

INSTRUCTIONS FOR EZSchool Pay

How to Register

- Go to EZSchoolPay.com
- Create an account by clicking the "Parents Register Now" link
- Complete the parent registration form (you must complete all fields where there is a red asterisk*)
- To search for the school district name, click on the blue magnifying glass. A pop-up window will appear. Type in "Beulah" in the "District Name" field and click on the blue magnifying glass that says "Search". Beulah Public School will appear; simply check the box for Beulah School and click on the green link "USE SELECTED DISTRICT AND CLOSE" link at the bottom of the pop-up window.
- Check the box that you have read and agree with the Terms of Use.
- Click the "SAVE" link
- Once you register, an email will be sent to the address provided. You must go to your email and click the link provided in the email from EZSchoolPay.com to validate your account.
- Once your account is validated, you may now link your student(s) to your account.

How to Link Student(s) to Account

- Login to the EZSchoolPay.com website using your email address and password
- Click the "MyStudents" link
- Click the "LINKSTUDENT" tab
- Fill in the fields: "Last Name" and "Student Number"
- Click the "SAVE" link
- If you have more than one child in the Beulah School District, add another student by following the steps above.

How to View Transaction History

- Click on the "My Students" link
- To view transaction history, click on the "clip board" to the left of your child's name.