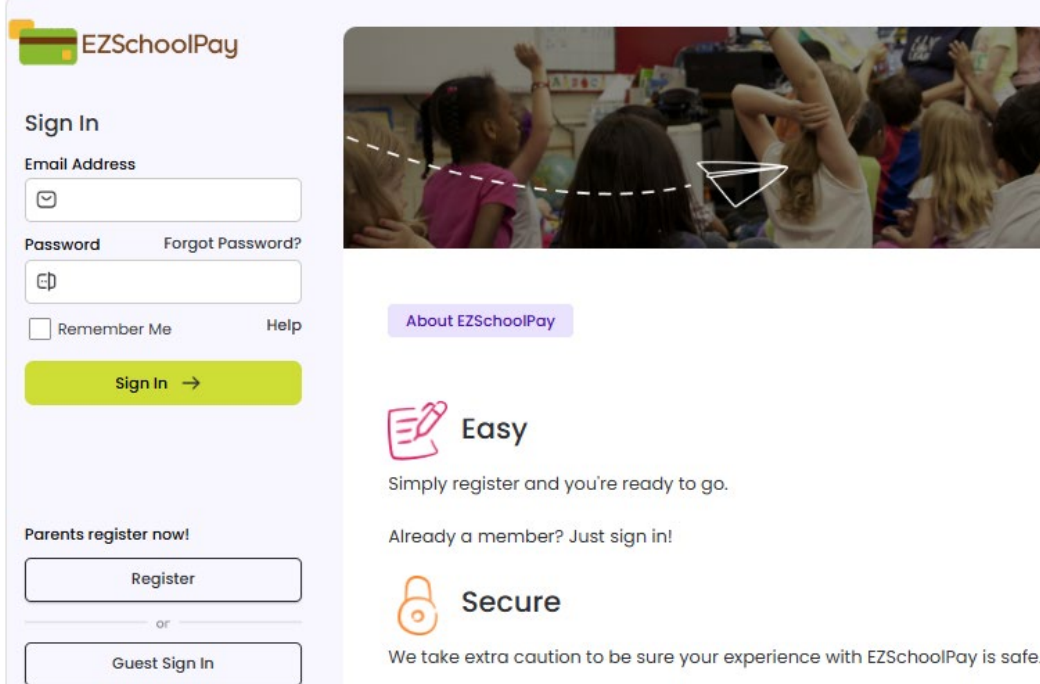


CREATING AN EZSchoolPay ACCOUNT

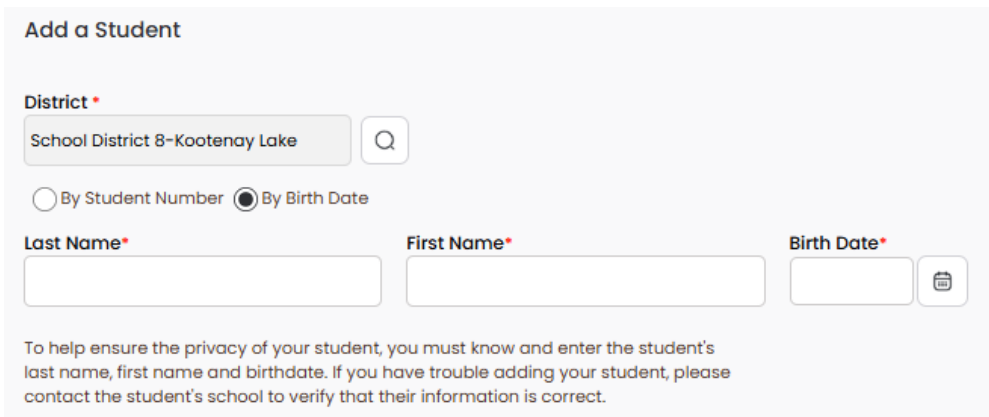
1. Visit <https://www.ezschoollpay.ca/> and select “Register”.



2. Create your account with an email address and follow the account creation prompts (name, address, phone number, school district, password, and set up security questions).
3. You will receive an email informing you of your account creation. You will need to click the link to validate your account before you can use the portal.

PAYMENTS FOR PARENTS

4. To make a payment connected to a specific student, select “My Students” then “Add a Student”. The following screen will appear:



5. Add a student to your account by selecting “By Birth Date”. Use your student’s last name and date of birth. After adding your student, you have the option to add another student.

