



## HOW TO PAY REGISTRATION AND TUITION

Oxford Preparatory School uses the EasySuite programs for:

Enrollease	Submitting enrollment information
Lotterease	To enter the lottery
Purchasease	Dues and other fees
Foodease	Ordering lunch
Supervisease	Griffin's Nest Afterschool tuition
Journease	Field trips

All of these programs use the same login; your email and password. Funds added to one program can be used for payment for any program. EasySuite acts as a "bank account" for you and your students to pay for multiple items; i.e. lunch, dues, field trips from the same "bank account."

*Disclaimer: This is a web based program and has limited function ability as an app.*

Login to a program you already use; for new students that is Lotterease or Enrollease. Using the drop down menu in the top left corner, find the program you need from the list above.

To pay for Griffin's Nest:

New  
process in  
2026!

- Go to Enrollease or Lotterease and login using your email and password
- Go to the top left hand corner and using the drop down menu, select Supervisease
- Add a card on file if you do not have a valid card on file by selecting "Account Funds" and "Credit Cards"
- Select "Purchasing"
- Select "New Purchase"
- Select your student. (If you have more than 1 student, just check one of your students.)
- Click "Submit"
- Choose the month for your tuition i.e. August 2026.
- Select 1 next to the month you chose.
- A new window will pop-up ("Make New Purchase")
- Select your product, i.e. "Tuition for 1 student" or "Tuition for 2 students"
- Click "Checkout & Pay"
- Choose your payment option (which card?)
- Click "Submit"
- Click "Complete your purchase" after verifying all charges are correct.

Note: Use the same process to pay the \$20 annual registration fee.