

# SUHSD EZ PAY ONLINE PAYMENT SERVICE

December 18, 2017

Dear Parents:

We realize it can be difficult to keep track of food purchases, payments and account balances for student meal accounts. To help facilitate payment of school meals, Shasta Union High School District offers an internet-based online payment service called EZ Pay. This service is provided on a website where you can:

- Pay for school meals using Visa, MasterCard and Discover debit or credit card
- View meal account balances
- View a Meal Account Transaction History Report with a detailed list of cash, check or online payments received and items purchased over the past 30 days.

Participation in this service is voluntary and you may enroll at any time.

**Debit/C.C. Payments** - Payment posts to student's meal account by the end of the next business day

Businesses that accept debit/credit cards must forfeit a percentage of the sale to the debit/credit card company, as well as pay a transaction fee and a monthly website fee. The district simply cannot afford to absorb these fees.

To provide this service at little or no cost to Shasta Union, a \$3.00 service fee per transaction is charged to the card holder for each debit/credit card payment. EZ Pay will accept payments from parents for meals on one website. For families with more than one child, EZ Pay will accept payments to multiple accounts for one \$3.00 transaction fee.

This debit/credit card payment option is available only if you have access to the EZ Pay website on the internet. Please note: the school cafeterias cannot accept debit/credit card payments directly at the cash register.

## **Check Meal Account Balances and Meal Account Purchases**

An additional benefit to using this online service is the ability to view your child's meal account balance, a detailed list of items your child(ren) have purchased and cash, check and online payments received. There is no charge to enroll in this service and set up an account for 24-hour access to your child(ren)'s meal account balance or the meal account transaction history report. Parents, you can also choose to have EZ Pay automatically email you when your child's meal account balance is low.

To use this service, you must first enroll on the EZ Pay website. Please refer to the detailed instructions on the back of this letter for information on setting up your account.

If you have questions that are not answered on the website, we encourage you to contact EZ Pay at 942-2400. You can also call or preferable email Starlee Wagner at 530-225-8449 or [swagner@suhsd.net](mailto:swagner@suhsd.net).

We hope you find this service a convenient alternative.

Sincerely,



Fred Schafer  
Shasta Union Director of Nutrition Services  
530-245-2628  
[fschafer@suhsd.net](mailto:fschafer@suhsd.net)

# **Easy-to-Use EZ Pay Instructions**

## **To Set Up a New Account for Meal Account Payments**

1. Log onto the EZ Pay website at: <https://www.ezschoollpay.com/Login.aspx?District=3130985>
2. Choose "Create an Account" link on the left side of the screen. The information needed is as follows:
  - First Name
  - Last Name
  - Email Address
  - Password
  - Read and Agree To Terms and Conditions
  - Select the "My Account Tab" across the top
  - Enter Mailing Address and Phone Number
  - Select Update

## **How do I add or remove a student from my account?**

- Select the "My Account" link at the top of the page.
- Select on the "Add a Student" link under your personal information.
- Enter student's Lunch ID Number – This is their School ID#
- If your child does not know their lunch ID number, you may contact Starlee or your child's school office.
- Enter Student's Last Name
- Choose "Add Student"

To add additional children, repeat steps above.

## **To Make a Meal Account Payment Online**

1. Log in using your email address and password
2. Select "Meal Balance"
3. Enter the payment amount
4. Select "Add to Cart"
5. If paying multiple students, repeat steps 2-4
6. Choose "View Cart" at bottom of screen
7. Select "Checkout"
7. Enter/Confirm Billing Address
8. Enter credit card information
9. Choose Submit Payment
6. Once your payment has been processed, you will receive an email confirmation of your payment from EZ Pay.

## **To Check Your Child's Meal Account Balance**


1. Log in using your email address and password
2. Select on "Meal Balance"

## **To View Items Your Child has Purchased**

1. Log in using your email address and password
2. Select on "Meal Transaction History"



Forgot Your  
Lunch Money?



Make payments to  
your student's meal  
account online!



Sign-up is easy  
and free!



Available for iPhone, iPad,  
iPod and Android devices



**EZ** SchoolPay  
.com

Available on the  
App Store

ANDROID APP ON  
Google play