resend** the activation E-mail to yourself.

Resending the Activation E-mail:

1. Go to [www.EZSchoolPay.com](http://www.EZSchoolPay.com)
2. Enter E-mail address and Password you registered with [EZSchoolPay.com](http://EZSchoolPay.com)
3. Click on “Click to Login” button.

Figure 3



The screenshot shows the EZSchoolPay.com website interface. At the top left is the logo "EZSchoolPay.com" and "Part of HARRIS School Solutions". A navigation bar contains links for "FAQs", "Policies", "Security", "School Search", and "Contact Us". A welcome message reads: "Welcome to EZSchoolPay.com, the easy, convenient and secure way to pay for school meals and other school fees." The main content area is divided into three sections: "Easy" (Simply register and you're ready to go. Already a member? Just sign in!), "Convenient" (Available anywhere, anytime you have a computer with internet access. Avoid lost checks and trips to school by paying online. We accept payments for school meals and other school fees (as determined by your child's school).), and "Secure" (We take extra caution to be sure your experience with EZSchoolPay is safe. Plus, we never sell, share, or trade our customers' private information.). On the left side, there is a "Parents Sign Up Now!" section with a "Click Here" button, an "E-Mail" input field, a "Password" input field, a "remember Me" checkbox, and a "Click To Login" button. The "Click To Login" button is circled in orange. At the bottom left, there are "VISA" and "MasterCard" logos and a "Forgot Password?" link. At the bottom center, the copyright notice reads: "Copyright © 2004-2009 by eTritionWare, a division of Harris School Solutions". On the right side, there is a photograph of a woman and a young boy looking at a laptop screen together.

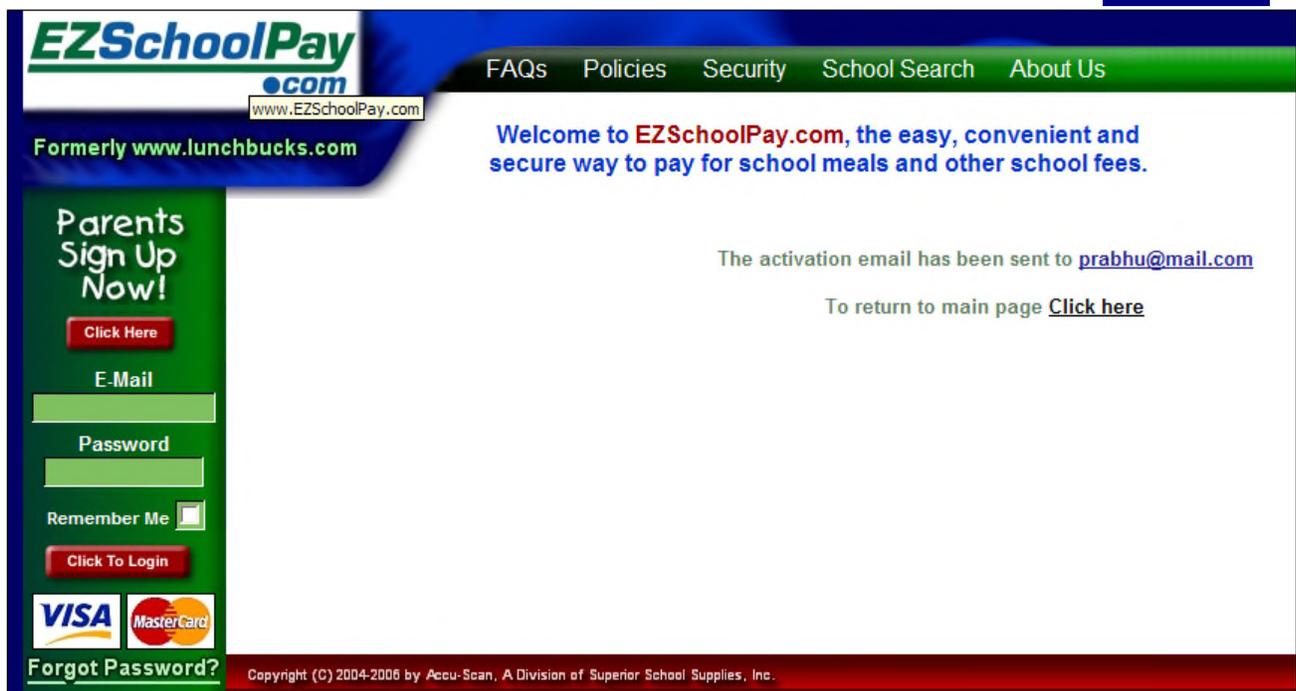
4. If your account is not activated, you will see the page shown in *Figure 4*. To receive your activation E-mail, click on the link “Click here”

Figure 4



5. The activation E-mail will be sent to your registered address. Please check the E-mail for further instructions regarding activation.

