

# EZ School Apps

## *EZ School Payment (Parent Request Student)*

### Overview

Within this guide, you will find the following information:

[How to add a Credit Card](#)

[How to Use the School Payment tab](#)

[How to Check Transaction History](#)

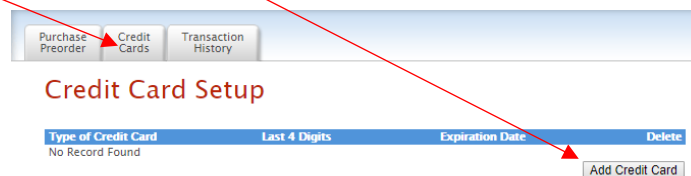
[How to Request a Student Connection](#)

[Other Important Notes](#)

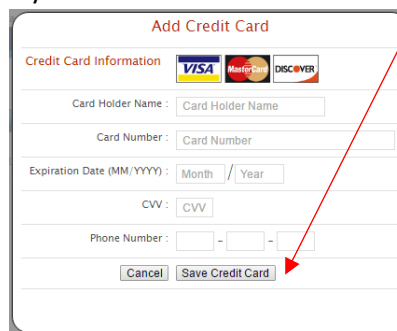
### How to Add a Credit Card

The credit card information that you will be submitting here will be stored and processed by PayPal. You do not need to create an account with PayPal to use.

1. Click on the Credit Cards tab. Then click Add Credit Card.



2. Add the above information about your credit card and click on Save Credit Card.

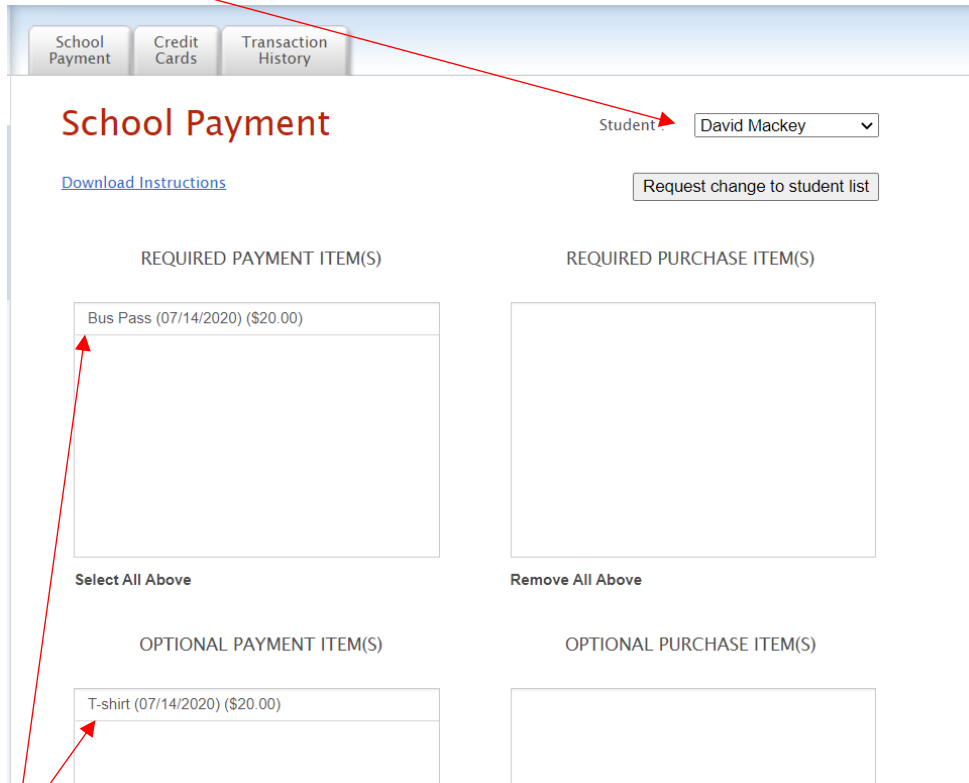


The screenshot shows the 'Add Credit Card' form. At the top, it says 'Add Credit Card' and 'Credit Card Information'. Below this, there are logos for VISA, MasterCard, and DISCOVER. The form contains the following fields: 'Card Holder Name' (text input), 'Card Number' (text input), 'Expiration Date (MM/YYYY)' (Month / Year dropdowns), 'CVV' (text input), and 'Phone Number' (text input with dashes). At the bottom of the form are two buttons: 'Cancel' and 'Save Credit Card'. A red arrow points to the 'Save Credit Card' button.

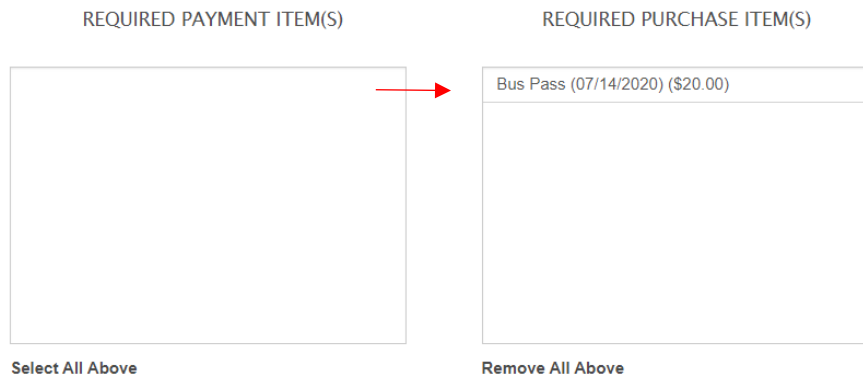
3. For safety and security, the only numbers saved on our site are the last four digits of the credit card.

