Welcome to EZSchoolPay.com, the easy, convenient and secure way to pay for school meals and other school fees.

**Easy**
Simply register and you’re ready to go. Already a member? Just sign in!

**Convenient**
Available anywhere, anytime you have a computer with Internet access. Avoid lost checks and trips to school by paying online. We accept payments for school meals and other school fees (as determined by your child’s school).

**Secure**
We take extra caution to be sure your experience with EZSchoolPay is safe. Plus, we never sell, share, or trade our customers’ private information.

**FAQs**
Have a question about using the site? Download our Frequently Asked Questions in English or Spanish.

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**TO CREATE AN ACCOUNT**

- Enter your **email address**
- **Name** (Parent Name)
- School District: **Hawaii**
- A validation email will be sent with a link to complete the registration process.

**NOTE**: If an email is not received in a few minutes, check your “Junk” or “Spam” folder.
- For Gmail accounts, check your “Promotions” folder.

When the account is validated, your account will be ready to use.

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**ADD YOUR STUDENT**

- Click on **My Students**
  If you have more than one student attending different HIDOE schools, you may add them all into your account.
- To identify your student use their 10-digit State Student ID number found on their report cards or you may use their birthdate.
LOW BALANCE EMAIL REMINDERS
- Click on My Students
- Click on the pencil next to your student’s name
- Enter Low Balance Reminder Level (the dollar amount at which you would like a notification email sent to you)
- Check Send Reminders box
- Save

NOTE: If you prefer to have EZSchoolPay automatically replenish your student’s account at a specific balance, refer to Recurring Payments below.

RECURRING PAYMENTS
- Click on Recurring Payment
- Add Recurring Payment
- Recurring payment type: Frequency or Low Balance
  Enter selection
- Enter the duration your recurring payment should remain in effect
- Select patrons to apply these payments to
- Enter amount
- Click Continue
- Check that your details are accurate, if approved, click Confirm to complete set-up.
- If the information is NOT correct, click the Back button and make the appropriate changes.

SET SPENDING LIMITS
- Click on My Students

  Set Spending Limits (at bottom right hand corner)
SET SPENDING LIMITS (continued)

- Select one:
  - **Simple:** Limit is applied each day. Set Spending Limit from options offered.
  - **Advanced:** Applies to individual meal purchases. Set selection for each session separately (Breakfast and/or Lunch; Ala Carte items refers to milk only).

![Image](image.png)

- **Do not limit meal account spending (max allowed).**
  - Your child will be able to use their meal account, without a limit applied.

- **Do not allow any meal account spending ($0.00 allowed).**
  - Your child will not be able to use their meal account for any purchases.

- **Limit meal account spending per day to a specific dollar amount.**
  - **Daily Spending Limit:** (You set the amount)
  - When this option is selected, your child will only be able to spend the set dollar amount from their account for each day. This applies to all meal sessions, as well as milk only purchases.

**GUIDELINES:** NVMS only serves Breakfast, Lunch, and Milk:

<table>
<thead>
<tr>
<th>Meal</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$1.10</td>
</tr>
<tr>
<td>Each additional Breakfast</td>
<td>$2.40</td>
</tr>
<tr>
<td>Lunch</td>
<td>$2.50</td>
</tr>
<tr>
<td>Each additional Lunch</td>
<td>$5.50</td>
</tr>
<tr>
<td>Milk only (Ala Carte item)</td>
<td>$ .90</td>
</tr>
</tbody>
</table>

**Tips:** If your child eats a lunch with an extra milk daily, you can set your Lunch limit to $3.40 ($2.50 Lunch + $.90 Milk).

However, if your child eats a breakfast on that day, they will not be able to purchase lunch as it will put them over their limit ($1.10 Breakfast + $2.50 Lunch = $3.80).

*If you will be restricting meal purchases, please discuss this with your child. When a student takes a meal/milk which you have disallowed, the school has to discard that entire purchase.*

- **Save**
  - A confirmation will appear with your selections. If they are correct, click **Continue**.
  - If it is not correct, click **Cancel** and make the appropriate selections.

This institution is an equal opportunity provider