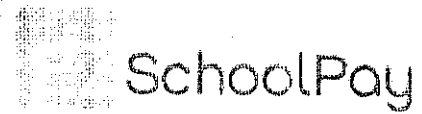


Student(s) ID Number(s): \_\_\_\_\_

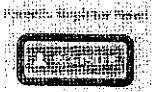
You can find your student's ID number on Parents Online (instructions on back) or ask the office. You must have Student ID/Employee ID to register for EZSchoolPay.



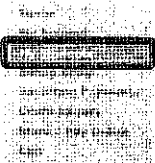
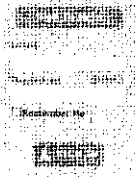
## EZSchoolPay Setup Instructions

Viewing meal account balance and transaction history online (online payment NOT available at this time)

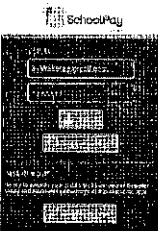
- New users must request an EZSchoolPay login (logins are created and managed by you, not the school)
  - Go to [www.ezschoollpay.com](http://www.ezschoollpay.com) in your web browser
  - Click on the "Parents Register Now!" link
  - Fill out the form, first with your email address and then with your name, address, phone number, password, and security answer (lets you reset a forgotten password). Click the search icon to find "Troy Public Schools - USD 429." (If you are a Troy Schools employee, do NOT use your Troy USD email address but a personal one – Students MAY use their Troy USD email address.)
  - Click "Submit" and an email will be sent to the email address you provided
  - Find the email from EZSchoolPay in your inbox (also check your junk mail) and click the link provided to activate your login
  - You may now log in to [ezschoollpay.com](http://ezschoollpay.com) (or the phone app) with your newly created account



- Add a student (or yourself if you are a school employee) account to your login (students may also create their own login and monitor their own account)
  - Go to [www.ezschoollpay.com](http://www.ezschoollpay.com) in your web browser
  - Log in with your username and password (you created this above)
  - Click on the "My Students" link, and click the "Link Student" button
  - Enter your student (or employee) ID number (as listed on Parent's Online, listed on a Grade Card, or given by the school secretary), last name, and click "Save"
    - That student (or your own) account is now linked with your EZSchoolPay login
  - Multiple people (parents, student, etc) may create their own login and link to the same student account (one student meal account may be linked to logins of multiple parents)
  - Repeat the above steps to add any needed additional students to your login

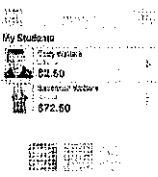


- The ability to receive email notification if balance falls below a certain dollar amount is no longer available in EZSchoolPay (The district is beginning to text negative account balance notices. These notices are NOT linked to your EZSchoolPay account and will be sent as long as a cell phone number has been provided to the district which is generally done at enrollment)
  - If you previously signed up for account balance email notification in EZSchoolPay, you have noticed that automated emails have stopped being sent
  - When the district enables the ability to make online meal account payments, the ability to enable low balance email notifications to yourself will be available again.

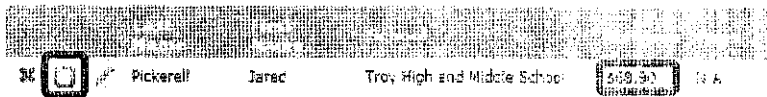


Mobile App Login

- Access meal account balances and view transaction history (purchases and payments)
  - Go to [www.ezschoollpay.com](http://www.ezschoollpay.com) in your web browser
  - Log in with your username and password
  - Click on the "My Students" link
  - Your student(s) will be listed with current account balance (current to within 15 minutes)
  - Click "View Transactions" (clipboard icon) to see up to the previous 10 days food purchases



Mobile App Screenshots



Install the EZSchoolPay.com App on your Apple IOS or Android device for access on-the-go

(Initial set-up and adding and removing of accounts should be done in the web Interface, not within the App)