



## User’s Manual for EZSchoolPay Parents

Revision 7 – 09/20/2007

This manual is divided into three chapters:

**1. Sign-up and Login**

This chapter explains the sign-up procedure in detail. It also provides help for issues such as logging in, activation of account and lost password recovery.

**2. Making Credits**

This chapter discusses the tasks related to making credits to your student’s accounts. It explains linking and unlinking of students, crediting accounts and maintaining your billing information.

**3. Maintenance**

This chapter provides help for editing your account information, deleting your account, and other maintenance activities.

*Note: Please contact your school if you have further questions regarding [EZSchoolPay.com](http://EZSchoolPay.com).*

*EZSchoolPay sales and website administration personnel cannot provide tech support. Sorry.*

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## Chapter 1

### Sign-up and Login

#### Topics:

1. New user sign up
2. Do not have an Activation-Email?
3. Existing user login
4. Forgot your password?
5. Logout

#### New user registration with EZSchoolPay.com

##### Step 1:

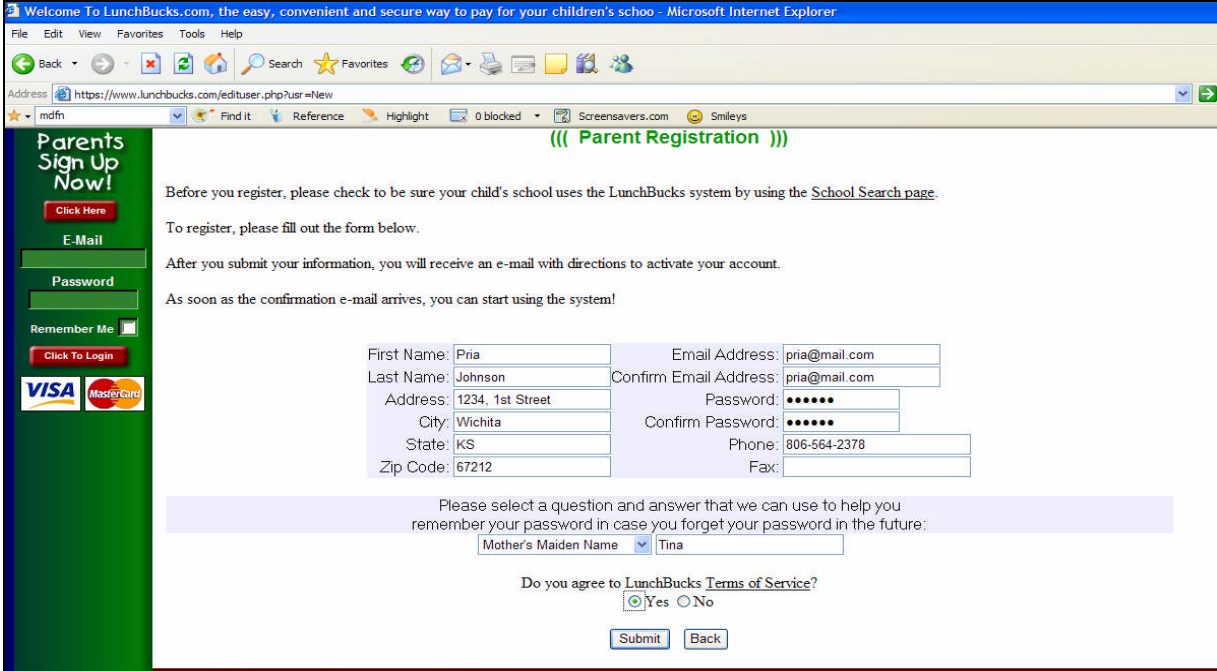
- I. Go to [www.EZSchoolPay.com](http://www.EZSchoolPay.com)
- II. Click on the “Click Here” button to begin.



##### Step 2: Registration form

- I. A simple registration form as shown in *Figure 1* will be displayed.
- II. Make sure that you enter a valid E-mail address -- it is necessary to activate your account.
- III. The password needs to be at least 6 characters long (numbers or characters OK).
- IV. Fill in all the details in the form and Click “Submit.”

Figure 1



**Step 3: Successful registration**

- I. If you see the page shown in *Figure 2* below, then you have registered successfully.
- II. You should receive an activation email at the address you entered while completing your registration.

Figure 2



## Step 4: Activation

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

### Do not have your activation E-mail?

If you have **lost or deleted** the activation E-mail without activating your account, or if you did not receive it, you can simply **resend** the activation E-mail to your registered E-mail address with [EZSchoolPay.com](http://EZSchoolPay.com) (see “Resending the Activation E-mail” topic below).

If you never received an activation E-mail:

1. Please check that the E-mail address you registered with [EZSchoolPay.com](http://EZSchoolPay.com) is a valid E-mail address and you are able to receive Internet E-mail at this address.
2. If you are using any ‘Spam Blocker’ program, be sure that it allows you to receive incoming E-mail from [EZSchoolPay.com](http://EZSchoolPay.com).
3. Some E-mail providers, such as Verizon.net, mistakenly mark [EZSchoolPay.com](http://EZSchoolPay.com) email as “spam”, and fail to deliver it to your inbox. If you suspect this, please check with your provider.
4. **Resend** the activation E-mail to yourself.

Resending the Activation E-mail:

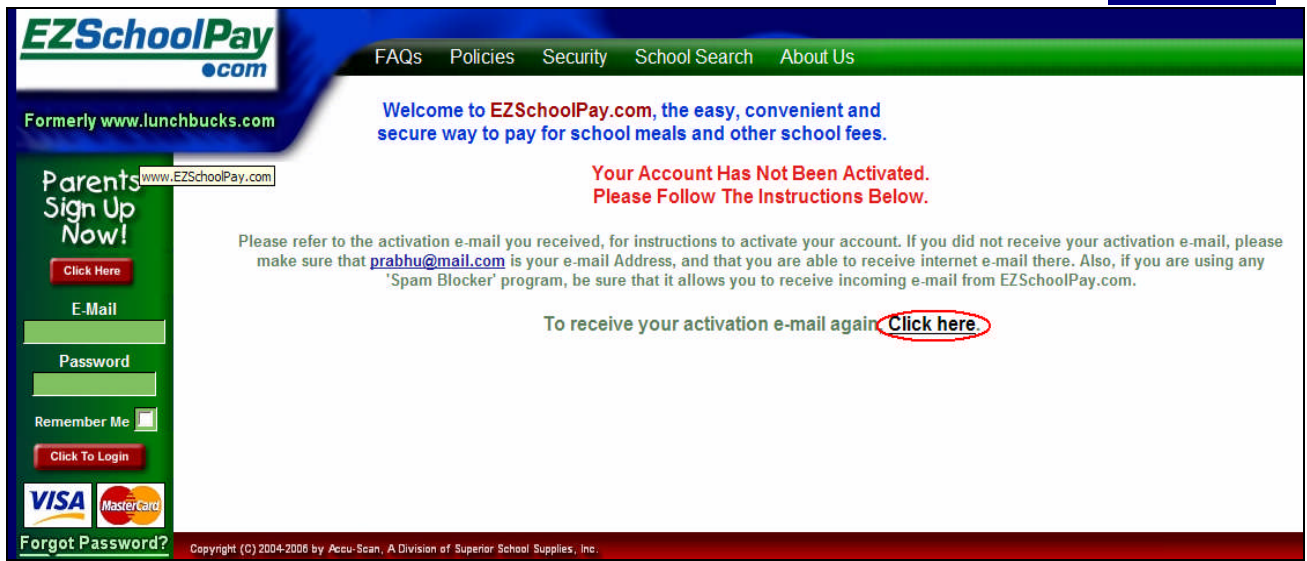
1. Go to [www.EZSchoolPay.com](http://www.EZSchoolPay.com)
2. Enter E-mail address and Password you registered with [EZSchoolPay.com](http://EZSchoolPay.com)
3. Click on “Click to Login” button.

