

HOW TO MAKE ON-LINE LUNCH PAYMENTS

August 2016

Dear Parents,

Our on-line payment system has been in place for some time now and we are happy to announce that it has been a very successful program. Providing parents with an on-line system to pay for your child(ren) lunch account(s) is easy. You may use your Visa, Master Card, Discover, American Express credit and/or debit card for this transaction. We are unable to take credit card payments at our buildings; this option is only available over the Internet. Our buildings and food service cashiers will still accept cash and checks.

Parents who use the on-line system must first create an account. You will need your child's ID number as part of the on-line registration. If you don't know your child's ID number, please contact your building secretary. No personal information about your student is available on-line. The district does not keep your credit card information on file and you will need to re-enter your credit card number each time you use the online system.

You can access the new on-line payment system by going to our district website (www.wlake.org), then click on the **SPS EZpay** logo to be transferred over to the payment site. Complete the registration page, and add your child's name(s) and ID number(s). Once you have registered and created a password you will not need the student ID number again. You can check your child's account balances as long as you have access to the Internet. You will receive a Low Lunch balance via e-mail. Please be sure to allow SPS EZpay into your email otherwise it will be considered spam and will go into your junk email.

Questions may be directed to your child's school, or 1-866-MyEZpay (866-693-9729), or email at info@spsezpay.com. Payments made on-line will be credited by the end of the next business day. There is a \$1.50 per transaction convenience charge to use this system.

HOW TO VIEW STUDENT(s) LUNCH ACCOUNT


The district continues to receive some concerns regarding notification of Low Lunch balances for your child(ren)'s school lunch account.

Our on-line payment system, EZpay, offers parents the opportunity to receive such notification without having to put money on a student's lunch account. All parents may create an EZpay account to view their child(ren) lunch balance and, if appropriate, receive a Low Lunch Balance letter via email.

Register your email address to check your child(ren)'s lunch account by going to our district website (www.wlake.org), then clicking on the **EZpay** tab at the top. Complete the registration page, and add your child's name(s) and ID number(s). Once you have registered and created a password you will not need the student ID number again. You can check your child's account balances as long as you have access to the Internet. You will receive a Low Lunch Balance letter via email. Please be sure to allow SPS EZpay into your email, otherwise it will be considered spam and will go into your junk email.

Any questions may be directed to 1-866-MyEZpay (866-693-9729), or email at info@spsezpay.com.

Sincerely,



Lisa Zuk
Food Service Department