## How to Use the School Payment tab

- Start by clicking on the **School Payment** tab
- Click on the **Dropdown** to select which Student you want to pay for



- All of your Payments (Required and Optional) will Populate on the list to the left
- Click on a “Payment Item” to select an item, this will move the item to the “Purchased Items List” (you can choose to pay for some or all the items )



<p>REQUIRED PAYMENT ITEM(S)</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div> <p>Select All Above</p>	<p>REQUIRED PURCHASE ITEM(S)</p> <div style="border: 1px solid black; padding: 5px;"> <p>Bus Pass (07/14/2020) (\$20.00)</p> </div> <p>Remove All Above</p>
<p>OPTIONAL PAYMENT ITEM(S)</p> <div style="border: 1px solid black; padding: 5px;"> <p>T-shirt (07/14/2020) (\$20.00)</p> </div>	<p>OPTIONAL PURCHASE ITEM(S)</p> <div style="border: 1px solid black; padding: 5px;"> <p>T-shirt (07/14/2020) (\$20.00)</p> </div>

Click on the items in the left boxes that you want to pay for and then click the right box to remove them. The three boxes at the bottom will give you the total amount you owe for these items.

Current Balance :

Purchase Amount :

Total Owed :

- Once you have selected all your Payment Items you can click on “Pay Total Owed”
- If your balance is not enough to pay for those items, then you will be prompted to “Add Money”

Add Money

Payment Option:

Amount to Add :   Choose specific amount

Convenience Fee :

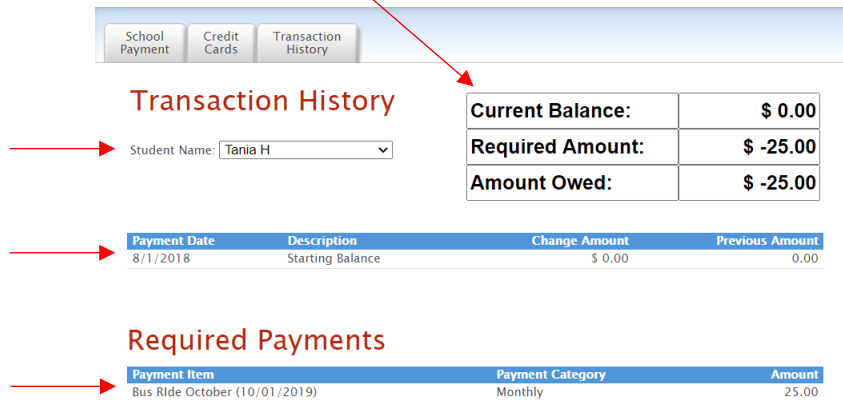
Total Amount :

The credit card charge for this transaction will show as “EZ School Apps” on the credit card statement. If you dispute this credit card transaction the “charge back” fee of \$15 imposed by the bank will be billed to the school. The payment may show as recurring on your bill but you can ignore this.

## How to Check Transaction History

To view the history of all your transactions, click on the “Transaction History” Tab below.

- From here you can see your Current Balance
- You can see your Recent Transactions



Payment Date	Description	Change Amount	Previous Amount
8/1/2018	Starting Balance	\$ 0.00	0.00

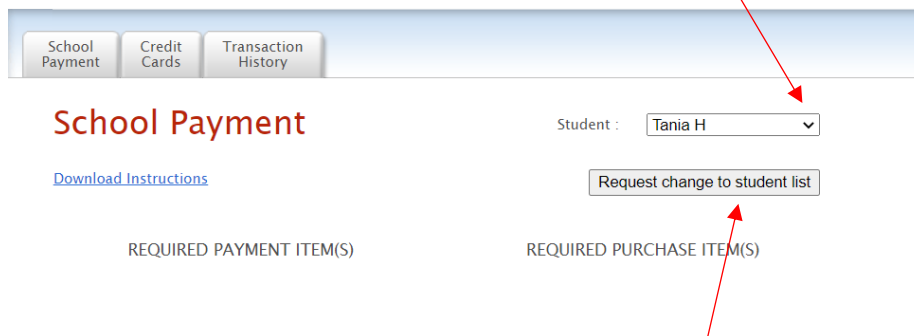
  

Payment Item	Payment Category	Amount
Bus Ride October (10/01/2019)	Monthly	25.00

- You can change which student you are looking at with the “Student Name” Dropdown
- You can also see if you have any required payments due

## How to Request a Student Connection

Once you log in you can check your student connections in the dropdown menu



If you find that you are missing a student, please click the “Request Change to Student List” and follow these steps

1. In the following popup please select your school and type the student name(s) in the box below

School:

2. Then click “Send Email”, this will inform the school that they need to adjust the student connection
3. Lastly all you must do is wait. Your school will connect your child for you

## Other Important Notes

The credit card charge for these transactions will show as “EZ School Apps”, “EZ School Lunch” or “EZ School Payment” on your credit card statement. If you dispute this transaction a “chargeback” fee of \$15 may be imposed by the bank to your school since they are the recipient of the funds.

If your credit card is declined, we recommend trying a different card or calling your credit card company to find out more.

If you find yourself in need of support, you can use the ‘Contact Support’ link at the top-right corner or the “Contact Support” link on the login page. This will send a support request to the school (or caterer) since we only provide the software and are not authorized to make any changes without the direct request from one of the administrators. They are in full control accounts. They should be able to provide you with anything you may need.