

**\*\*\*NEW ONLINE PAYMENT SERVICE\*\*\***  
**EZ PAY – More Convenient & Added Benefits for Parents**

August 1, 2011

Dear Parents:

We realize it can be difficult to keep track of food purchases and account balances for student meal accounts. To help facilitate payment of school meals, St. Andrew School/CEC North offers a new internet-based online payment service called EZ Pay. This service is provided on a website where you can pay for school meals, view meal account balances and view a detailed list of items purchased. Payments can be made using **Visa, MasterCard and Discover**. Participation in this service is voluntary and you may enroll at any time.

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

EZ Pay provides parents the ability to view their child's meal account balance and a meal transaction report that provides a detailed list of items your child(ren) have purchased. 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 view the meal transaction report. Parents can also choose to have EZ Pay automatically email them when their 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.

**Credit Card Payments - Payment posts to student's meal account by the end of the next business day**

Businesses that accept credit cards must forfeit a percentage of the sale to the 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 St. Andrew School/CEC North, a \$2.50 service fee per transaction is charged to the card holder for each credit card payment. For families with more than one child, EZ Pay will accept payments to multiple meal accounts for **one** \$2.50 transaction fee.

This credit card payment option is available only if you have access to the EZ Pay website on the internet. Please note, the school(s) **cannot** accept credit card payments directly at the cash register.

If you have questions that are not answered on the website, we encourage you to contact EZ Pay at 942-2400 or contact Sarah Renz, Assistant Director of Nutrition Services at 576-2293.

We hope you find this service a convenient alternative.

Sincerely,

Sarah Renz  
Assistant Director - Nutrition Services

[www.spsezpaymilfordexempted.com](http://www.spsezpaymilfordexempted.com)

# Easy-to-Use EZ Pay Instructions

## Enrollment Questions? Call EZ Pay at 942-2400

### To Set Up a New Account

1. Log onto EZ Pay website at [www.spsezpaymilfordexempted.com](http://www.spsezpaymilfordexempted.com).
2. Choose the red “Register to Use SPS EZ Pay” tab on the right hand side of the screen to set up a new account. The information needed is as follows:
  - First Name
  - Last Name
  - Mailing Address
  - Phone Number
  - Email Address
  - Password
3. Choose Next
  - Enter Student ID Number
    - If your child does not know their student ID number, you may contact Cheryl Wilkins at 576-2290.
  - Enter Student’s Last Name
  - Choose “Add Student to List”

To add additional children, repeat step 3.

\*\*Students new to the district **may not** have a meal accounts established to accept payments until after their first day of school.

### To Make a Payment Online

1. Log in using your email address and password
2. Click on the student’s name
3. Enter the payment amount
4. Choose “Add to Payment Basket”
5. If paying multiple students, repeat steps 2-4
6. Choose “My Basket”
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 Balance

1. Log in using your email address and password
2. Meal account balance will display for all students added to your account

### To View Items Your Child has Purchased

1. Log in using your email address and password
2. Click on the student’s name
3. Choose “Meal Transaction History” on the right hand side of the screen

\*\*Please note the student database may not be updated until just prior to the first day of school, so it's possible that you will not find your student listed at his/her new school until the day before school starts.