Add a Student

District *
School District 8-Kootenay Lake

☐ By Student Number ☒ By Birth Date

Last Name * **First Name *** **Birth Date ***

To help ensure the privacy of your student, you must know and enter the student's last name, first name and birthdate. If you have trouble adding your student, please contact the student's school to verify that their information is correct.

6. You are now ready to make payments. Select “Store / Pay Online”, select your school from the list of options, then select the item you are purchasing. Follow the checkout prompts.



- Messages / Home
- My Account
- My Students
- Billing Setup
- Recurring Payments
- Credit History
- Store / Pay Online**
- Cart
- Help

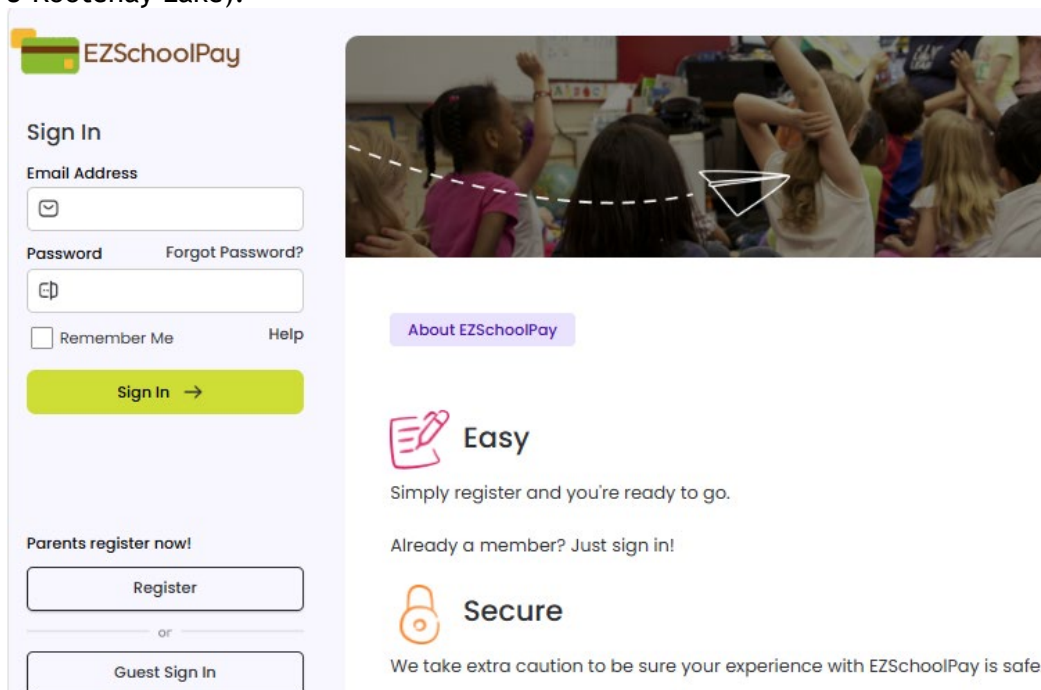


SCHOOL DISTRICT 8-KOOTENAY LAKE

A message from EZSchoolPay
This is a system message test of the system.
System Message Test

