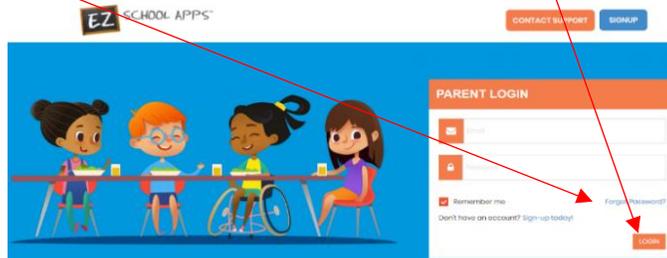# EZ School Apps Instructions for
Parent Sign Up and Meal Preordering

Sign Up Instructions for Returning Parents Who Used EZ School Lunch POS the Previous Year
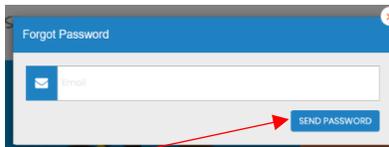## (All others scroll down to New Parent Sign Up)

Parents should contact their school (or caterer) when any type of support is needed. Please use the 'Contact Support' link on the login page to reach them.
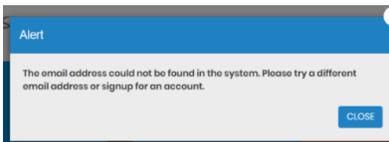
Returning Parent Password Setup

1. Go to www.ezschoolapps.com/ParentLogin.aspx .

2. If you are a returning parent and remember your email address and password just login. If not…

3. Click on Forgot Password.

4. Enter your email address from the previous year.

5. Click on Send Password.

6. If you get this popup, click Close and scroll down to New Parent Sign Up.

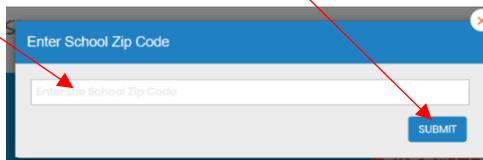7. Click on the link to reset your password.

New Parent Sign Up

Below are the instructions for parents to create an account and request access to one or multiple students. After a successful sign-up an email will be sent to the school to approve your account and connect your students to the account. They will contact you shortly after the account has been created. Some of the pages below may or may not exist in your account depending on the access the school gives to the parents.

1. Go to www.ezschoolapps.com/ParentLogin.aspx and click on SIGNUP.
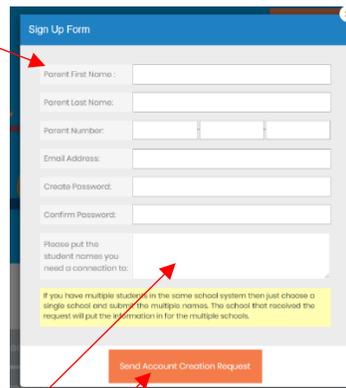
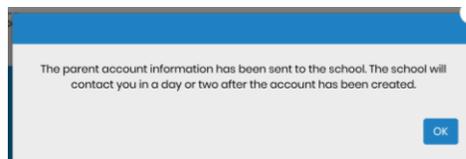2. Type in the school's zip code in the box and click Submit.

3. Use the dropdown to select your school. (If you have multiple students in the same district then just choose a single school and submit all of students for that location. The school receiving the request will input the information for all relevant schools.)

4. Type in your First Name, Last Name, Phone Number and your Email address in the corresponding boxes.

5. Type in a password in the Create Password box. Then type in your same password a second time in the Confirm Password box.

6. Enter the first and last name of each of your students in the final box.

7. Finally click Send Account Creation Request. (Your registration is successful if you see this box below.)

Please Note: You do not immediately have access to the system. The school must activate your account and link your student(s) to that account. The time to complete this process can vary. The school will send an email to you upon completion.