Figure 3



4. If your account is not activated, you will see the page shown in *Figure 4*. To receive your activation E-mail, click on the link “Click here”

Figure 4



5. The activation E-mail will be sent to your registered address. Please check the E-mail for further instructions regarding activation.

Figure 5



## Existing User Login

You can log into [EZSchoolPay.com](http://EZSchoolPay.com) if,

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

If you forgot your password, you can reset your password and [EZSchoolPay.com](http://EZSchoolPay.com) will send you a new password.

To login:

1. Go to [www.EZSchoolPay.com](http://www.EZSchoolPay.com)
2. Enter your registered E-mail address and password.
3. Click on the button “Click to Login.”

Figure 6



If email and password you entered is valid and your account is activated then you will login successfully into your account with [EZSchoolPay.com](http://EZSchoolPay.com).

You can use your account to add & remove students, make credits (Chapter 2) and maintain your profile (Chapter 3).

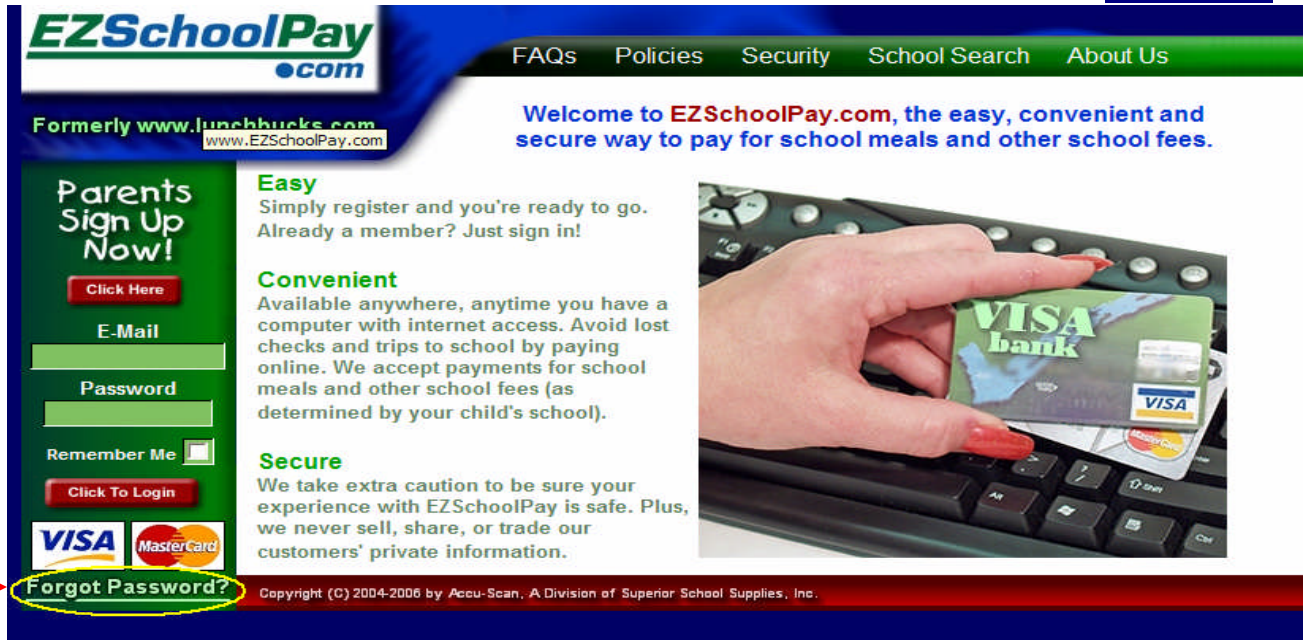
## Forgot your password?

You can reset your password and EZSchoolPay.com will E-mail you a new password.

To reset your password:

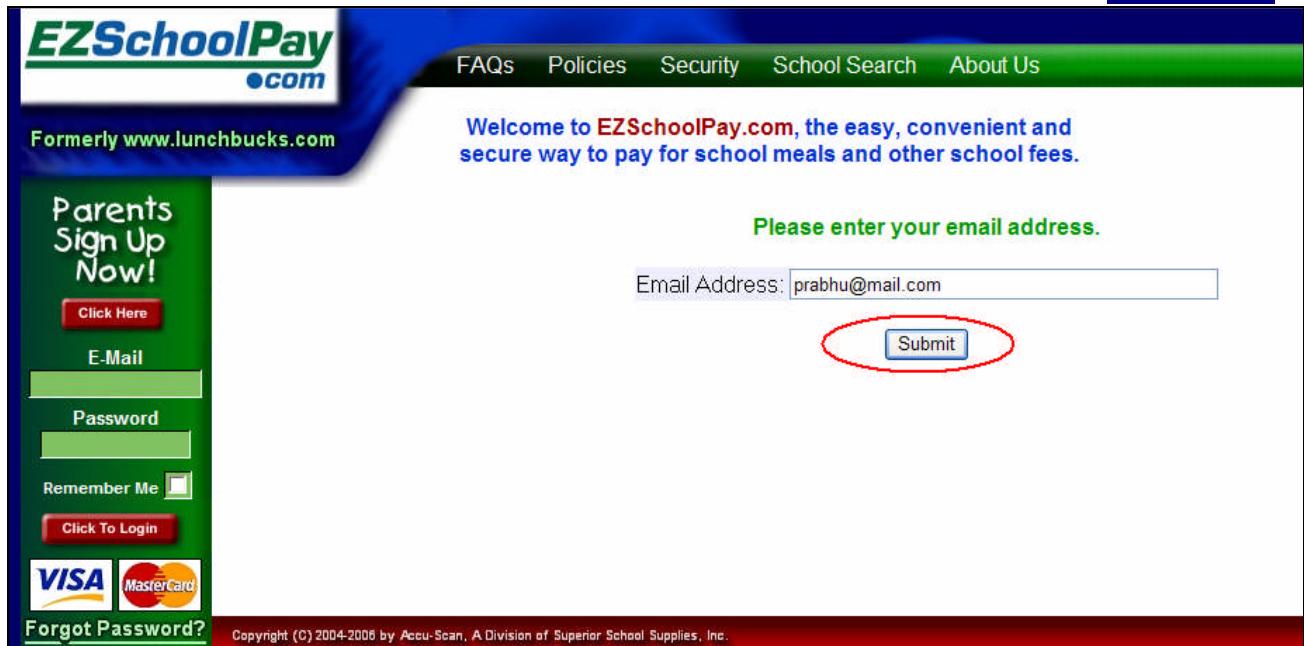
1. Go to [www.EZSchoolPay.com](http://www.EZSchoolPay.com)
2. Click on the link “Forgot Password?” shown in *Figure 7*.

