



## Recurring Payments on EZSchoolPay

Visit <https://www.ezschoolpay.com> to get started!

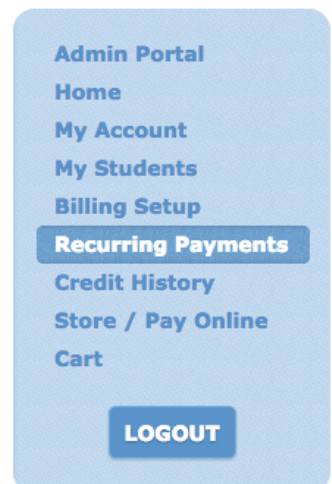
**Definition:** Choose one of two options to initiate recurring payments from a credit card to ensure that the student always has money available on his/her account.

### Steps:

1. Select Recurring Payments from menu
2. Select "Type" of payment, either by Frequency or by Low Balance (not recommended if you have more than one child unless they are on a "shared account")
  - a. Frequency: Choose how often the account will automatically replenish, either Weekly, Bi-Weekly or Monthly
  - b. Low Balance: Choose a low balance amount that will trigger an automatic payment to the account

### To set up payments by Frequency

1. Choose Weekly, Bi-Weekly or Monthly
2. Choose the Credit Card (cards previously stored in billing setup)
3. Choose the start date to begin the automatic payments (will automatically populate today's date unless you change it)
  - a. Select one of two options:
    - i. Continue until I change or cancel this account (you will have to manually stop the payment)
    - ii. Continue until, but not after <specify date>
4. Check the box for the account
5. Place the amount to be deposited at the set frequency, for instance \$20.00
6. Click Save – this takes you to a confirmation page that displays your choice
7. Click Confirm





### **To set up payments by Low Balance**

*Not recommended if you have more than one child, unless they are on a "Shared Account." This is set up through your district food service department.*

1. Choose Credit Card (cards previously saved in billing setup)
2. Choose the start date to begin the automatic payments (will automatically populate today's date unless you change it)
  - a. Select one of two options:
    - iii. Continue until I change or cancel this account (you will have to go in and manually disable)
    - iv. Continue until, but not after <specify date>
3. Decide how much to apply to the account when the low balance is reached, for instance \$20.00
4. Decide what the low balance amount is, for instance when the account goes under \$20.00 the trigger automatically replenishes the account with \$20.00 from the credit card on file
5. Click save – this takes you to the confirmation page that displays your choice
6. Click confirm

**Email notification:** You will receive email notification when your account is replenished. Please ensure that emails from [noreply@ezschoolpay.com](mailto:noreply@ezschoolpay.com) are accepted into your in-box. If you are not receiving emails, check your "junk" or "spam" folders.

**Disable a payment:** To stop a recurring payment, go into the recurring payments and locate the pencil beside the payment. Select the pencil and uncheck the "enabled box" then save "continue and accept the changes."

**Change form of payment:** If you have to change a credit card (expired card, etc.), first add the new card in the "billing setup" then go into the recurring payment, select the new card and save the information by confirming, "continue and accept the changes." Once complete, you can remove the old card from the billing setup.

For assistance with your account, contact [support@ezschoolpay.com](mailto:support@ezschoolpay.com)