



How to use SPS EZpay

To access the EZpay online payment system, select “ONLINE PAYMENTS” from the Students/Parents web page of any school

You will immediately be taken to the EZpay login screen. The first time you use this system, you must click on the “Register to use SPS EZpay” link on the right side of the screen.

Indian Hill EVSD

Welcome Parents!

Login

Welcome to SPS EZPay. If you have already registered please log in here...

Email Address

Password [Forgot your password?](#)

[Login](#)

Need to Register?

You must register in order to use SPS EZpay.

Please note that EZpay works best if you use Internet Explorer or Firefox.

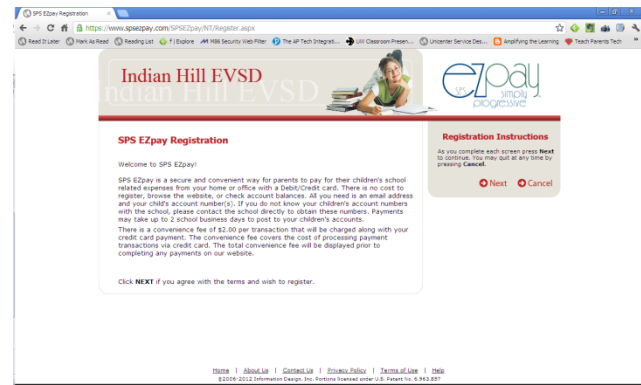
[Register to use SPS EZpay](#)

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This will take you to the following screen informational screen then after you click NEXT it will take you to the registration screen to enter your contact information. All fields marked with an * are required to be filled.

Note: on the registration screen, be sure to click the check box at the bottom (Send Low Balance Emails) if you wish to receive an email when your child's lunch account balance is low.



This screenshot shows the registration form for 'Indian Hill EVSD'. The title is 'SPS EZpay Registration'. The form includes the following fields:

- Your First Name*
- Last Name*
- Suffix (dropdown menu)
- Mailing Address* (three lines)
- City*
- State* (dropdown menu)
- Zip*
- Phone Number (format: () -)
- Email Address*
- Retype Email*
- Password*
- Retype Password*
- Send Low Balance Emails:

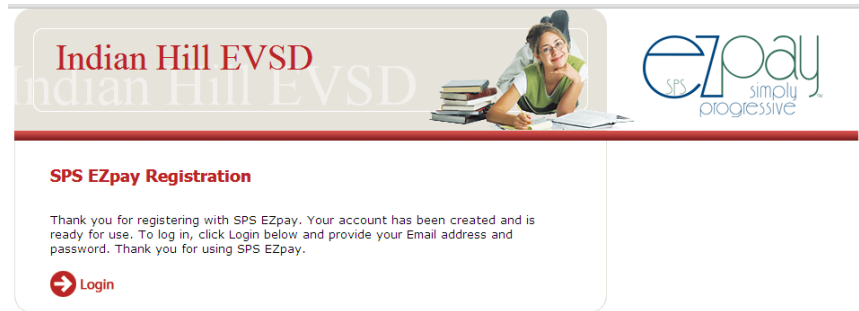
 On the right side, there is a sidebar for 'Step 1. You' with instructions: 'Please provide info yourself. Items with * are required. As you complete each screen press Next to continue. You may exit at any time by pressing Cancel.' Below this is a 'Previous' button.

Clicking next will take you to the screen to allow you to connect your students to this account. Type in the student's ID and last name and click ADD STUDENT TO THE LIST. Repeat for each student you wish to manage under this account.

This screenshot shows the second step of the registration process, 'Step 2. Your Students'. It includes:

- Fields for 'Student ID' and 'Student's Last Name'.
- An 'Add Student to List' button.
- A table with columns: 'My Students', 'Student ID', and 'Remove'. The table currently shows 'No Students Assigned'.
- Instructions on the right: 'Please enter your Students. Your Profile links you to your Students using each Student's ID and Last Name. 1) Provide your Student's ID 2) Provide your Student's Last Name 3) Click "Add Student to List" You may add as many students as you wish. When you are finished, press Finish to complete your registration.'
- 'Previous', 'Finish', and 'Cancel' buttons at the bottom.

After you have completed the registration, you will be given the opportunity to login.



Once logged in, click the name of the student for whom you wish to pay fees.



Click the ACTIVITY FEES link at the top to see miscellaneous activities for which you may pay online (e.g. prom tickets)



When selecting this option, you will receive more information about the activity, select the student and quantity. You may make multiple choices for multiple students and fees in one transaction. Simply add what you are paying to your “basket” and continue to select to pay other items. When finished, click the “click to checkout button” to complete your transaction.

Note that you can change your personal information at any time under the MY ACCOUNT link. You may also add or remove students under the MAINTAIN STUDENTS link.