Figure 7



3. You will be asked for your E-mail address. Please enter the E-mail address you registered with EZSchoolPay.com and click on the “Submit” button.

Figure 8



4. You will be asked the “Security Question” you selected while registering with EZSchoolPay.com.
5. Please answer the question in the “Response” box and click “Submit.”

Figure 9

The screenshot shows the EZSchoolPay.com website interface. At the top, there is a navigation bar with links for FAQs, Policies, Security, School Search, and About Us. Below the navigation bar, a welcome message reads: "Welcome to EZSchoolPay.com, the easy, convenient and secure way to pay for school meals and other school fees." The main content area displays a security question: "Please enter your response to the security question. 'Favorite TV Show?'" Below the question is a text input field containing the word "Friends". To the right of the input field are two buttons: "Submit" and "Back". The "Submit" button is circled in red. On the left side of the page, there is a sidebar with a "Parents Sign Up Now!" section, an "E-Mail" field, a "Password" field, a "Remember Me" checkbox, and a "Click To Login" button. At the bottom of the sidebar are logos for VISA and MasterCard, and a "Forgot Password?" link. The footer contains the copyright notice: "Copyright (C) 2004-2006 by Accu-Scan, A Division of Superior School Supplies, Inc."

6. If your answer matches with the answer you registered with EZSchoolPay.com, your password will be reset and an E-mail will be sent to you with the new password. You'll know this happened if you see the page shown in *Figure 10*.

Figure 10

The screenshot shows the EZSchoolPay.com website interface after a password reset. The navigation bar and welcome message are the same as in Figure 9. The main content area displays a confirmation message: "Your password has been reset. An email has been sent to you explaining how to get logged in." Below the message is a "Done" button. The left sidebar is identical to the one in Figure 9, including the "Parents Sign Up Now!" section, "E-Mail" field, "Password" field, "Remember Me" checkbox, "Click To Login" button, and logos for VISA and MasterCard. The footer contains the same copyright notice: "Copyright (C) 2004-2006 by Accu-Scan, A Division of Superior School Supplies, Inc."

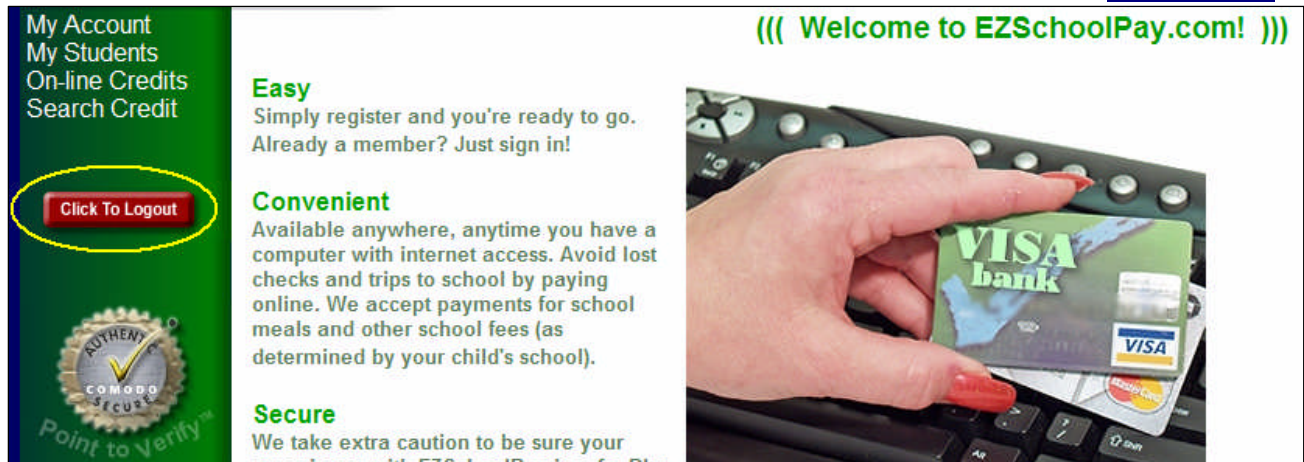


## Logout

Make sure that you **logout** from your account after you are done using the account. This will avoid any unauthorized access to your account.

To logout simply click the “Click to Logout” button as shown in *Figure 11*.

Figure 11



If you do not perform any activity while logged in, you will be automatically logged out from EZSchoolPay after some time for security reasons. To continue working with EZSchoolPay simply login again.

