

## Instructions for EZPay Online Payments

### STEP ONE

Have your student's ID number and your credit or debit card ready to enter into the system.

To start the online payment process for the first time you need to register in the system using your student's ID number. If you have more than one student in the School district, you will be able to register each child at the same time. Note: You will need to reregister a student when they move from building to building.

### STEP TWO

Log on to the Nordonia Hills City Schools home page at <http://www.nordoniaschools.org>.

Click on the **Nordonia School webpage of your child**. Then click on the [www.spsezpaysystem.com](http://www.spsezpaysystem.com)

### STEP THREE

When you first go to the website you need to register. Here's what you will see when you get there:



You will click on the Register to Use SPS EZPAY

Then read the instructions and click the Next button

This screen is where you will put in your personal information-then click Next

This screen is where you put in your student ID. You can get your student's ID from your lunch account, report card, fee letter or schedule. If you do not have your student's id please contact Andrea Rupp at 330-908-6604 or [Andrea.Rupp@Nordoniaschools.org](mailto:Andrea.Rupp@Nordoniaschools.org)

Make sure you don't add the leading 0's when you put in your student ID and click add student. After this click Finish. Example: 00022110 (do not put the beginning 0's in)

Enter your credit or debit card number. For security purposes, your account number will not be kept on file in the payment system. You will need to enter it each time you make a payment to your student's account.