

# 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"