

SIoux FALLS CATHOLIC SCHOOLS - ACCESSING LUNCH ACCOUNT BALANCES

New user registration with EZSchoolPay.com

Step 1: Select to Sign Up

1. Go to www.EZSchoolPay.com
2. Click on the button "Click Here" for parent sign up.

Step 2: Registration form

1. A simple registration form will be displayed.
2. Make sure that you enter a valid E-mail address as it is necessary to activate your account.
3. The password needs to be at least 6 characters long
4. Fill in all the details in the form and Click "Submit".

Step 3: Successful registration

1. You should receive an activation email at the email address you entered while completing your registration.
2. Be sure to activate your account using the activation E-mail in order to use it.

Step 4: Activation

You will need to activate your account in order to start using it. The **Activation E-mail** you receive from EZSchoolPay.com will contain the detailed instructions to activate your account.

Existing User Login

You can log into EZSchoolPay.com if,

1. You have already registered with EZSchoolPay.com and,
2. Activated your account successfully using the activation E-mail.

If you forgot your password, you can reset your password and EZSchoolPay.com will send you a new password.

To login:

1. Go to www.EZSchoolPay.com
2. Enter your registered E-mail address and password.
3. Click on the button "Click to Login".

Managing Students

To add or remove students to your account or to contact schools for any student in your account, just click on "My Students" (left side of screen).

If any students are currently attached to your account, they will be displayed grouped together by school. The current lunch balance is what is displayed. Once a parent signs up, after a few days, the account will begin to build to the 10 days history of activity.

You can **add new students** to your account just by entering **your school zip code, student ID and student last name** and clicking on "Submit".

Student IDs are 6-digit numbers assigned to each student and can be found on tuition statements. You may contact the schools for the students already existing in your account simply by clicking the "Contact School" link besides the school name.

To **remove existing students** from your account, just click on "Remove" besides the name of the student you wish to remove.

*****This information and more is available on the Sioux Falls Catholic Schools website www.sfcss.org. Click on the Lunch tab in the upper right hand corner, then click on EZ Pay link. *****