



Marked Tree Schools' Lunch and Breakfast program is happy to introduce to you EZSchool Pay. Website where parents are able to log onto their child's account and check their balance for lunch and breakfast. Below is a Step-By-Step guide on how to create an account on EZSchool Pay. If you have any questions please contact Brandi Manuel at 870-358-1660 or by email at simpsonb@mtree.k12.ar.us

Step-By-Step Guide: Parent User How-To

This step-by-step guide gives a brief outline for parent users on how to navigate www.EZSchoolPay.com. For more detailed descriptions of each step, refer to the page numbers below.

Create an Account (Pages 4-7)

1. In order to utilize EZSchoolPay, parents must first register for an account by clicking the "Register" button:
2. Enter an Email Address in the box provided, then click "Continue" – the email address entered will be used when logging in to EZSchoolPay in the future, as well as for validating the new account, password resets and email notifications that may be generated through EZSchoolPay in the future:
3. Enter the required information, such as First Name, Last Name, Address, etc., and then click the magnifying glass to search for your child's school district. Once you have located your child's school district, check the box next to the district name, then click "Use Selected District and Close." Check the box to confirm that you have read and agree to the EZSchoolPay.com Terms of Use, then click "Save":
4. The final step to complete the registration process is to validate your account. An email from noreply@ezschoolpay.com will be sent to the email address you provided with instructions and a link to finish the validation process. If the email is not received within a few minutes, check your Junk or Spam folder. For Gmail accounts, check the "Promotions" folder. Once the account has been validated, your new account is ready for use

Home Screen (Page 8)

1. When first signing in to EZSchoolPay, the Home screen is displayed:

Adding a Student (Pages 9-11)

1. From the Home screen of EZSchoolPay, click the "My Students" link on the left side of the page:
2. Click the "Add a Student" button. Click the magnifying glass to search for your child's school district, then check the box next to the district name. Click the "Use Selected District and Close" button:

View Balance/Transaction Information (Pages 12-13)

1. Click the "My Students" link on the left side of the page, then click the clipboard icon next to your child's name:
2. If your children share an account balance for purchases, the "History For" dropdown can be used to filter transactions for the one specific student selected, or to show all transactions for the account. The sort order can also be changed to show "Newest First" or "Oldest First," if desired:



Low Balance Email Reminders (Pages 14-15)

1. Click the “My Students” link on the left side of the page, then click the pencil next to your child’s name:
 - 2.
3. On the next screen, enter the “Low Balance Email Reminder Level” (i.e. the dollar amount the account balance should reach before a notification is sent), then check the “Send Reminders” box. Click “Save” when finished – the next time your child’s account balance reaches this dollar amount (or below), an automated email will be sent to your email address to notify you:

Spending Limits (Pages 16-21)

NOTE: The spending limit feature may not be available for all school districts. Please contact your child’s school district directly to set spending limits if this feature is not active on EZSchoolPay.com.

1. To request a spending limit for your child’s meal account, click the “My Students” link on the left side of the page. Then, click the pencil next to your child:
2. On the screen that opens, click the “Set Spending Limits” button, located at the bottom right-hand corner:
3. Select the type of spending limit that should be applied. “Simple” refers to a limit that should be applied to each day, overall, whereas the “Advanced” selection would apply to meal sessions and a la carte purchases individually. When selecting the “Simple” option, continue to step 4; otherwise, proceed to step 5:
4. When setting the spending limit to apply to each day, overall, select the appropriate Spending Limit choice from the options listed.
5. When setting the spending limit to apply to breakfast, lunch and a la carte purchases separately, select the “Advanced” option, then make the appropriate selections for each session (Breakfast and Lunch), as well as how their a la carte purchases should be limited, accordingly.
6. Once all appropriate selections have been made, click the “Save” button. A confirmation will appear, indicating the type of limit(s) being set for your child’s meal account. If this is correct, click “Continue”; otherwise, click “Cancel” and make the appropriate selections:
7. Once the “Continue” button is clicked, this will send a message to your child’s school district to approve the request (if the district requires these requests to be approved). Once approved, the limit selections made will be applied, moving forward, for any purchases made.

Credit History (Page 27)

1. To view the credit (payment) history that has been applied to the account, click the “Credit History” link on the left side of the page. Enter in the Range that should be displayed. To search for an individual credit enter in the Credit ID, then click the “Search” button