

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.