Figure 5



## Existing User Login

You can log into [EZSchoolPay.com](http://EZSchoolPay.com) if,

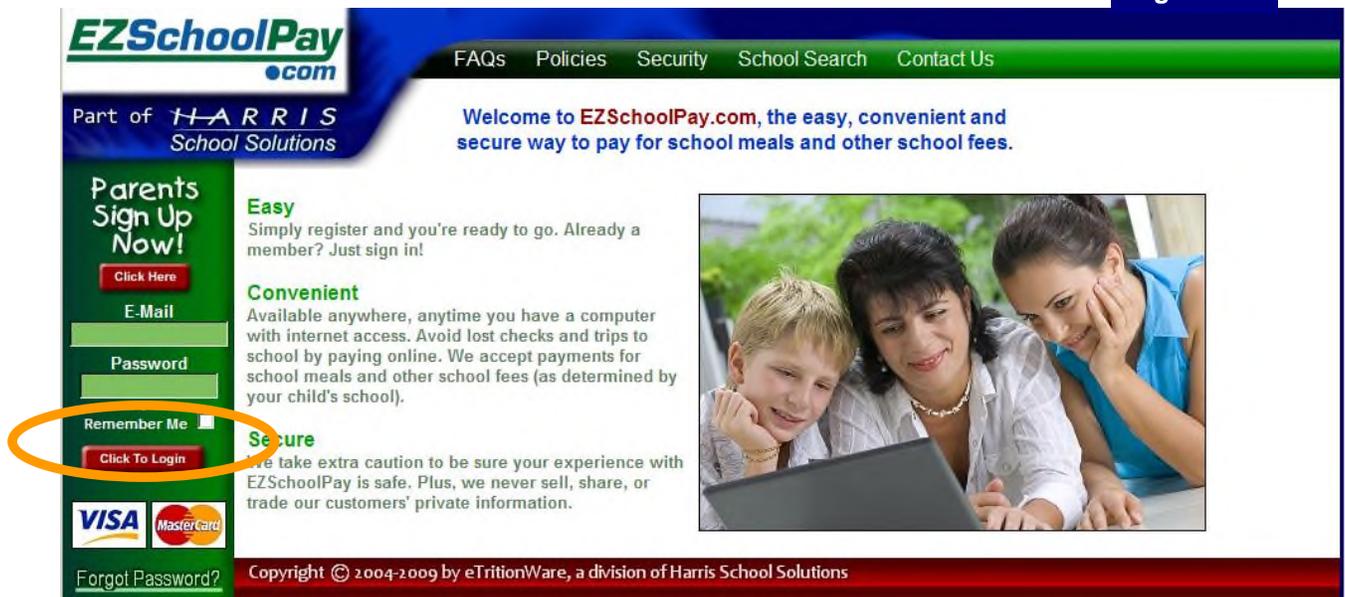
1. You have already registered with EZSchoolPay.com and,
2. You have activated your account successfully using the activation E-mail.

If you forgot your password, you can reset your password and [EZSchoolPay.com](http://EZSchoolPay.com) will send you a new password.

To login:

1. Go to [www.EZSchoolPay.com](http://www.EZSchoolPay.com)
2. Enter your registered E-mail address and password.
3. Click on the button “Click to Login.”

Figure 6



If email and password you entered is valid and your account is activated then you will login successfully into your account with [EZSchoolPay.com](http://EZSchoolPay.com).

You can use your account to add & remove students, make credits (Chapter 2) and maintain your profile (Chapter 3).

## Forgot your password?

You can reset your password and EZSchoolPay.com will E-mail you a new password.

To reset your password:

