

## EZPay User Guide for Lakota

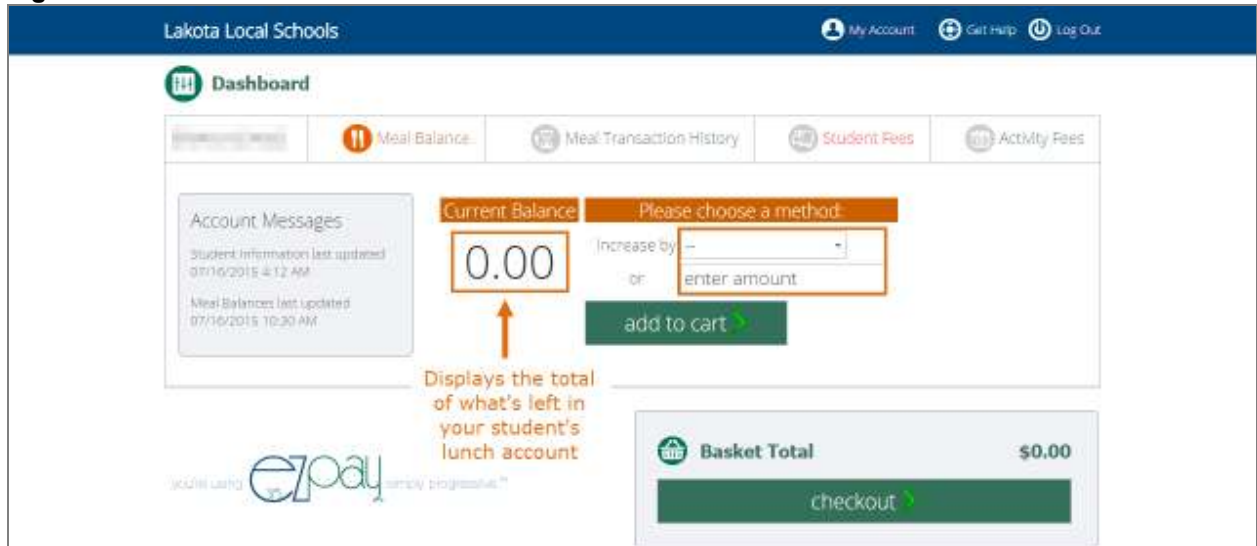
### Dashboard

EZPay's new format opens to a Dashboard. From this Dashboard screen, a parent can increase one student's Meal Balance, pay another student's Student Fees, and choose an optional Activity for a third student. All the students associated with the parent's account are shown on the Dashboard.

### Meal Balance

The Dashboard opens with the **Meal Balance** tab open and displaying the first student's current Meal Balance total. To add funds to the student's lunch account, click on the **increase by** drop down, choose an amount, or enter a dollar amount in the box below it. Click on the **add to cart** button when finished. This will add the total to your basket. When finished selecting payments to be made, click the **checkout** button to go to the payment screen.

Fig 1. Dashboard and Meal Balance Tab



### Meal Transaction History

The Meal Transaction History tab will show the recent payments and charges against the Meal Balance.

### Student Fees

The **Student Fees** tab displays in red text if there are fees owed. Click the Student Fees tab to review the fees and make payments. Select the fee items to pay by clicking the box next to each dollar amount or click the box at the top to select all. The subtotal of these items will calculate as you select the items. When finished, click the **add to cart** button. This will add the total to your basket. Click the **checkout** button to pay.

**Fig 2. Selecting Student Fees to Pay**

The screenshot shows the 'Student Fees' section of the EZPay dashboard. It features a table with the following data:

Fee	Date	Amount	
Fee: American St 8	09/14/12	\$4.00	<input checked="" type="checkbox"/>
Fee: CBIP Language Arts 7	09/09/11	\$17.60	<input checked="" type="checkbox"/>
Fee: Class Mat. & Fees	08/18/09	\$55.00	<input type="checkbox"/>
Fee: Class Mat. & Fees	08/19/10	\$55.00	<input type="checkbox"/>
Fee: Class Mat. & Fees	08/15/08	\$55.00	<input checked="" type="checkbox"/>
Fee: Computer Fee	09/14/12	\$3.30	<input type="checkbox"/>