## Chapter 2

### Managing Students and Making Credits

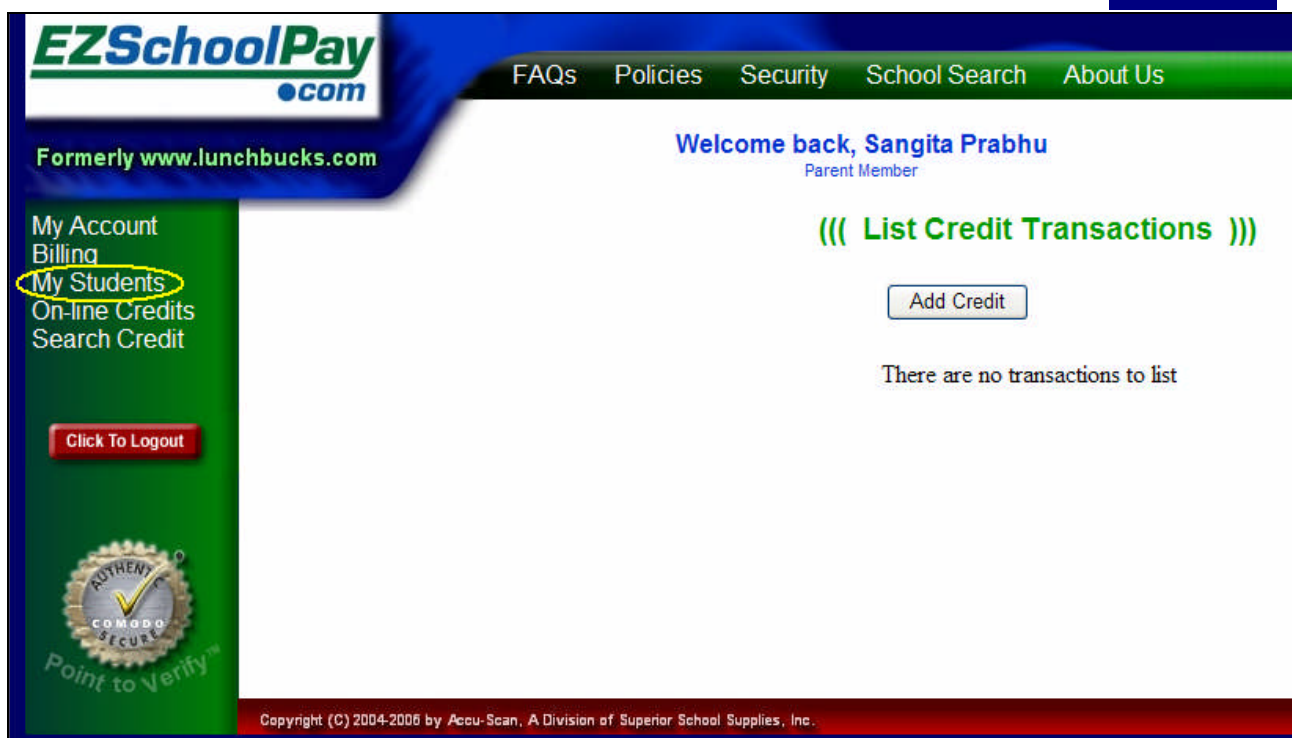
#### Topics:

1. Managing Students
2. On-line Credits
3. School Search
4. Credit Search

#### Managing Students

To add or remove students to your accounts, or to contact schools for any student in your account, just click on “My Students” as shown in *Figure 12*.

Figure 12



If any students are currently attached to your account, they will be displayed, grouped together by school.

You can **add new students** to your account by entering **Student Number**, **Student Last Name**, and **School Zip Code**, and then clicking the “Submit” button, as shown in *Figure 13*.

Please contact your student’s school for the student number. An easy link to your student’s school contact person is available by clicking the “Contact School” link beside the school name.

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

**Figure 13**

**Mike Snyder Test School** ([Contact School](#))

<u>Student Name</u>		<u>Meal Account Balance</u>
<a href="#">Acosta, Bill</a>	<a href="#">Remove</a>	\$371.00

**Sangita's Test School** ([Contact School](#))

<u>Student Name</u>		<u>Breakfast Lunch</u>
<a href="#">Jenkins, Laura</a>	<a href="#">Remove</a>	\$65.00 \$325.00

To add a student to your list, please enter the Student Number, Student Last Name, and then either enter the School Zip Code or Pick Your School.

Student Number:

Student Last Name:

School Zip Code:  -- OR [Pick School](#)

If you do not know the zip code of your school, click on [Pick School](#) to select your school. You will be asked to select your state to begin with. You can either click on the appropriate state in the map or select your state from the drop-down list and press the “Go” button to continue (see *Figure 14*).

**Figure 14**

[http://test.ezschooldpay.com/schoolselection.php?usr=Demo\\_FmTwxU8XdM](http://test.ezschooldpay.com/schoolselection.php?usr=Demo_FmTwxU8XdM) - Microsoft I...

**Please Click on a State to select the School districts**

**OR**

Select a state from the following list and click "GO"

MS

Once the state is chosen, you will be asked to choose your school district.

Figure 15

The screenshot shows a web interface for selecting a school district. At the top, the word "KANSAS" is displayed in green. Below it, the instruction "Please select any one district to view the schools." is centered. A dropdown menu is open, showing the text "Please Select One..." at the top, followed by three options: "Forest Valley Unified School District", "Two Rivers Public Schools", and "Wild Prairie School District".

After the district is selected, you will need to select your school.

Figure 16

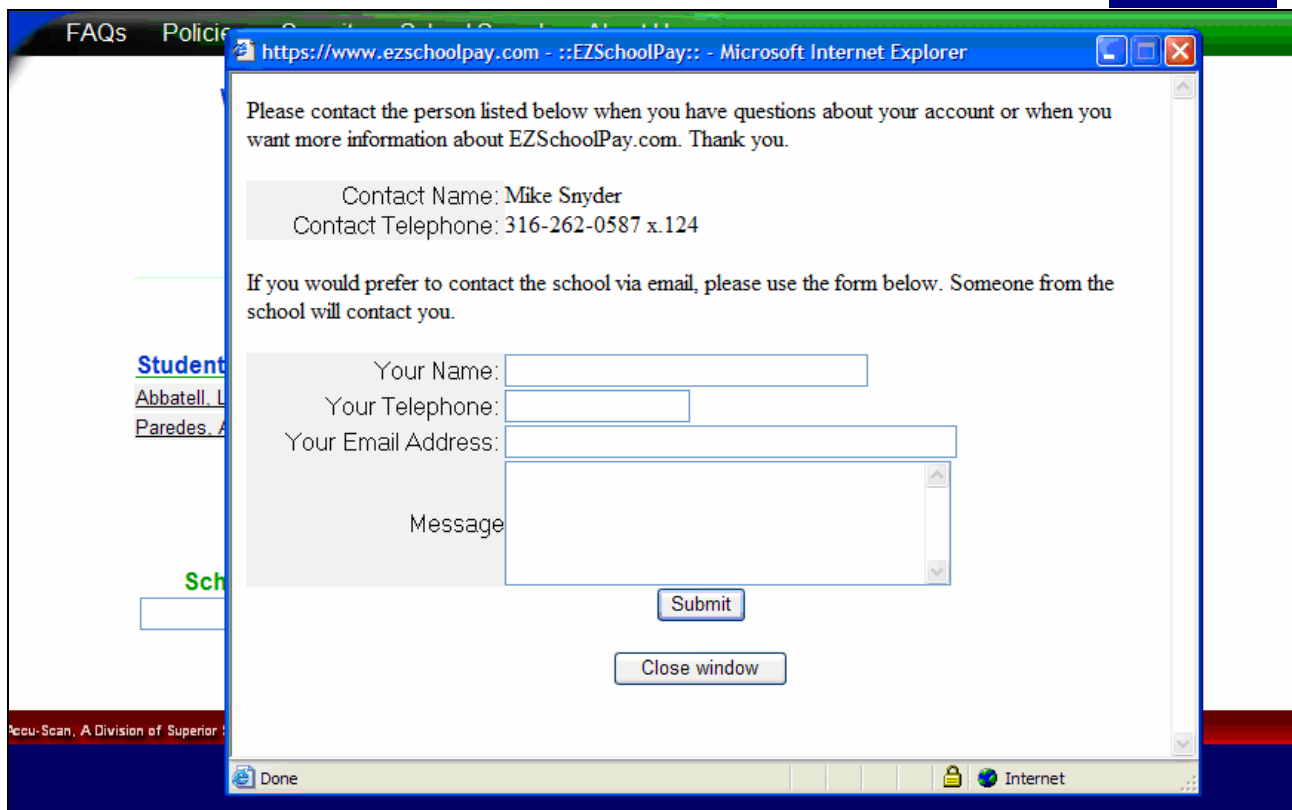
The screenshot shows a web interface for selecting a school. At the top, the text "KANSAS: Two Rivers Public Schools" is displayed in green. Below it, the instruction "Please select a school from the list" is centered. A dropdown menu is open, showing the text "Adams Elementary" at the top. Below the dropdown menu, there are two buttons: "Submit" and "Back". The "Submit" button is circled in red.

