WELCOME TO SPS EZpay

What is SPS EZpay?

SPS EZpay is the website application that allows parents to pay for school fees and add to their children’s lunch accounts with a credit card over the Internet. Parents can access the website from our main school website. The only thing you need is an email account and your student’s ID numbers to register!

If you are a new user, click on the link to register where you will be taken to the new user registration page.

NEW USER REGISTRATION:

This is a welcome page. This gives general information about the website before you continue with the registration process. After reading this page, click on the Next button to continue.
You will need to enter basic information to register to use our site.

After completing this page, again click on the Next button to continue.
Next you will need to add your children to your user account.

Then enter the student’s ID and last name and then click on the Add Student to List Button to add. You can add all of your children to one account.
To remove a child from the account click on the Remove “X” button. Once the changes have been made, then click on the Finish button to complete registration.
WELCOME TO THE PAYMENT CENTER:

After registration, you will need to log into the system. You will be taken to the payment center. This is the main screen where you can review your children’s accounts and make payments towards them.

To make a payment on a child’s account, you will simply click on the student’s name.

From the payment center page, you can always go back to your account to change their address or add and delete students that you wish to make payments on.
HOW TO PAY FEES:

After clicking on the student’s name, you will be presented with a screen where you can pay fees or add to the lunch balances. To pay a fee, you should select the fee you wish to pay from the list presented or you may pay all the fees by clicking on the total amount due and then click the Add to Payment link. The amount will be displayed below and the shopping basket updated with the total amount you are going to pay. If you change your mind, you can click the Remove “X”.

You can also add to the lunch accounts by clicking the link for Meal Balance.
HOW TO ADD MONEY TO LUNCH ACCOUNTS:

If you want to add to your lunch accounts, you will need to select an amount from the drop down box provided. The minimum amount to add to the account is $10.00.

After selecting an amount from the drop down box, you will need to click the link to Add to Payment Basket. This adds the payment in and the basket total is updated to reflect the new payment amount.
If you click on the Shopping basket icon at any time, it will show you what you have elected to pay. You can use the **Remove** link to take things out of the cart or the **Payment Center** button to keep adding in additional fees or lunch payments. Once you have finished with making payments, you should use the **Quick Checkout** to complete your transaction.
CHECK OUT:

Step 1

Billing Address:
As with all website shopping sites, the billing address that is entered must match the one on file with the credit card you are using. The address that is used during registration will be shown on the screen so changes can be made, if necessary.
STEP 2:

Here is where you will enter the credit card information. Once you have entered the information, press the Submit Payment button. The credit card is verified. If there are any problems with the information you will receive an error message on the screen prompting you to verify the information that has been entered.
PAYMENT MADE:

Success!

With a successful credit card transaction, you can print a copy of the receipt of your transaction from the screen. A copy of the transaction will also be emailed to you.

You may now log off the website.

When you return to the SPS EZpay website you will be taken directly to the login screen.