



Register for a free account on EZSchoolPay

Visit <http://ezschoolpay.com> to get started!

You now have the ability to pay for school breakfast and lunch online! Monitor your child's meal account balance and receive low-balance email alerts through EZSchoolPay.com. The online payment option is a quick and secure way to deposit money to your child's meal account by using a debit or credit card.

What You Need to Register

- Email Address
- The name of your school district
- Your student's ID number (obtain from your school)

How to Register

- Go to www.EZSchoolPay.com
- Create an account by clicking "Parents Register Now"
- Complete the parent registration form (you must complete all fields with a red asterisk *)
- To search for the school district name, click on the [BLUE MAGNIFYING GLASS](#). A pop-up window will appear.
 - Type in **Colu** then search.
 - Choose **Columbia County Board of Education - Evans, Georgia**
 - To search by district name, type in the first 4 letters of your district in the "District Name" field, then click on the [BLUE MAGNIFYING GLASS](#). Your district's name will be displayed; simply check the box for your district and click on the green link USE SELECTED DISTRICT AND CLOSE at the bottom of the pop-up window.
- Check the box to verify you have read and agree with the Terms of Use.
- Click SAVE
- Once you register, an email will be sent to the address provided. You must go to your email and click the link provided in the email from EZSchoolPay.com to validate your account.
- Once your account is validated, you may now start using your EZSchoolPay account.



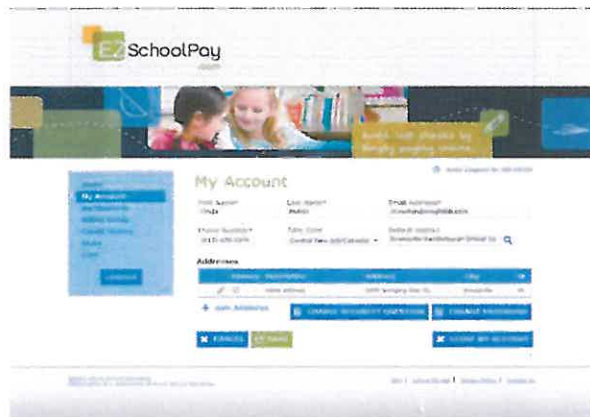
Download our 'How To' Guide to set up your billing information, link your students and learn how to make payments.



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:



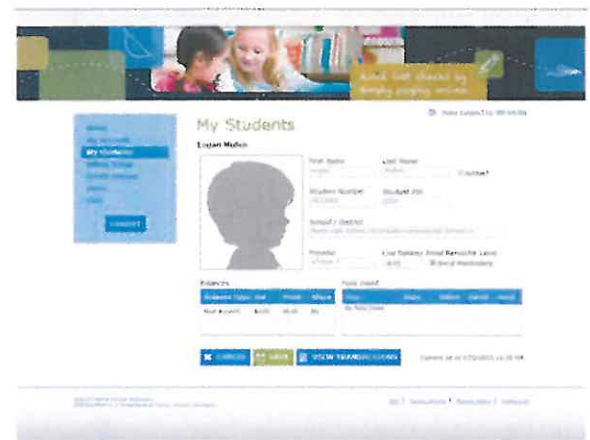
MY ACCOUNT:

- UPDATE PERSONAL INFORMATION
- CHANGE SECURITY QUESTION
- CHANGE PASSWORD
- CLOSE MY ACCOUNT (terminates account)



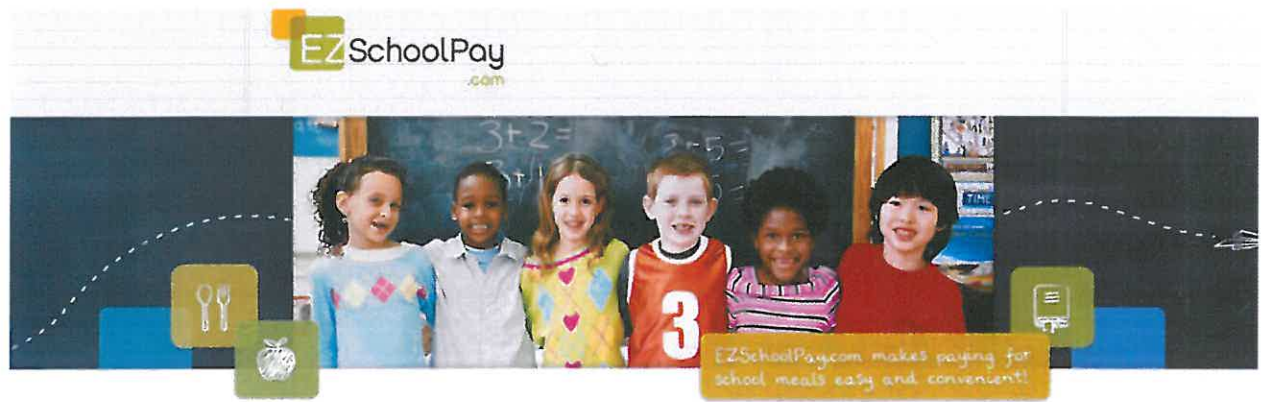
MY STUDENTS:

- 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



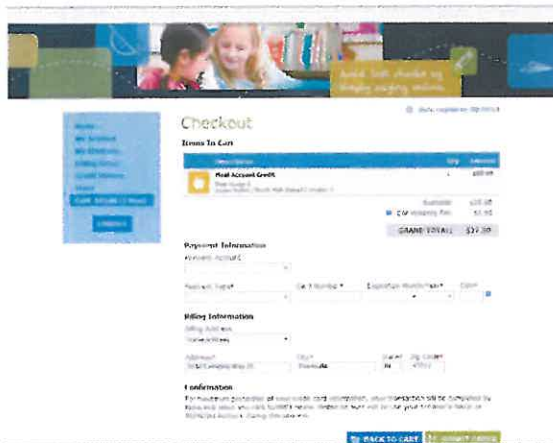
CREDIT HISTORY

- 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

Need additional assistance? Please visit our website www.EZSchoolPay.com for answers to frequently asked questions.



How to Enable Recurring Payments

To enable recurring payments, click on the **Recurring Payments** menu item which will bring you to the Recurring Payments Screen.

Type	Start Date	End Date	Enabled
Weekly	11/21/2013		No
Low Balance	11/21/2013	11/29/2013	No
Weekly	11/21/2013		No
Weekly	11/21/2013		No
Weekly	11/21/2013		No
Low Balance	11/21/2013		No

Initially, your recurring payments will be disabled by default. The **Show Disabled** checkbox will automatically be checked for your convenience. This option forces all disabled Recurring Payments to show in your list displaying a "No" value in the Enabled column.

Click on the pencil for the existing recurring payment you wish to activate.

Weekly	11/21/2013		No
Low Balance	11/21/2013	11/29/2013	No

Check the **Enabled** check box, make any necessary changes, and then click the **Continue** button.

Recurring Payments

Type

Frequency Low Balance Enabled

Frequency

Weekly

Credit Card

Visa 1234

Start Date

11/21/2013

Continue until I change or cancel this payment

Continue until but not after:

Apply	Student	Amount
<input checked="" type="checkbox"/>	AARON COLE	\$65.00
	Aaron Forteen (Shared)	\$45.00

Verify that the settings are correct in the next screen and then click on the **Confirm** button to save your changes.

- A recurring payment of \$65 will be made for AARON COLE weekly.
- A recurring payment of \$45 will be made for Aaron Forteen weekly.

Your recurring Payment will be enabled as indicated by it being displayed in the Recurring Payment List displaying a "Yes" value in the Enabled column.