Once you click "Submit" after selecting the school, the zip code will be filled in for the selected school. To add the student to your account, simply click on "Submit" after you enter Student Number and Student last name.

You can view contact information for your student's school or send an E-mail to a school by clicking "[Contact School](#)" beside the school name.

A new window will appear with the contact information of the school. You can either call the school at the number given or use the form to send an E-mail to the school.

Figure 17



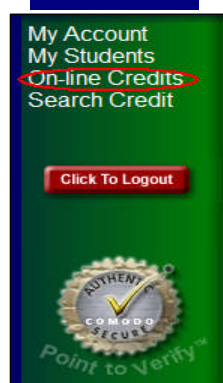
To send an E-mail to the school, type in your name, telephone number, E-mail address, and a brief message in appropriate text boxes. Conclude by clicking the "Submit" button shown in *Figure 17*. Please make sure that your contact information is correct -- the school will use this to contact you.

## Online Credits

There are two types of schools: 1) **“Student Sync”** schools in which you add your student from an existing database once and the student record is available each time you make a credit (by far the most common) and 2) **“Non Student Sync”** schools in which you must add the student’s name and information with each credit – note that these schools do not automatically add online credits directly into the meal accounting system at the school; a school administrator must manually adjust the balance caused by a new credit.

If you are not sure about which type of school your student belongs to, EZSchoolPay will prompt you appropriately when needed. To make credits, click **“Online Credits”** in the left side menu (*Figure 18*). If you have made any prior transactions, those will be displayed here.

**Figure 18**



To make a new transaction, just click on **“Add Credit”** shown in *Figure 19*.

All of the active students linked to your account will be displayed here (see *Figure 20*). You can also add more students to this transaction simply by entering their first name, last name, grade and student number.

After you click on **“Add”**, you will be prompted to select your State, District and School respectively.

**Figure 19**

((( List Credit Transactions )))

Credit Detail	Date/Time	Student	Payment/Comment	Status
<b>\$122.00 Approved</b> Trx#: <b>1121962512</b>	07/21/2005 11:15:12 AM	Abbott, Charlie	Dance Class registration -- \$100.00	Completed
		Armstrong, Kelsey	Second Test Bus fees -- \$20.00	Completed
		Chau, Nathan	Meal Account Credit -- \$2.00	Pending
<b>\$50.00 Approved</b> Trx#: <b>1121724594</b>	07/18/2005 05:09:55 PM	Abbott, Charlie	Meal Account Credit -- \$10.00	Pending
		Armstrong, Kelsey	Second Test Bus fees -- \$20.00	Completed
		Chau, Nathan	Year book fees -- \$20.00	Completed

Depending on your school synchronization type, either the student will be linked to your account or will be added to the transaction as an additional student. The linked student will appear under **“My Students”** menu selection and will automatically be available for future transactions.

An Additional Student is only part of the current transaction (is part of a **“Non Student Sync”** school; these credits are not automatically added to the school’s meal accounting system – instead a manual adjustment to the balance by school personnel is necessary). This student will not automatically appear for future transactions, but must be added again manually each time.

**Figure 20**

**Linked Students**

Acosta, Bill	1667	Mike Snyder Test School
Jenkins, Laura	485	Sangita's Test School

**Additional Students**

Myers, Mili	1234	Jackman Middle School	<a href="#">Remove</a>
-------------	------	-----------------------	------------------------

**Last Name**      **First Name**      **Grade**      **Student Number**      [Add](#)

You can remove an additional student simply by clicking on “Remove”.

If you do not wish to add any more students to this transaction, simply click on “Proceed to Online Credits” to pay for existing students.

All of the students linked to your account will be displayed here (see *Figure 21*). You can make a credit to some or all of them at the same time. If your child’s school has set up any “Special Payments” you will see them listed here (for instance, Dance Class Registration, Back-To-School Portraits, Locker Fee, etc). Leave blank any fee you don’t wish to pay as part of this transaction, or which doesn’t pertain to the listed student(s).

If the schools have provided extra information about a payment (comments or special instructions), the payment name will be marked with a “\*” to indicate a footnote. The corresponding information will be displayed at the bottom of the screen.

For all fees except “Meal Account”, a text box to enter “Notes/Comments” will be displayed. The comment you enter here will be sent to your child’s school, along with the payment. This is useful, for instance, if the school has requested additional information about your payment. (Note: no comment can be entered for “Meal Account” credits, simply because these amounts are imported directly and automatically into your school’s meal accounting program.)

To provide a credit, simply enter the desired amounts in the boxes beside each applicable payment name. Then, click “Next” to continue.

To cancel the transaction instead, click “Cancel” to return to the Transactions List page.

**((( Add Credits for Students )))**

**Acosta, Bill- Mike Snyder Test School**

Meal Account Credit:

Test Payment\*:

**Jenkins, Laura- Sangita's Test School**      **Note/Comment to School (If Any)**

Breakfast Credit Amount:

Lunch Account Credit:

Dance Class Fees\*:

Test Payment\*:

**Myers, Mili- Alden Takaki Demo**

Meal Account Credit:

**\*Test Payment-** This is a test payment that goes here.  
**\*Dance Class Fees-** specify Batch evening or morning

NOTE: The total credit amount must be \$5.00 or more

**IMPORTANT:** “Special Payments” (anything other than “Meal Account” credits) are displayed only if your child’s school has set up any such payment with [EZSchoolPay.com](http://EZSchoolPay.com). Otherwise, you will just see options to enter Meal Account credits for each student. Check with your school if you would like the ability to pay for other school fees online.