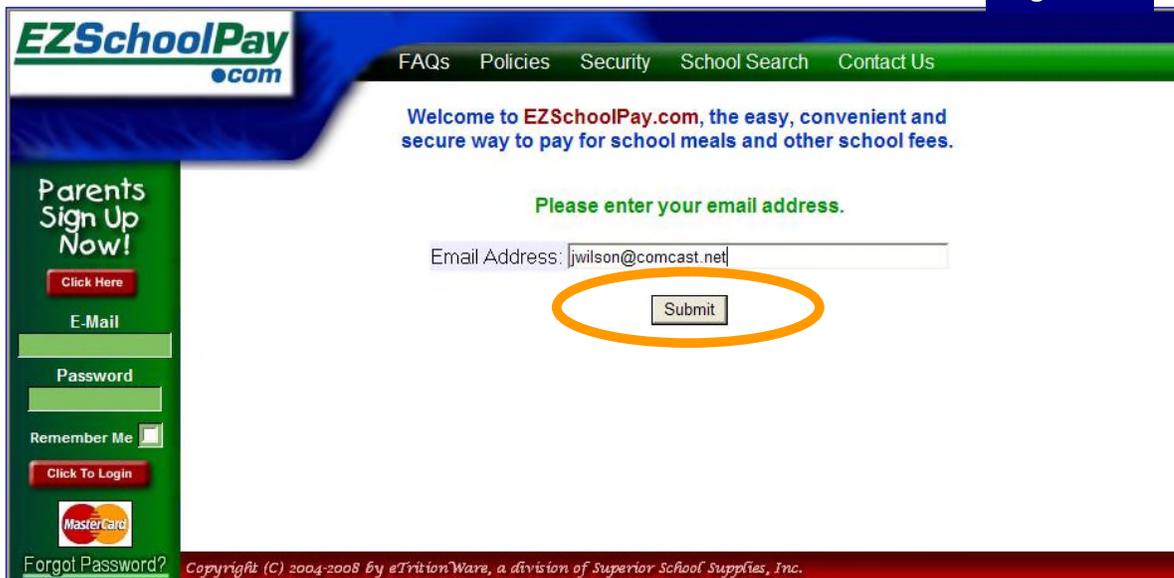
1. Go to [www.EZSchoolPay.com](http://www.EZSchoolPay.com)
2. Click on the link “Forgot Password?” shown in *Figure 7*.

Figure 7



3. You will be asked for your E-mail address. Please enter the E-mail address you registered with EZSchoolPay.com and click on the “Submit” button (Figure 8).

Figure 8



4. You will be asked the “Security Question” you selected while registering with EZSchoolPay.com.
5. Please answer the question in the “Response” box and click “Submit.”

Figure 9

6. If your answer matches with the answer you registered with EZSchoolPay.com, your password will be reset and an E-mail will be sent to you with the new password. You'll know this happened if you see the page shown in *Figure 10*.

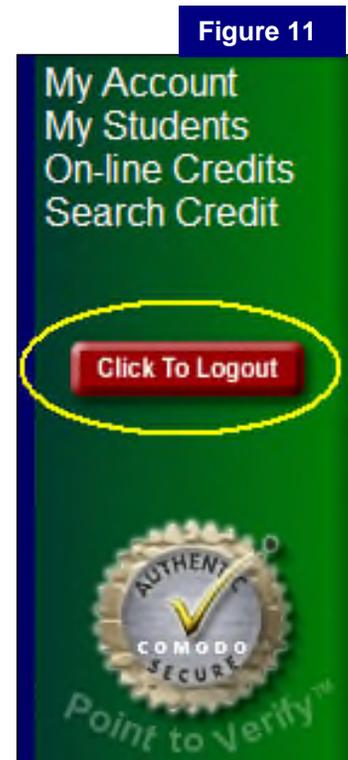
Figure 10

## Logout

Make sure that you **logout** from your account after you are done using the account. This will avoid any unauthorized access to your account.

To logout simply click the “Click to Logout” button as shown in *Figure 11*.

If you do not perform any activity while logged in, you will be automatically logged out from EZSchoolPay after some time for security reasons. To continue working with EZSchoolPay simply login again.



