

★★★
USER GUIDE
ENCLOSED

Welcome to the **NEW**

SPS **ezpay**
simply
progressive™



Current Meal Balance and Transaction History information can be reviewed by clicking on these tabs for each child.

01

Meal Balance & Transaction History



If your student has unpaid School Fees, this tab will be displayed in RED.

02

Student Fees



Activity Fees are often elective items like Field Trips, Prom tickets, etc. Clicking on this tab will display items available for purchase at your students building.

03

Activity Fees



After you have placed all items that you wish to pay in your basket, click the Checkout link to proceed with payment.

04

EZpay Simple Checkout

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Dashboard EZpay User Get Help Log Out

Basket

MARK MATTHEWS		
Fee: ART (2013-2014)	\$10.00	✖
Fee: ELA MAGAZINE (2013-2014)	\$8.25	
Subtotal:	\$18.25	
Samantha SMITH		
Add to meal balance	\$10.00	✖
Subtotal:	\$10.00	
TIMOTHY LONG		
AP: Cross Country - JH	\$10.00	✖
Subtotal:	\$10.00	
Convenience fee:	\$1.00	
Order Total	\$39.25	
checkout		

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You are always shown the contents of your basket prior to completing payment. You can remove items by clicking on the **Red X** next to that item.

You can update your information, add or remove students, change your password, and review your payment history all by clicking on **your name** at the top of the screen.

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Your Account Settings

General

Your First Name: Address:

Your Last Name: City:

Your Email Address: State:

Phone Number: Zip Code:

Password:

Confirm Password:

Your Students

#	Student	ID Number	Building	#
1	MARK MATTHEWS	302484	ALL STARS JUNIOR SCHOOL	✖
2	Samantha SMITH	204003	ALL STARS HIGH SCHOOL	✖
3	TIMOTHY LONG	205660	ALL STARS JUNIOR SCHOOL	✖

Password recovery

The secret questions will be used for password recovery in the event you forget your password. These questions can be anything that is relevant to you. Please type in two questions and the answers to those two questions.

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Your Account Settings

General

Your First Name: Address:

Your Last Name: City:

Your Email Address: State:

Phone Number: Zip Code:

Password:

Confirm Password:

Your Students

#	Student	ID Number	Building	#
1	MARK MATTHEWS	302484	ALL STARS JUNIOR SCHOOL	✖
<input checked="" type="checkbox"/> Send low balance notification when balance becomes less than \$10.00				
<input type="button" value="Update"/> <input type="button" value="Cancel"/>				
2	Samantha SMITH	204003	ALL STARS HIGH SCHOOL	✖
3	TIMOTHY LONG	205660	ALL STARS JUNIOR SCHOOL	✖

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If your district has asked us to send you low lunch reminders, you can opt in/opt out, or change the trigger amount by clicking on the **Edit Icon** next to your students name.

Still need Help? Click the **Get Help** link at the top of the page to Contact Us, Review frequently asked questions, or download this user guide.

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Dashboard EZpay User Get Help Log Out

Your Account Settings

Get Help

General

Call Us:

Download Help

Let Us Contact You

Your First Name:

Your Last Name:

Call or Email: ☒ Call ☐ Email

Your Phone Number:

Your Email Address:

Preferred Call Time:

Password recovery

Question:

Welcome to the **NEW**



1-866-MY-EZpay
(693-9729)



info@spsezpay.com



spsezpay.com

SPS EZpay™ gives administrators improved auditing capabilities, allows staff to stay on task, provides parents access and control, and frees students from the responsibility of handling money.

If you are a first time user, please use the EZpay link on your district website to be directed to your district account creation page.