After you enter the amount you wish to pay, you will be required to enter the credit card/debit card information as shown in *Figure 22*. The page will also display the Credit amount, Processing fee and the total charges you will pay. You can edit the credit amount by clicking on “Edit”.



**Figure 22**

Credits: \$60.00    Service Fee: \$3.00    Final Total: \$63.00   

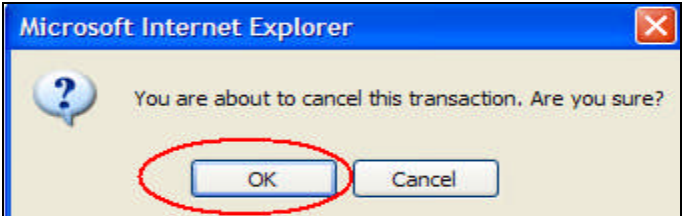
[What's this?](#)

Card Type	Mastercard	▼
Card Number	<input type="text"/>	
Card Expiration	01	▼    2006
Card Confirmation Code	<input type="text"/>	<a href="#">What is this?</a>
Billing Name	<input type="text"/>	
Billing Address	<input type="text"/>	
Billing City	<input type="text"/>	
Billing State	AL	▼
Billing Zip Code	<input type="text"/>	

If you wish to cancel this transaction, you can do so by clicking on “Cancel”. You will be prompted for a confirmation to cancel the transaction (*Figure 23*). Click “OK” if you wish to cancel the transaction.

**Figure 23**



Once you have entered all the financial information and you wish to continue with the credit transaction, click “Next” to continue.

**NOTE:** Due to security guidelines EZSchoolPay.com cannot save your financial information for future transactions. This is in keeping with the security requirements of PCI (Payment Card Industry) Compliance. This means you will have to enter your credit card information every time you pay using EZSchoolPay.com.

The details of your transaction will be displayed for your review, as shown in *Figure 24*. Review these details carefully before hitting “Submit”. You can still cancel the transaction by clicking on “Cancel” button.

To edit credit amount or billing information, click on “Edit” button.

After you confirm all the transaction details, click on “Submit” to process this transaction.

**Figure 24**

**Please review the details of this transaction before submitting.**

---

<b>Acosta,Bill</b>	<b>Amount</b>
Test Payment	\$20.00

<b>Jenkins,Laura</b>	<b>Amount</b>
Breakfast Account Credit	\$20.00
Lunch Account Credit	\$20.00

Service Fee:	\$3.00	<a href="#">What's this?</a>
<b>Total:</b>	<b>63.00</b>	

---

Card Type:	VISA
Card Number:	*****2897
CardHolder Name:	Test User
Street Address:	Test Street
City:	Test City
State:	KS
Zip:	56789

---

After transaction is processed, the results will be displayed.

Status of the transaction will either be *Approved* or *Not Approved*. *Figure 25* illustrates the results of an *Approved* transaction.

**Please note:**

- 1) Transaction Processing may take few seconds – be patient.
- 2) If your transaction is *Not Approved*, it may be that you have entered some information incorrectly. If you are certain that you have entered all information correctly and the transaction is *Not Approved*, you should contact your bank or card issuer.

Figure 25

**Welcome back, Sangita Prabhu**  
Parent Member

**((( Transaction Status )))**

We are processing transaction # 1138050374.  
This could take several seconds...please be patient.

If the transaction does not finish within 45 seconds, please click [HERE](#).

**Your transaction was approved.**

Click [HERE](#) to see a receipt.

Click [HERE](#) to return to your list of transactions.

If your transaction was approved then you have successfully credited your student’s account. If your student’s school is a “Student Sync” school the credit will be automatically added to your student’s meal account balance the next time a synchronization occurs (typically within 15 minutes if the cafeteria computer is on). Remember, though, each school may opt to receive credits on differing schedules. Credits made during the night or on weekends or holidays may not appear in your child’s meal account right away, if the school has shut down their EZSchoolPay processing.

You can either click to see a receipt for your transaction or can click to return back to “Transactions List” page. If you choose to see a receipt, this is how it will appear:

Figure 26

Student ID	Student	Amount	Status*
<b>314</b>	<b>Abbott, Charlie</b>	<b>100.00</b>	<b>Completed</b>
<i>School: Mike's Test School Payment: Dance Class registration Comment: Batch #145</i>			
<b>314</b>	<b>Abbott, Charlie</b>	<b>20.00</b>	<b>Pending</b>
<i>School: Mike's Test School Payment: Meal Account Credit</i>			
<b>RUNNING1</b>	<b>Armstrong, Kelsey</b>	<b>100.00</b>	<b>Completed</b>
<i>School: Mike's Second Test School Payment: Back-to-School Portraits Comment: Full Pack</i>			
<b>NBDCHAU546</b>	<b>Chau, Nathan</b>	<b>100.00</b>	<b>Completed</b>
<i>School: LunchBucks Test School Payment: Bus fees</i>			
		Service Fee:	<b>\$19.20</b> <a href="#">What is Service Fee?</a>
		Total:	<b>\$339.20</b>

\* "Status" indicates whether this credit has been received by the school and is available for use.  
*Pending* - Not yet sent to the school. *Received* - Sent to the school, but not yet available. *Available* - Money is available to use. *Completed* - The school has been notified about this "Non-Meal" credit.

[Print receipt](#)      [Close window](#)

Click on “Print receipt” to print a paper copy of your receipt. Click on “Close Window” to close this receipt.

If you click to return to the list of transactions, you will be taken to the “Transactions List” page, which displays all your transactions (*Figure 27*).

**Figure 27**

**((( List Credit Transactions )))**

[Add Credit](#)

Credit Detail	Date/Time	Student	Payment/Comment	Status
<b>\$320.00 Approved</b> Trx#: <a href="#">1122304826</a>	07/25/2005 10:20:52 AM	Abbott, Charlie	Meal Account Credit -- \$20.00	Pending
		Abbott, Charlie	Dance Class registration -- \$100.00 <i>Batch #145</i>	Completed
		Armstrong, Kelsey	Back-to-School Portraits -- \$100.00 <i>Full Pack</i>	Completed
		Chau, Nathan	Bus fees -- \$100.00	Completed
<b>\$122.00 Approved</b> Trx#: <a href="#">1121962512</a>	07/21/2005 11:15:12 AM	Abbott, Charlie	Dance Class registration -- \$100.00	Completed
		Armstrong, Kelsey	Second Test Bus fees -- \$20.00	Completed
		Chau, Nathan	Meal Account Credit -- \$2.00	Pending
<b>\$50.00 Approved</b> Trx#: <a href="#">1121724594</a>	07/18/2005 05:09:55 PM	Abbott, Charlie	Meal Account Credit -- \$10.00	Pending
		Armstrong, Kelsey	Second Test Bus fees -- \$20.00	Completed
		Chau, Nathan	Year book fees -- \$20.00	Completed

To view the details of the transaction simply click on the transaction number (TRX #) link.

