

EZ Parent Center Directions Parent Sign Up with Meal Payments

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

Follow the instructions below if you are a returning parents who used EZ School Lunch POS the previous year. New parents will scroll down to New Parent Sign Up to create an account and request access to one or multiple students.

Parent Login

1. Go to www.ezparentcenter.com .
2. If you remember your email address and password from the previous year just login. If not....
3. Click on Forgot Password?

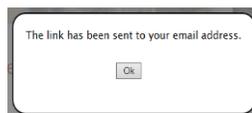


4. Enter your email address from the previous year or your email address that was uploaded by your school.

Forgot Password

Email:

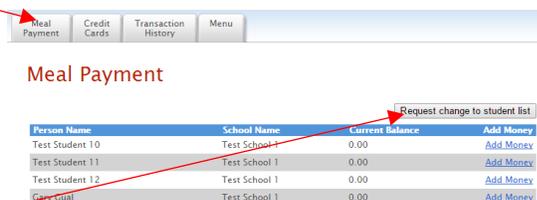
5. Click on Send Password.
6. You will see the following screen.



7. Go to your email account and click on the link to reset your password.

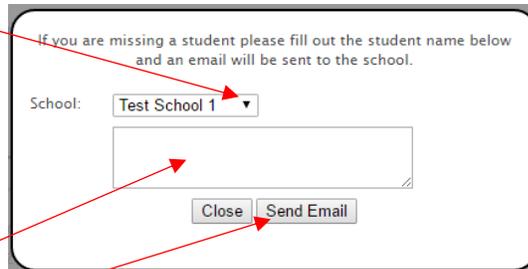
Adding an Additional Student

1. Click on Meal Payments.



2. Click on Request change to student list.

3. The following box will appear.
4. Use the dropdown to choose your school.



5. Type in the first and last name of your new student.
6. Click Send Email.
7. The school must link your additional student(s) to your account. The time to complete this process can vary.

(Scroll Down to Adding a Credit Card for Remaining Directions)

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.

Parent Sign-up

1. Go to www.ezparentcenter.com.
2. Click on SIGN-UP.

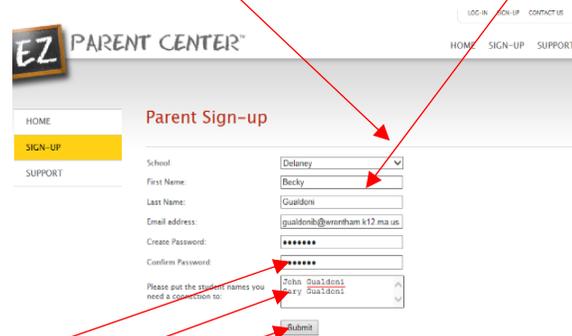


3. Type in the school's zip code in the box.

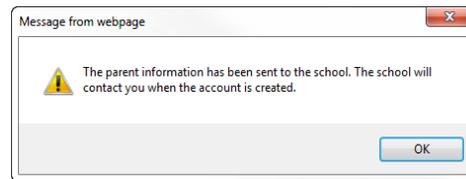


4. Click Search.

5. Use the dropdown to select your school. (If you have multiple students in the same school system then just choose a single school and submit the multiple student names. The school that receives the request will put the information in for the multiple schools.)
6. Type in your First Name in the box, the Last Name in the box, and your Email address in the box.



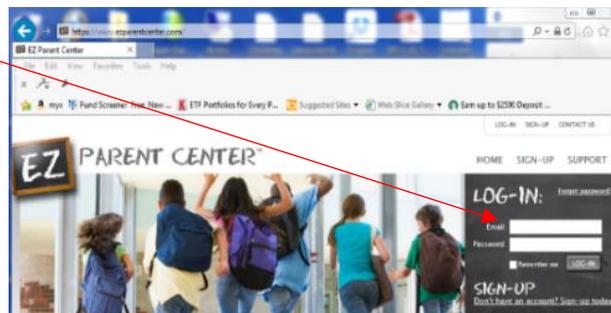
7. Type in a password in the Create Password box. Then type in your password a second time in the Confirm Password box.
8. Put in the first and last name of each of your students in the final box.
9. Click Submit. (Your registrations is successful if you see this box.)