GUEST PAYMENT, DISTRICT INVOICE PAYMENT OR DONATION

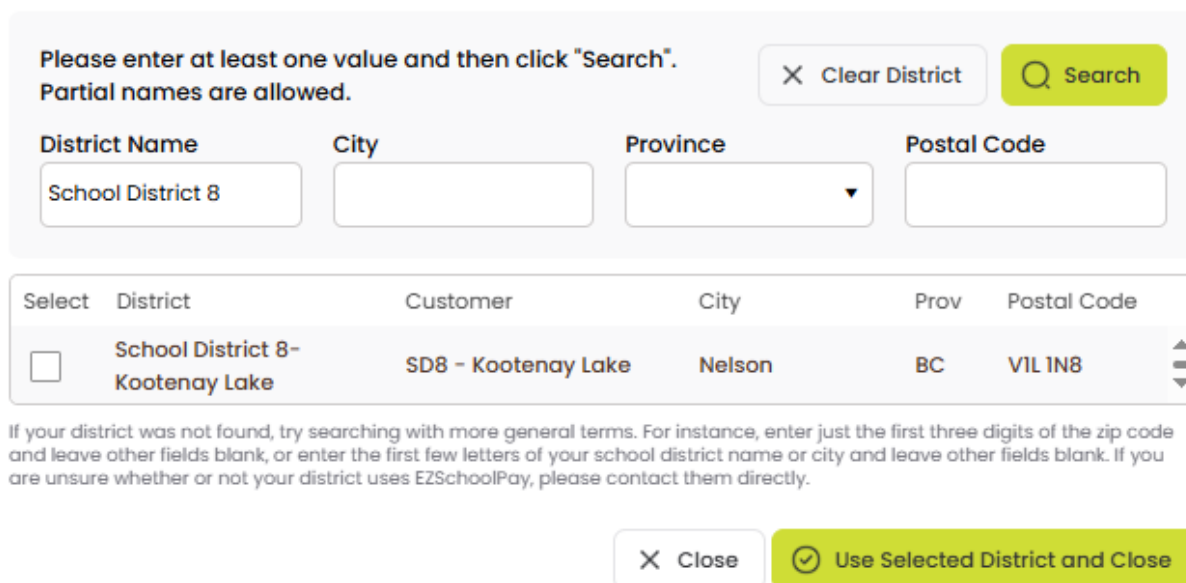
1. Either create an account or select “Guest Sign In” (Guests will have to select “School District 8-Kootenay Lake”).



The image shows the EZSchoolPay Sign In page. On the left, there is a sign-in form with fields for Email Address and Password, a 'Remember Me' checkbox, and a 'Sign In' button. Below the form are links for 'Parents register now!' (Register) and 'Guest Sign In'. On the right, there is a banner image of children in a classroom, a link to 'About EZSchoolPay', and two sections: 'Easy' (Simply register and you're ready to go. Already a member? Just sign in!) and 'Secure' (We take extra caution to be sure your experience with EZSchoolPay is safe.).

2. Select the “School District 8” from the list of schools, click “Use Selected District and Close”

Select Districts



The image shows the 'Select Districts' form. At the top, it says 'Please enter at least one value and then click "Search". Partial names are allowed.' There are input fields for 'District Name', 'City', 'Province', and 'Postal Code'. The 'District Name' field contains 'School District 8'. There are 'Clear District' and 'Search' buttons. Below the input fields is a table with the following data:

Select	District	Customer	City	Prov	Postal Code
☐	School District 8-Kootenay Lake	SD8 - Kootenay Lake	Nelson	BC	V1L 1N8

Below the table, there is a note: 'If your district was not found, try searching with more general terms. For instance, enter just the first three digits of the zip code and leave other fields blank, or enter the first few letters of your school district name or city and leave other fields blank. If you are unsure whether or not your district uses EZSchoolPay, please contact them directly.'

At the bottom, there are two buttons: 'Close' and 'Use Selected District and Close'.

3. Select the correct location from the “Categories” drop down or appropriate icon

SCHOOL DISTRICT 8-KOOTENAY LAKE

Important store information from EZSchoolPay
No students have been linked to your account. To make payments or purchases for specific students, use the [My Students](#) page to add your students, then return here to continue.

You are currently using EZSchoolPay as a guest. You can continue as a guest, [register](#) an account (even if you aren't a parent), or change your selected district on the [home](#) page.

All Categories ▾

 ADAM ROBERTSON ELEMENTARY SCHOOL Category	 BLEWETT ELEMENTARY SCHOOL Category	 BRENT KENNEDY ELEMENTARY SCHOOL Category	 CANYON LISTER ELEMENTARY SCHOOL Category
 ERICKSON ELEMENTARY SCHOOL Category	 HUME ELEMENTARY SCHOOL Category	 JEWETT ELEMENTARY Category	 JV HUMPHRIES ELEMENTARY_ Category
 LV ROGERS SECONDARY SCHOOL Category	 MT. SENTINEL SECONDARY SCHOOL Category		

« < 1 2 > »

4. Select item to add to your cart and follow the prompts.

5. If you are paying a School District 8 - Kootenay Lake invoice select the category “School District #8”, “Invoice Payment”