

EZ PAY ONLINE PAYMENT SERVICE

Dear Parents:

We realize it can be difficult to keep track of food purchases, payments and account balances for student meal accounts. To help facilitate payment of school meals, **Milford Nutrition Services** offers an internet-based online payment service called EZ Pay. This service is provided on a website where you can:

- Pay for school meals using Visa, MasterCard, Amex, and Discover debit or credit card
- View meal account balances
- View a Meal Account Transaction History Report with a detailed list of cash, check or online payments received and items purchased over the past 30 days.
- Pay instructional supply fees, extended day and preschool tuition (Milford only)
- ****Please note, consult your specific school website for those who have a separate payment system for school fees.**

Participation in this service is voluntary and you may enroll at any time.

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

Businesses that accept debit/credit cards must forfeit a percentage of the sale to the debit/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 your school, a \$2.50 service fee per transaction is charged to the card holder for each debit/credit card payment. EZ Pay will accept payments from parents for meals, school fees and extended day and preschool tuition on one website. For families with more than one child, EZ Pay will accept payments to multiple accounts for **one** \$2.50 transaction fee.

This debit/credit card payment option is available only if you have access to the EZ Pay website on the internet. Please note: the school cafeterias **cannot** accept debit/credit card payments directly at the cash register.

Check Meal Account Balances and Meal Account Purchases

An additional benefit to using this online service is the ability to view your child's meal account balance, a detailed list of items your child(ren) have purchased and cash, check, or EZpay online payments received. 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 the meal account transaction history report. Parents, you can also choose to have EZ Pay automatically email you when your 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.

If you have questions that are not answered on the website, we encourage you to contact EZ Pay at 866-MY-EZPAY or Kim Gregory, Assistant – Nutrition Services, at 576-4160.

We hope you find this service a convenient alternative.

Sincerely,
Kim Gregory
Assistant – Nutrition Services

<https://www.spsezpay.com/Milford/ezpay/Login.aspx>



Easy-to-Use EZ Pay Instructions

Enrollment Questions? Call EZ Pay at 866-MY-EZPAY

To Set Up a New Account for Meal Account Payments

1. Log onto the EZ Pay website at <https://www.spsezpay.com/Milford/ezpay/Login.aspx> select "EZ PAY" link in the grey "Quick Links" section.
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** - The lunch ID number is the six-digit student ID number. (Madeira could be 4 or 5 digits)
** The following schools will need to add a leading number to the student ID number:
Williamsburg: 1 St. Columban: 2 Finneytown: 3 Wyoming: 4 SEAS: 5 John Paul II: 8
If your child does not know their lunch ID number, you may contact Kathy King at 576-2290 for assistance.
- Enter Student's Last Name
- Choose "Add Student"
To add additional children, repeat steps above.

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

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"
8. Enter/Confirm Billing Address
9. Enter credit card information
10. Choose Submit Payment
11. 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"