## School Search

To search for a school’s contact information click on “School Search” from the top menu selection.

**Figure 28**

**EZSchoolPay.com**

Formerly [www.lunchbucks.com](http://www.lunchbucks.com)

FAQs Policies Security **School Search** About Us

Welcome back, Sangita Prabhu  
Parent Member

**((( Welcome to EZSchoolPay.com! )))**

**Easy**  
Simply register and you're ready to go. Already a member? Just sign in!

**Convenient**  
Available anywhere, anytime you have a computer with internet access. Avoid lost checks and trips to school by paying online. We accept payments for school meals and other school fees (as determined by your child's school).

**Secure**  
We take extra caution to be sure your experience with EZSchoolPay is safe. Plus, we never sell, share, or trade our customers' private information.

[Click To Logout](#)

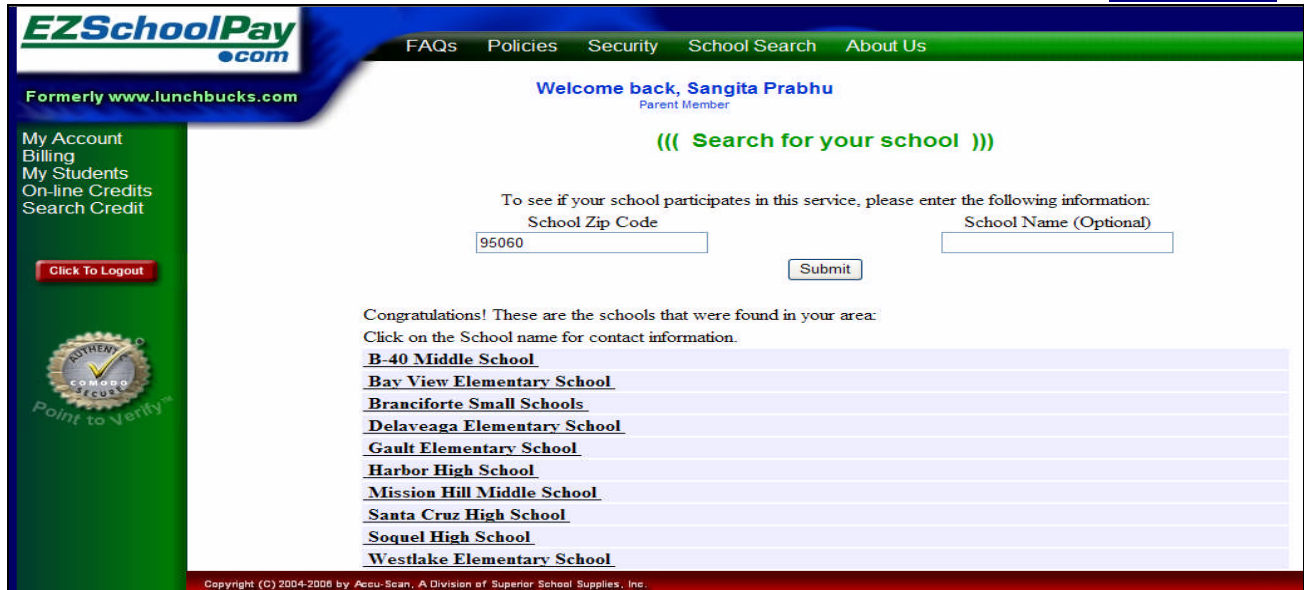
**Point to Verify**

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You will be asked for School Zip code and School name. School name is optional. If you do not enter a school name, you will see all the schools with the specified zip code. Click “Submit” to complete the search.

All the schools in the specified zip code will be displayed. If you specified the name of the school, then only schools matching that search will be shown.

Figure 29

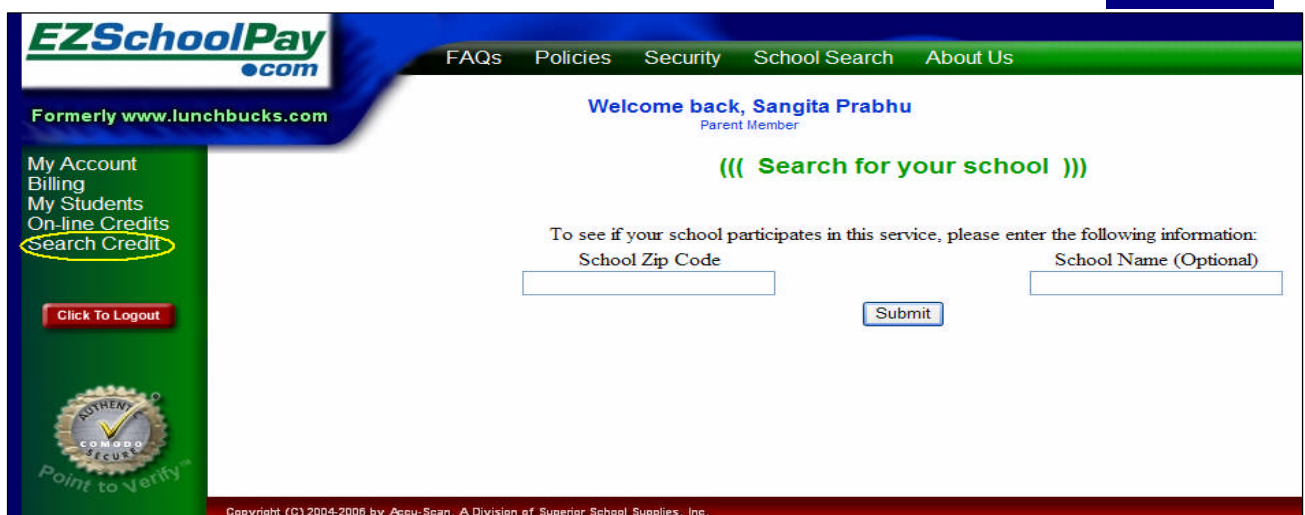


Click on the school name to view its contact information. Note: You can also view a school’s contact information using the link that appears above the names of students already linked to your account, on the “List Students” screen.