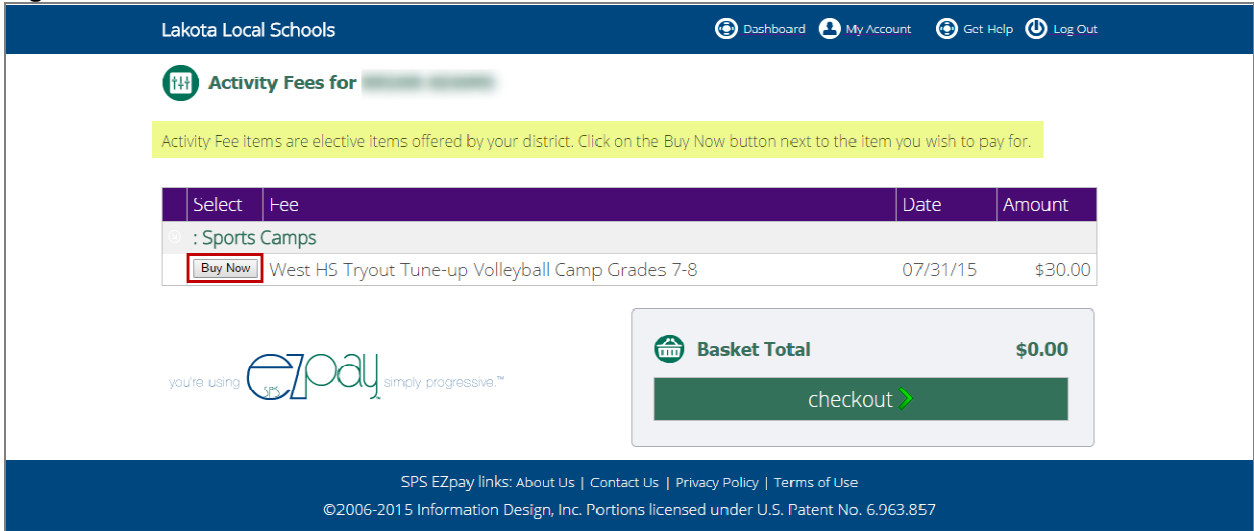
Below the table, the subtotal is shown as \$76.60, with a red arrow pointing to an 'add to cart' button. At the bottom right, the 'Basket Total' is \$0.00, with a 'checkout' button.

### Activity Fees

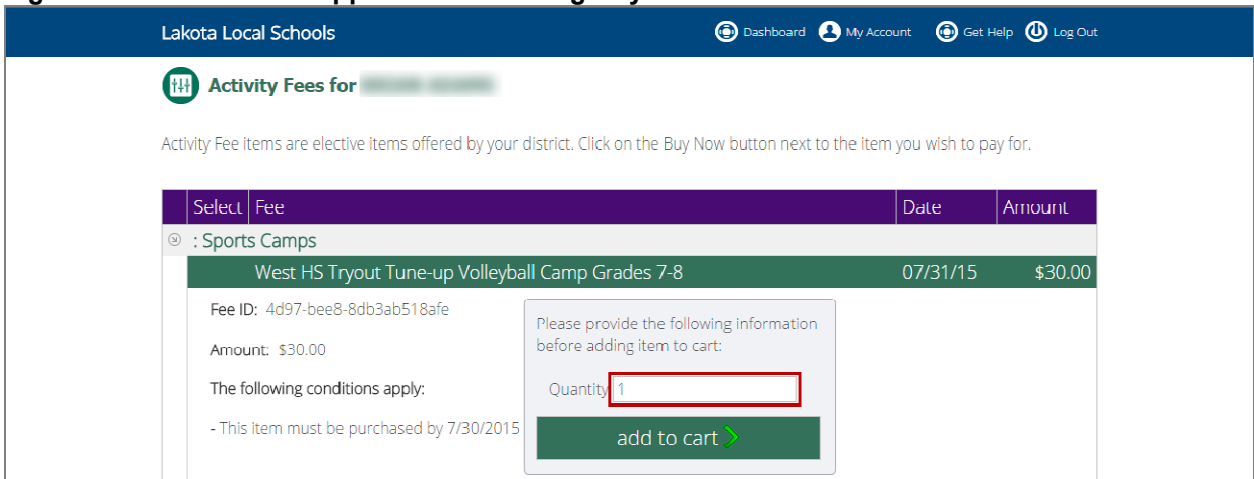
Lakota utilizes the Activity Fees tab for items that the parent can choose to purchase for their students. These items include summer school classes and summer sports camps. Purchasing these items also registers the child into the activity.