10. You do not immediately have access to the system.
11. 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.

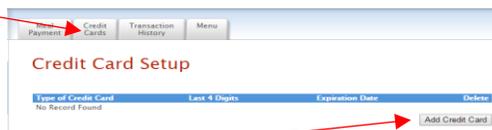
Parent Login

1. Go to www.ezparentcenter.com.
2. Login using your email address and password.



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.
2. Click on the Credit Cards tab.



3. Click on Add Credit Card.

Add Credit Card

Credit Card Information

Card Holder Name :

Card Number :

Expiration Date (MM/YYYY) : /

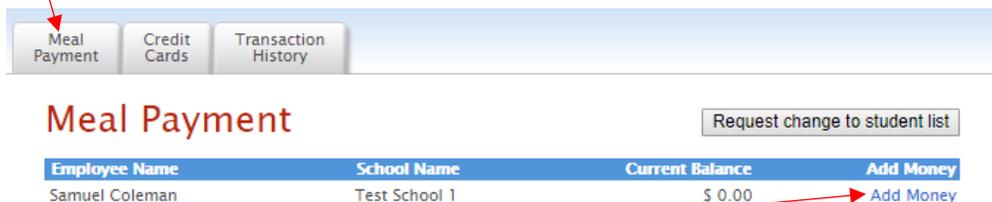
CVV :

Phone Number : - -

4. Add the above information about your credit card.
5. Click Save Credit Card.
6. For safety and security, the only numbers saved on our site are the last four digits of the credit card.

Using Your Credit Card to Add Money

1. Click on the Meal Payment tab.



2. Click on Add Money for the correct student name.

3. Use the dropdown to choose the credit card.

Add Money

Payment Option: **MasterCard-4444** ▼

Amount to Add : **40.00** ▼ Choose specific amount

Convenience Fee : **\$1.95**

Total Amount : **\$41.95**

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 recurring on your bill but you can ignore this.

4. Use the dropdown to choose the amount to add.
5. Click on Add Amount.
6. 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.

Thank you.

OR

7. Click on Choose specific amount if you want to add a specific funds to your student's account.

Add Money

Payment Option: **MasterCard-4444** ▼

Amount to Add : **55.00** ▼ Choose specific amount

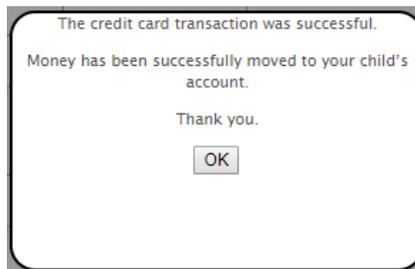
Convenience Fee : **\$1.95**

Total Amount : **\$56.95**

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 recurring on your bill but you can ignore this.

8. Type in the specific amount you want to add.
9. Click Add Amount.

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



11. 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 not be paid by us, and you may be billed for fines by the school.

Transaction History

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

Payment Date	Description	Change Amount	Previous Amount
7/31/2017	Waffles – PrePay	\$ -0.50	22.25
7/31/2017	Ham Sandwich – PrePay	\$ -0.50	22.75
7/29/2017	Starting Balance	\$ 4.15	18.60
7/29/2017	Cheeseburger – PrePay	\$ -0.40	19.00
7/29/2017	Cereal – PrePay	\$ -1.00	20.00
7/29/2017	Cash	\$ 20.00	0.00

Menu

1. Click on the Menu tab to see what meals are being served each day at the school. (Some schools do not use this feature.)

July 2016				
Mon	Tue	Wed	Thu	Fri
				1 Lunch Cheeseburger Fries Milk Included Ham Sandwich
4 Lunch Cheeseburger Fries Milk Included Chicken Nuggets Vegetable Fruit	5 Lunch Chicken Nuggets Vegetable Fruit Ham Sandwich	6 Lunch Cheeseburger Fries Milk Included Ham Sandwich	7 Lunch Cheeseburger Fries Milk Included Chicken Nuggets Vegetable Fruit	8 Lunch Chicken Nuggets Vegetable Fruit Ham Sandwich