

## WESTERVILLE CITY SCHOOLS

### DEBIT/CREDIT CARD DEPOSITS FOR STUDENT CLASS AND ACTIVITY FEES, PRE-SCHOOL TUITION, AND MEAL PAYMENTS

SPS EZpay is a secure and convenient website application that allows parents to add to their child's meal account, pay school, class and activity fees, and/or Pre-School Tuition over the Internet using any Visa or MasterCard (including Debit Visa and MasterCard). A per transaction fee of \$2.50 is added to your credit/debit card at the time of the transaction. If a parent is making a deposit or payment for multiple students at the same time, there is only **ONE** fee of \$2.50. It may take up to 24 hours for the deposit or payment to be posted to the student's account. There is no cost to register, browse, or check your child's meal account balance through the SPS EZpay system.

**Please note that we cannot take credit card payments at our office or at the schools; this is only available over the Internet. The use of EZpay is optional; we will continue to accept cash and checks for payment of fees or deposits into meal accounts.**

#### **TO USE THE EZpay ON LINE SYSTEM:**

Visit the Westerville City Schools website at [www.westerville.k12.oh.us](http://www.westerville.k12.oh.us). In the "District Links" section toward bottom of page, click on "Food Services", click on the **[EZpay Lunch Account Deposits & Student Fee Payments link](#)** and you will be directed to the EZPay website. Or, you may go directly by entering the following web address: [www.spsezpay.com/SPSEZpay/NT/Login.aspx?EC=28](http://www.spsezpay.com/SPSEZpay/NT/Login.aspx?EC=28)

Parents who wish to use the on-line system must first create an account. You will need to know your student's ID number to create the account. If you do not know or cannot find the student ID number, you can stop by your child's school building and obtain it from the Building Secretary. Please note that for security purposes, you must obtain this information in person. This student ID number is available to the parent through the Power School parent log-in. No personal information about your student is available on-line and the school district will not have access to or keep your credit card information on file. You will need to re-enter your credit card number each time you use the on-line system.

To get started, simply click on the EZpay button found above. You will be transferred to the payment site where you can complete the registration page and add your child's name and ID number. Once you have registered, created a password, and added your student to your account, you will not need the student ID number again.

**To Pay Fees:** Click on the Activity Fees Button to begin selecting fees or to pay for pre-school tuition.

**Meal Payments:** Click on the Payment Center Button to make a deposit into your child's lunch account.

Customer service questions regarding the EZpay system can be directed to [info@spsezpay.com](mailto:info@spsezpay.com).

Questions regarding your child's school fees, activity fees, or pre-school tuition, may be directed to your school's secretary.

Questions regarding your child's lunch account may be directed to your school's cafeteria manager or by calling the Food Service Office at 797-5993.