Click on the **Activity Fees** tab and a new screen will open. Click the **Buy Now** button to the left of the activity to register and pay for that activity. Details about the activity will appear. Enter the **Quantity** (usually 1) and click **add to cart**. Add additional activities, click Dashboard at the top of the screen, or if complete, click the **checkout** button.

**Fig 3. Activities Fees Tab**



**Fig 4. Additional Details Appear After Clicking Buy Now**

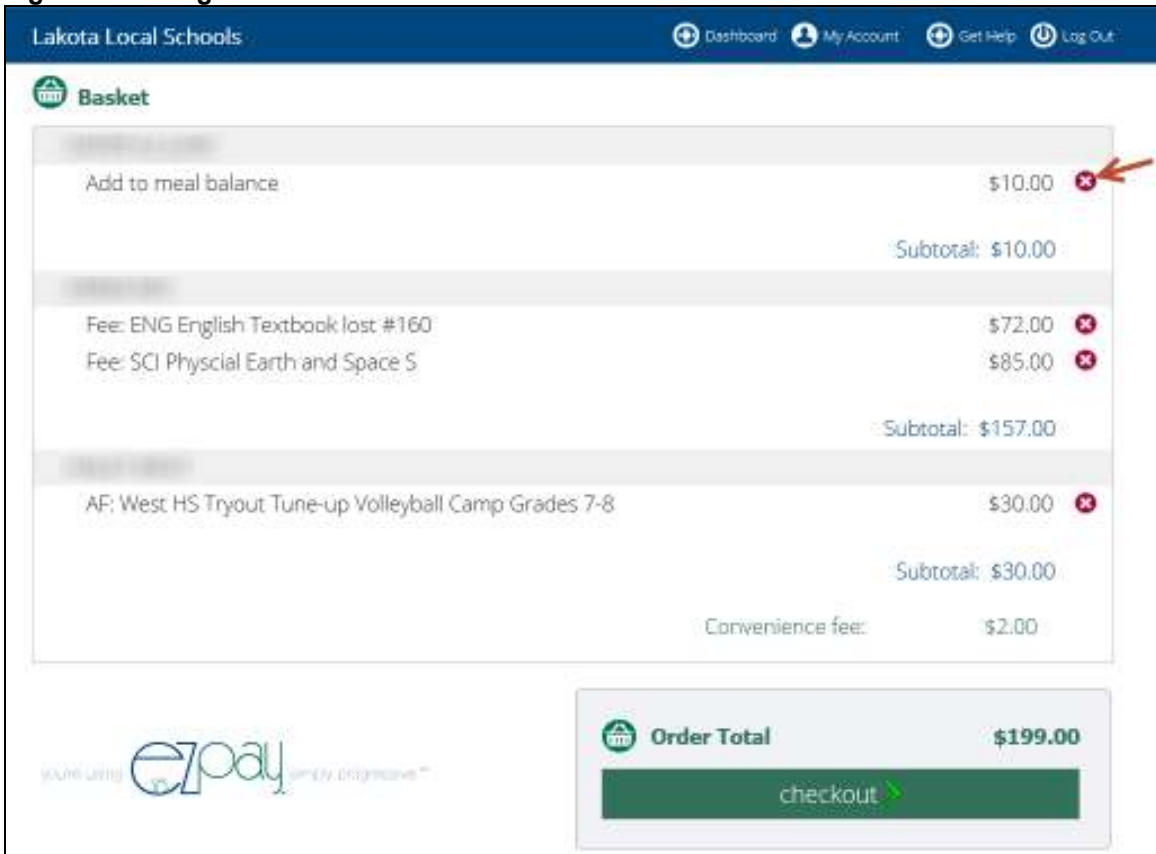


**Review Total and Checkout**

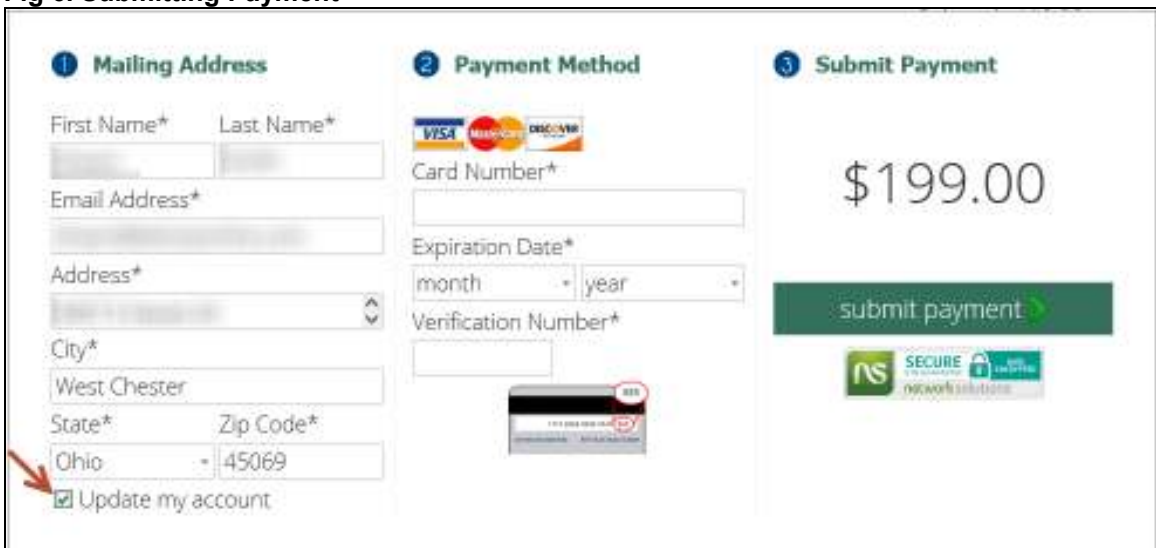
When all Meal Balance, Student Fees, and Activity Fee purchases have been selected, click the **Checkout** button. The items selected will be listed. If there are any items to remove from the basket, click the red **X** to the right of the item. The new total will calculate below. When finished, click the **checkout** button.

The mailing address section will show the information provided when the Lakota EZPay account was created. If changes are necessary, edit the address and click the **Update my account** box. Enter the credit card number, expiration date and the verification number from the back of the credit card. Click the **submit payment** button. EZPay never retains credit card details.

**Fig 5. Reviewing the Basket**



**Fig 6. Submitting Payment**



**Adding Students to EZpay account**

To add a student to the EZPay account, click on the **My Account** icon at the top. Click the **add a student** button. Enter the Student ID and Student Last Name and click the **add student** button. The student will now show in **Your Students** listing. Click the red **X** next to the student name to remove a student.

**Fig 7. Adding a Student**

Lakota Local Schools

Dashboard My Account Get Help Log Out

**Your Account Settings**

**General**

Your First Name  Address

Your Last Name  City

Your Email Address  State

Phone Number ( ) -  Zip Code

New Password

Confirm Password

**Your Students**

Student	ID Number	Building	#
		LAKOTA EAST HIGH SCHOOL	✖

Adding a student is easy.  
Please provide the student's ID number and last name, - that's it! We'll do the rest.

Student ID #

Student Last Name

**Low Meal Balance Notification**

Parents may request a notification be sent when the Meal Balance declines to a certain dollar amount. The notifications are set on the My Account screen and are only available during the school year.