

# **\*\*\*EZ PAY CAFETERIA ONLINE PAYMENT SERVICE\*\*\***

## **Added Benefits and Convenient for Parents**

August 1, 2017

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, **Williamsburg Local Schools** 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 cards.
- 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.

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

### **Check Meal Account Balances and Meal Account Purchases**

EZ Pay provides you the ability to view your child's meal account balance and a meal account transaction history report that includes a detailed list of items your child(ren) have purchased and cash, check and 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 view the meal account transaction history report. Parents, you may 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. Detailed instructions on setting up an account can be found at [www.burgschools.org](http://www.burgschools.org); select "DEPARTMENT" link in the black ribbon across the top, then scroll down to "FOOD SERVICE", and choose "PRE-PAYMENT OPTIONS". (These instructions are also noted on the back of this letter.)

### **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 the Williamsburg School District, a \$2.50 service fee per transaction is charged to the card holder for each meal account debit/credit card payment. For families with more than one child, EZ Pay will accept payments to multiple meal 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 over the phone or directly at the cash register.

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

We hope you find this service a convenient alternative.

### **\*\*\*IMPORTANT\*\*\*-WILLIAMSBURG PARENTS MUST CREATE TWO SEPARATE USER ACCOUNTS FOR ONLINE PAYMENTS**

Log into EZ Pay (<https://www.spsezpay.com/Milford/ezpay/Login.aspx>) to check **meal account** balances, view meal account payments and purchases or make an online payment to your child's meal account.

Select Williamsburg's EZ Pay Link to pay other various school fees (i.e. Instructional Supply Fees and other miscellaneous fees) online.

Sincerely,

Kim Gregory  
Assistant, Nutrition Services

# Easy-to-Use EZ Pay Instructions

**Enrollment Questions? Call EZ Pay at 866-MY-EZPAY (866-693-9729)**

## To Set Up a New Account

1. Log onto EZ Pay website at <https://www.spsezpay.com/Milford/login.aspx>.
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 number "1" plus the student ID number assigned by the school – Example: **1123456**.)
  - If your child does not know their lunch ID number, you may contact Kathy King at 576-2290.
- 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 accounts established to accept payments until after their first day of school.*

## To Make a Payment Online

1. Log in using your email address and password
2. Click on the student's name
3. Enter the payment amount
4. Choose "Add to Payment Basket"
5. If paying multiple students, repeat steps 2-4
6. Choose "My Basket"
7. Enter/Confirm Billing Address
8. Enter credit card information
9. Choose Submit Payment
6. Once your payment has been processed, you will receive an email confirmation of your payment from EZ Pay.

## To Check Your Child's Balance

1. Log in using your email address and password
2. Meal account balance(s) will display for all students added to your account

## To View Items Your Child has Purchased

1. Log in using your email address and password
2. Click on the student's name
3. Choose "Meal Transaction History" on the right hand side of the screen

*\*\*Please note the student database may not be updated until just prior to the first day of school, so it's possible that you will not find your student listed at his/her new school until the day before school starts.*