Adding an Additional Student to your Account if Missing
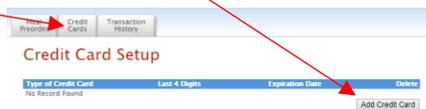
1. Click on Meal Preorder.

2. Click on Request Change to Student List.

3. The following box will appear and you can use the dropdown to first select your school.

4. Type in the first and last name of your new student.

5. Finally click Send Email.

6. The school will then link your additional student(s) to your account. The time to complete this process can vary.

Adding a Credit Card

1. The credit card information that you will be submitting here will be stored and processed by Paypal. You do not need to create an account with Paypal to use this.

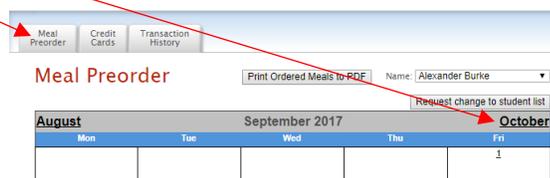2. Click on the Credit Cards tab. Then click on Add Credit Card.

3. Enter the information about your credit card and click Save Credit Card.

4. For safety and security, EZ School Apps only saves the last four digits of the credit card on our site.

Preorder Meals and Add Money

1. Click on Meal Preorder to view the available lunches and show your student's name.

2. You can change months by clicking on the month before or after.

3. Begin to select lunches for the different days by click on the circle in front of the correct choice. (There is a slight delay before choosing an item for the next day.) **Your choices are automatically saved when you choose them.**

4. This box should show your student's name. **IMPORTANT:** If you have more than one student in the school use the dropdown to select the correct student.

5. Under the menu it automatically provides you with the amount of money in the Current Student Bank.

6. It automatically provides you with the amount of money for the preorder.

7. It automatically provides you with Owed Amount (combination of Current Student Balance and Preorder).

8. You should add additional money if there are not sufficient funds in the Current Student Bank. (Please note: When you click on a menu item, you are actually ordering that item. It does not require you to add money at that moment since many schools allow you to send in a cash or check to pay for the orders.)

9. Click on Print Calendar as PDF to print out calendars for your student(s).

10. Click on Add Money.

Add Money

Payment Option: MasterCard-4444 ▾
Amount to Add: $ 47.75 ○ Choose specific amount
Convenience Charge : $ 1.95
Total Amount : $ 49.70

Cancel   Add Amount

The credit card charge for this transaction will show as "EZ School Apps" on the credit card statement. If you dispute this credit card transaction the "charge back" fee of $15 imposed by the bank will be billed to the school. The payment may show as reccuring on your bill but you can ignore this.

11. Click on Add Amount if you only want to add the amount for your current order. You can add more funds than just for the foods you are ordering at this time by clicking on the "Choose specific amount" button.

12. You will get the following popup box when the transaction is successful.

The credit card transaction was successful.

Money has been successfully moved to your child's account. To see the meals that were ordered please click on the "Print Ordered Meals to PDF" button at the top of this screen.

Thank you.

OK

Please Note: If your credit card is declined, we suggest you try a different credit card or call your credit card company to discover what is the issue.

Please Also Note: The credit card charge for these transactions will show as "EZ School Apps or EZ School Lunch or EZ School Payment" on your credit card statement. If you dispute this credit card transaction a "charge back" fee of $15 may be imposed by the bank to your school since they are the recipient of the funds.

Transaction History

1. Click on the Transaction History tab to see a current history of your student's payments and purchases.

| Meal Preorder | Credit Cards | Transaction History |

Transaction History

Person Name: Alexander Burke ▾

Current Balance
$ 51.50

Payment Date	Description	Change Amount	Previous Amount
9/6/2017	Cheeseburger – PrePay	$ –3.25	54.75
9/5/2017	Cheeseburger – PrePay	$ –3.25	58.00
9/5/2017	Cereal – PrePay	$ –2.00	60.00
7/2/2017	Credit Card	$ 60.00	0.00