

**FOR FIRST TIME USERS (who have not created an account for other children in the district):**

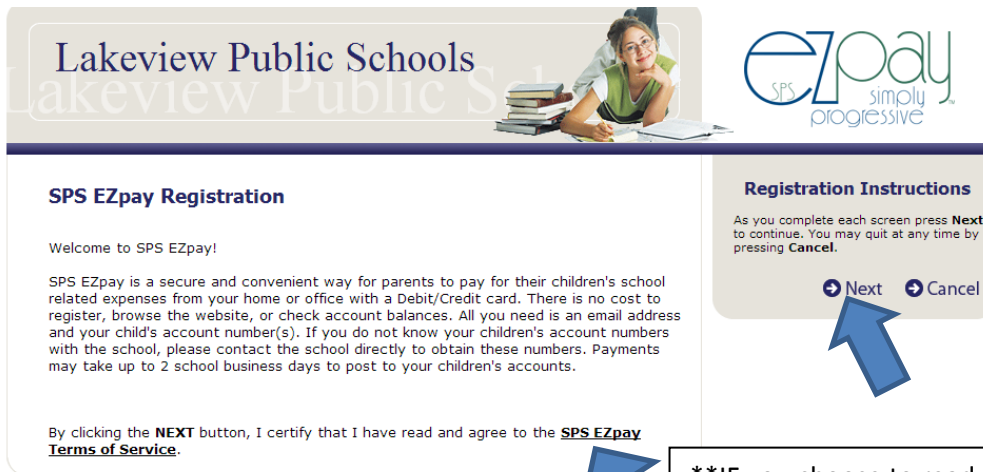
**(IF you have already created an account and need to add your preschooler, then go to page 2)**

Go to the Lakeview Public Schools website. [www.lakeview.misd.net](http://www.lakeview.misd.net)

Scroll down near the bottom of the home page, look on the right side – click on the box that says Online Payment Information. This will take you to the Business Office page where you will click on the eZpay icon:



Click on Create an account



**\*\*IF you choose to read the Terms of Service, do not click the home button, instead click the 'back' button on your browser.\*\***

After clicking Next, proceed with process – enter email address, click Next and complete personal information. Click Next.

The Student ID you need to enter is 99. (ALL preschool students have the same Student ID)

The Student's Last Name is Student. (ALL preschool students have the same Last Name)

Lakeview Public Schools  
SPS EZpay Registration

Send Low Balance Emails:

Student ID: 99

Student's Last Name: Student

Enter Information

Click on Add Student to List

My Students: Student ID Remove

No Students Assigned

Step 2. Your Students

Please enter your Students. Your Profile links you to your Students using each Student's ID and Last Name.

- 1) Provide your Student's ID
- 2) Provide your Student's Last Name
- 3) Click "Add Student to List"

You may add as many students as you wish. When you are finished, press **Finish** to complete your registration.

Previous Finish Cancel

Be sure to click on **Add Student to List** and then click Finish. Then proceed to login.

\*PLEASE NOTE – once your child is in kindergarten, you will register your child with a unique Student ID # and their actual last name.\*

Once logged in, the main page will show a child's Meal Balance. **Do NOT add money to the Meal Balance, this will NOT credit your preschool account. Be sure to click on ACTIVITY FEES.**

Lakeview Public Schools  
SPS EZpay Payment Center

PAYMENT CENTER ACTIVITY FEES

Welcome to SPS EZpay

Payment Center

Below are your students along with their balances. To make a payment, please click the student's name. To make changes to this list, please click "My Account". When using SPS EZpay, click "Payment Center" to return to this page.

Students	Meal Balance
Preschool Student	0.00

(Click Student to make payment)

Messages

1) Meal Transaction History last updated 09/18/2014 4:09 PM

\$0.00 (Click to Checkout)

Once on the ACTIVITY FEES page, you should click on **Latchkey/Preschool**.

Lakeview Public Schools

ezpay simply progressive

PAYMENT CENTER    ACTIVITY FEES    My Basket | My Account | Log Out

**Welcome to SPS EZpay**  
**Activity Fees**

Activity fees are posted in the category list. Click on your selection to proceed to the payment information. You may return to Activity Fees at anytime.

➔ Please select a category

- [6th grade camp \(1\)](#)
- [Athletics \(1\)](#)
- [Books \(1\)](#)
- [Class Dues \(1\)](#)
- [College Course Fees \(1\)](#)
- [Field trip \(1\)](#)
- [Latchkey/Preschool \(2\)](#)

**Messages**

1) Meal Transaction History last updated 09/18/2014 4:09 PM

**\$0.00 (Click to Checkout)**

Click the **Preschool** option for Stay-N-Play **OR** payments for Mrs. G or Miss Brady's class.

Lakeview Public Schools

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PAYMENT CENTER    ACTIVITY FEES    My Basket | My Account | Log Out

**Activity Fees**

**Latchkey/Preschool**

Please select a fee	Description	Amount
<a href="#">Latchkey</a>	Latchkey	1.00
<a href="#">Preschool</a>	Preschool	1.00

**Pay Activity Fees**

Select the activity and proceed to the checkout. Remember to place the activity fee in the payment basket. You may return to the Activity Fee Center at any time.

➔ Return to Activity Fee Center

**\$0.00 (Click to Checkout)**

**\*\*If you utilize both Stay-N-Play Latchkey and our tuition-based preschool (Mrs. G and Miss Brady), please choose Preschool to apply your total Balance Due. There is no need to pay separately\*\***

When choosing a student, use the drop down box to choose **Preschool Student**. Enter the amount you want to pay in the Amount box and then click Add to Basket.

Then click the shopping cart (on the right side) to checkout.

Lakeview Public Schools

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PAYMENT CENTER ACTIVITY FEES My Basket | My Account | Log Out

**Preschool**

Preschool

Fee ID: 4a42-9ae1-d094d35901eb

Please choose a student: **Preschool Student**

Amount:

**Add to Basket**

The following conditions apply:  
- This item must be purchased by 6/30/2020

**Pay Activity Fees**

Select the category to pay activity fees. Your selection should be placed in the payment basket. You can go back to the payment center to pay fees and/or meals.

Return to Listing  
Return to Activity Fee Center

**\$0.00 (Click to Checkout)**

Click on **Quick Checkout** on the right side. Follow the steps to submit the payment.

Lakeview Public Schools

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PAYMENT CENTER ACTIVITY FEES My Basket | My Account | Log Out

**Your Payment Basket**

Item	Description	Amount	Remove
4a42-9ae1-d094d35901eb	Preschool - For Preschool Student, Quantity: 1 @ \$27.60 ea.	\$27.60	
<b>Total Payment:</b>		<b>\$27.60</b>	

(Click Item to adjust payments)

**Making Your Payment**

Please review the amounts you have selected to pay. Click "Quick Checkout" to continue with your payment information.

Quick Checkout  
Return to Payment Center

**\$27.60 (Basket Total)**