



## Electronically deposit funds into your student's school lunch account by following the steps below:

1. Go to [www.ezschoollpay.com](http://www.ezschoollpay.com)
2. Click on "Register" in the "Parents Register Now" box.
3. Type in your email address and click "Continue".
4. Fill out your information on the Parent Registration page. In the "School District" section, click the magnifying glass and type in "Pierre Public" and follow the pictures below.

### Parent Registration

Email Address

lizmariemarso@gmail.com

First Name\*

Last Name\*

Address\*

City\*

State\*

Zip Code\*

Phone Number\*

Security Question\*

Security Answer\*

Password\*

Confirm Password\*

School District\*

(Click the icon to search...)



Time Zone (if known)

### Select Districts

Please enter at least one value and then click "Search". Partial names are allowed.

District Name

City

State

Zip Code

District	Customer	Code	City	St	Zip
<input checked="" type="checkbox"/> Pierre Public S.D. #32-2	Pierre Public S.D. #32-2	8118560	Pierre	SD	57501

- Next a screen will come up showing your registration is complete. Click “Done” and go to your email to finish. It may have been sent to your trash/junk mail box if you cannot find it in your inbox.

## Parent Registration

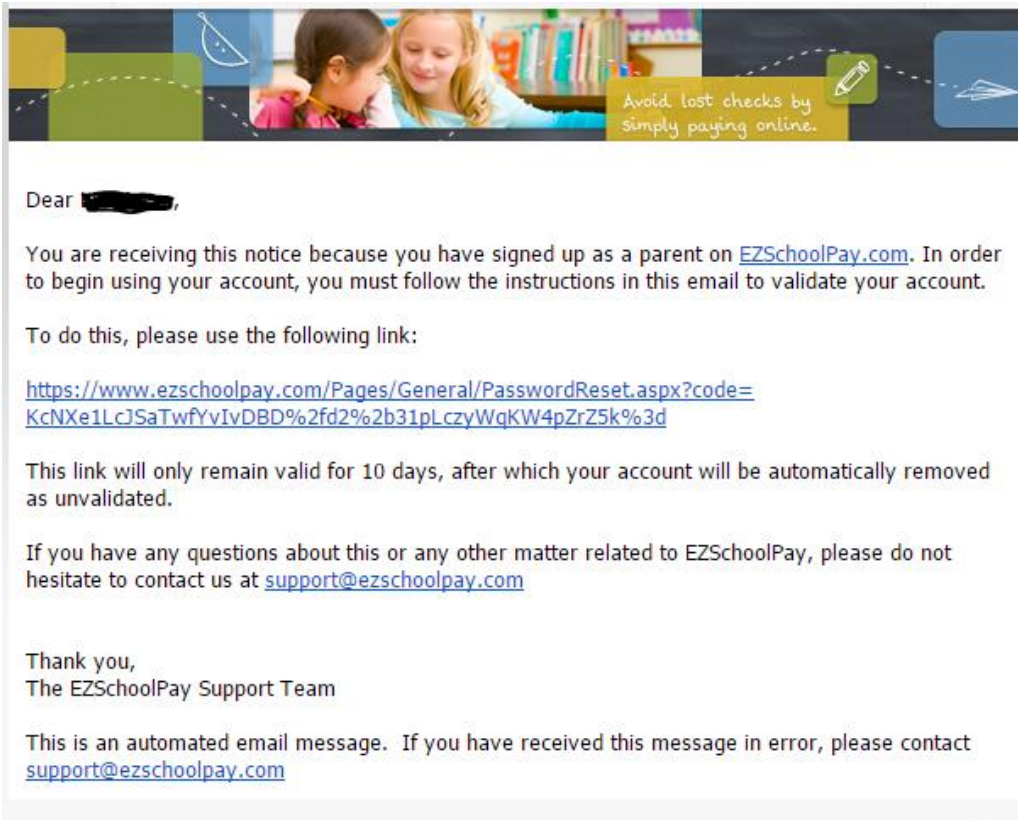
Welcome to EZSchoolPay.com, Liz! The registration process is almost complete.

An email has been sent to [lizmariemarso@gmail.com](mailto:lizmariemarso@gmail.com) with instructions for validating your account.

Thanks for registering!

 DONE


- Your email will look like this. Follow the link provided.



- By clicking the link your account will be validated. You may now log in and add your students. You may also add money to accounts, track transactions and set payment reminders or recurring payments.

## Account Validation

You have successfully validated your account. You may now log into EZSchoolPay.com.

 LOGIN

- Click “Add a Student”

## My Students

Last Name	First Name	School	Balance	Fees
No records to display.				

 CONTACT SCHOOL

 ADD A STUDENT

9. Type in the Last Name of your student and their Student Number. You may obtain this number from the school offices or by emailing Liz Marso at [Elizabeth.Marso@k12.sd.us](mailto:Elizabeth.Marso@k12.sd.us). Middle and High School students know this number as this is the number they use each day at lunch.

## My Students

### Add a Student

District\*

Pierre Public S.D. #32-2 

Last Name\*

Guest

Student Number\*

3000

To help ensure the privacy of your student, you must know and enter the student's last name and number. If you have trouble adding your student or don't know the student's number, you can obtain or verify this information by contacting the student's school.

 CANCEL

 SAVE

10. You may set up payment reminders next. It is suggested to set it for \$10.00 so you have time to go in before the account is negative.

Balances

Balance Type	Bal	Pend	Share
Lunch	\$3.40	\$0.00	No

Low Balance Email Reminder Level

10.00

Send Reminders

Current as of 9/20/2016 1:46 PM

Active?




 CANCEL

 SAVE

 VIEW TRANSACTIONS

11. Select "Make a Payment"

## My Students

	Last Name	First Name	School	Balance	Fees
  	Guest	Checks	Buchanan Elementary School	\$3.40	N/A

Click the pencil beside your student's name to: View additional student information and pending balances; Set a low-balance email reminder level.

 CONTACT SCHOOL

 ADD A STUDENT

 MAKE A PAYMENT

12. Type in the amount you would like to add and click "Add to Cart"

## Store / Pay Online



Lunch Credit

Item Code: 2

Make a payment for students in eTrition 7.

Student	School	Balance	Pending	Amount
Checks Guest	Buchanan Elementary School	\$3.40	\$0.00	0.00

 CANCEL

 ADD TO CART

13. On the next screen click "Proceed to Checkout" and then type in credit card information. These transaction should be immediate unless over the lunch hour when it may take up to an hour as the system is heavily used.