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

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:

![eZpay icon](image)

Click on Create an account

![eZpay registration](image)

**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)

![Image of SPS EZpay Registration]

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

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

**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.

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