## Chapter 2

### Managing Students and Making Credits

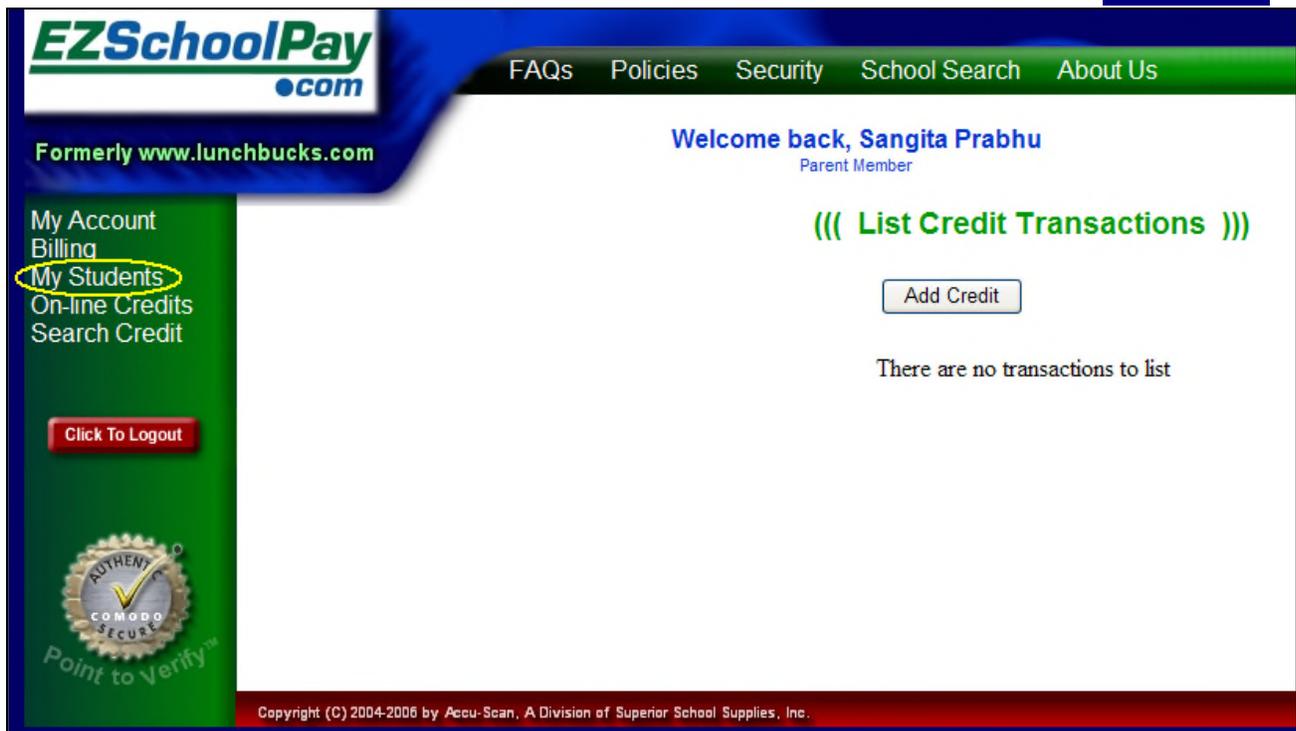
#### Topics:

1. Managing Students
2. On-line Credits
3. School Search
4. Credit Search

#### Managing Students

To add or remove students to your accounts, or to contact schools for any student in your account, just click on “My Students” as shown in *Figure 12*.

Figure 12



If any students are currently attached to your account, they will be displayed, grouped together by school.

You can **add new students** to your account by entering **Student Number**, **Student Last Name**, and **School Zip Code**, and then clicking the “Submit” button, as shown in *Figure 13*.

Please contact your student’s school for the student number. An easy link to your student’s school contact person is available by clicking the “Contact School” link beside the school name.



Once the state is chosen, you will be asked to choose your school district.

Figure 15

The screenshot shows a web interface with the word "KANSAS" in green at the top. Below it, the text "Please select any one district to view the schools." is displayed. A dropdown menu is open, showing the text "Please Select One..." at the top, followed by three options: "Forest Valley Unified School District", "Two Rivers Public Schools", and "Wild Prairie School District".

After the district is selected, you will need to select your school.

Figure 16

The screenshot shows a web interface with the text "KANSAS: Two Rivers Public Schools" in green at the top. Below it, the text "Please select a school from the list" is displayed. A dropdown menu is open, showing the text "Adams Elementary" at the top. Below the dropdown menu, there are two buttons: "Submit" and "Back". The "Submit" button is circled in red.

Once you click "Submit" after selecting the school, the zip code will be filled in for the selected school. To add the student to your account, simply click on "Submit" after you enter Student Number and Student last name.

You can view contact information for your student's school or send an E-mail to a school just by clicking "Contact School" beside the school name.

A new window will appear with the contact information of the school. You can either call the school at the number given or use the form to send an E-mail to the school.

Figure 17

To send an E-mail to the school, type in your name, telephone number, E-mail address, and a brief message in appropriate text boxes. Conclude by clicking the "Submit" button.

Please make sure that your contact information is correct - the school will try to contact you using this information.

EZSchoolPay - Mozilla Firefox  
http://demo.ezschoollpay.com/displayschoolcontact.php?sch=9999992001

Please contact the person listed below when you have questions about your account or when you want more information about EZSchoolPay.com. Thank you.

Contact Name: John Jones  
Contact Telephone: 5555555555

If you would prefer to contact the school via email, please use the form below. Someone from the school will contact you.

Your Name:   
Your Telephone:   
Your Email Address:   
Message:

Submit  
Close window