## Credit Search

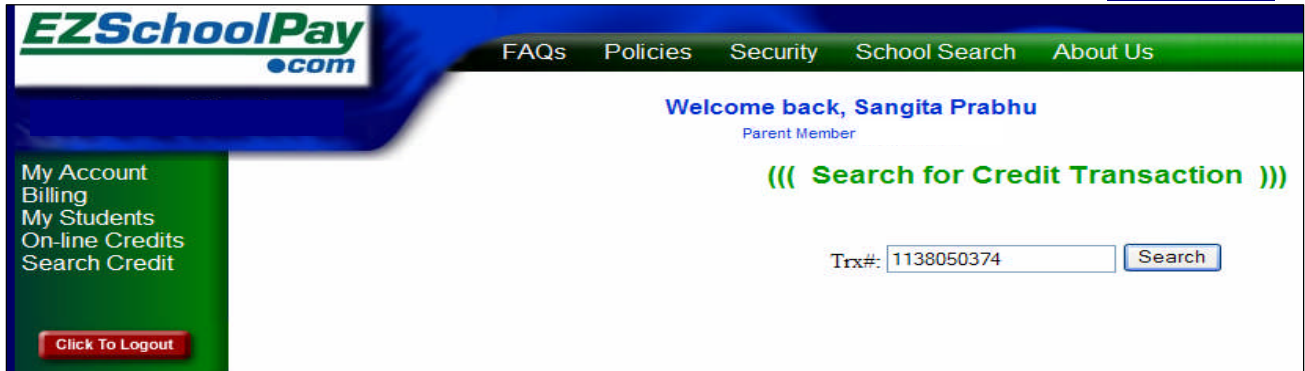
To search for a past credit transaction, click on “Search Credit” (Figure 30).

Figure 30



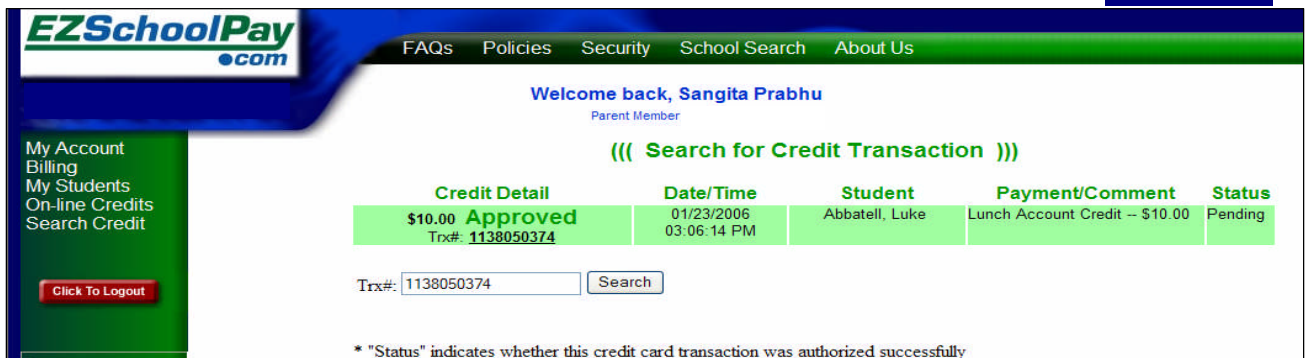
You will be asked to enter your transaction number. (You can always view all your transactions by clicking on “Online Credits”). Enter the transaction number to locate, and click the “Search” button.

Figure 31



The transaction will be displayed with the summary as shown in *Figure 32*. You can click on the transaction number (TRX #) to see the receipt.

Figure 32



## Chapter 3

### Maintenance

#### Topics:

1. View or edit your account profile
2. Delete your account

#### View or edit your account profile

1. Go to [www.EZSchoolPay.com](http://www.EZSchoolPay.com)
2. Enter your E-mail and password and click “Click to Login” (For more information on login refer chapter 1)
3. Once you login successfully, Click on “My Account” to view your profile.

Figure 33

The screenshot shows the EZSchoolPay.com website interface. At the top, there is a navigation bar with links for FAQs, Policies, Security, School Search, and About Us. Below this, a welcome message reads "Welcome back, Sangita Prabhu" with the user's role as "Parent Member". The main content area is titled "((( Search for Credit Transaction )))" and contains a table with the following data:

Credit Detail	Date/Time	Student	Payment/Comment	Status
\$10.00 Approved Trx#: 1138050374	01/23/2006 03:06:14 PM	Abbatell, Luke	Lunch Account Credit -- \$10.00	Pending

Below the table, there is a search input field with "Trx#: 1138050374" and a "Search" button. On the left side, there is a sidebar menu with options: My Account, Billing, My Students, On-line Credits, and Search Credit. A "Click To Logout" button is also visible in the sidebar.

You can edit your information and then click “Submit” to confirm the changes. If you do not wish to edit anything, simply click “Back.” (See Figure 34).

Figure 34

The screenshot shows the EZSchoolPay.com website interface, specifically the "Edit User" page. The browser's address bar shows "1116016738". The page title is "Welcome To LunchBucks.com, the easy, convenient and secure way to pay for your children's school - Microsoft Internet Explorer". The main content area is titled "((( Edit User )))" and includes a warning: "Please double check your information before submitting the form." Below this, there is a form with the following fields:

First Name:	<input type="text" value="Tina"/>	Email Address:	<input type="text" value="parent@user.com"/>
Last Name:	<input type="text" value="Johnson"/>	Confirm Email Address:	<input type="text" value="parent@user.com"/>
Address:	<input type="text" value="1234"/>	Password:	<input type="password" value="....."/>
City:	<input type="text" value="Wichita"/>	Confirm Password:	<input type="password" value="....."/>
State:	<input type="text" value="KS"/>	Phone:	<input type="text" value="skj"/>
Zip Code:	<input type="text" value="67212"/>	Fax:	<input type="text" value="kd"/>

At the bottom of the form, there are "Submit" and "Back" buttons. The "Submit" button is circled in red. On the right side, there is a "Delete My Account" button. On the left side, there is a sidebar menu with options: My Account, Billing, My Students, On-line Credits, and Search Credit. A "Click To Logout" button is also visible in the sidebar. A "Point to Verify" logo is present at the bottom left of the sidebar.

## Delete your Account

You can delete your account simply by clicking on the “Delete My Account” button available in the lower right corner of your account edit screen (shown in *Figure 34*). You will be asked for a confirmation before deleting the account. If you do not wish to delete the account, click “No”. If you are sure to delete the account then click “Yes”.

Figure 35



If you click “YES” your account will be permanently deleted from [EZSchoolPay.com](http://EZSchoolPay.com) along with all your information, transactions and linked students. You will have to register again in order to use the service. Note that any pending credits will still be processed.