

## EZ Parent Center Directions

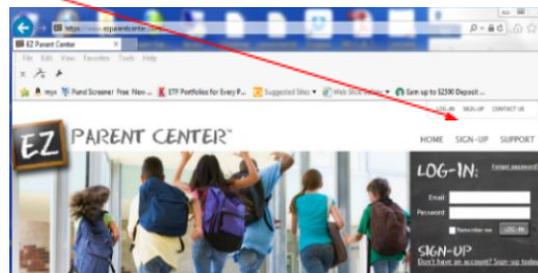
### Parent Sign Up with Meal Preordering

#### 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 Registration

1. Go to [www.ezparentcenter.com](http://www.ezparentcenter.com) .
2. Click on SIGN-UP.



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

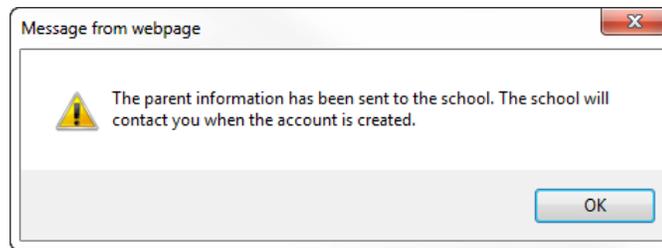


4. Click Search.

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.

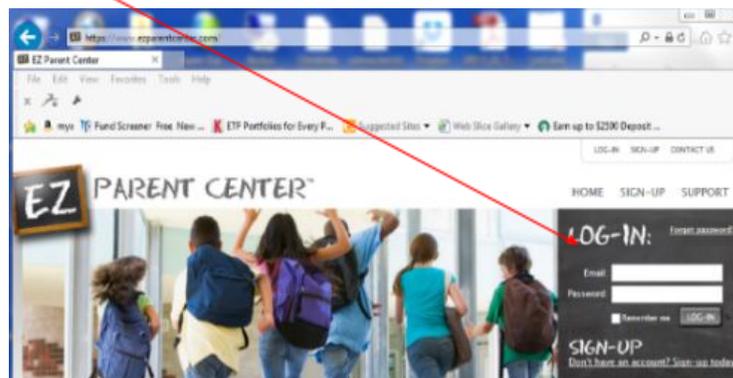
7. Type in a password in the Create Password box. Then type in your password a second time in the Confirm Password box.
8. Put in the first and last name of each of your students in the final box.
9. Click Submit. (Your registrations is successful if you see this box.)



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](http://www.ezparentcenter.com).
2. Login using your email address and password.



## Adding a Credit Card

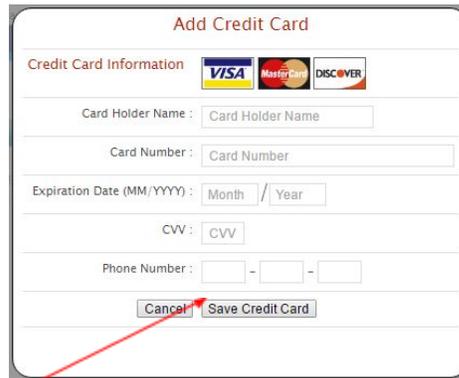
1. The credit card information that you will be submitting here will be stored and processed by Paypal. You do not need to create an account with Paypal to use.
2. Click on the Credit Cards tab.



## Credit Card Setup

Type of Credit Card	Last 4 Digits	Expiration Date	Delete
No Record Found			
			<input type="button" value="Add Credit Card"/>

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.

## Preorder Meals and Add Money

1. Click on Meal Preorder to view the available lunches.
2. 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.
3. You can change months by clicking on the month before or after.

Meal Preorder    Credit Cards    Transaction History

**Meal Preorder**    Print Ordered Meals to PDF    Name: Alexander Burke    Request change to student list

August		September 2017			October
Mon	Tue	Wed	Thu	Fri	
				1	

- 4. 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.)



Meal Preorder    Credit Cards    Transaction History

Meal Preorder    Print Ordered Meals to PDF    Name: Alexander Burke    Request change to student list

August		September 2017			October
Mon	Tue	Wed	Thu	Fri	
				1	
4	<b>Breakfast</b> <input type="radio"/> No Breakfast <input checked="" type="radio"/> Cereal <b>Lunch</b> <input type="radio"/> No Lunch <input checked="" type="radio"/> Cheeseburger Fries Milk	<b>Breakfast</b> <input type="radio"/> No Breakfast <input checked="" type="radio"/> Cereal <b>Lunch</b> <input type="radio"/> No Lunch <input checked="" type="radio"/> Cheeseburger Fries Milk	<b>Breakfast</b> <input type="radio"/> No Breakfast <input checked="" type="radio"/> Cereal <b>Lunch</b> <input type="radio"/> No Lunch <input checked="" type="radio"/> Cheeseburger Fries Milk	<b>Breakfast</b> <input type="radio"/> No Breakfast <input checked="" type="radio"/> Cereal <b>Lunch</b> <input type="radio"/> No Lunch <input checked="" type="radio"/> Cheeseburger Fries Milk	<b>Breakfast</b> <input type="radio"/> No Breakfast <input checked="" type="radio"/> Cereal <b>Lunch</b> <input type="radio"/> No Lunch <input checked="" type="radio"/> Cheeseburger Fries Milk
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	

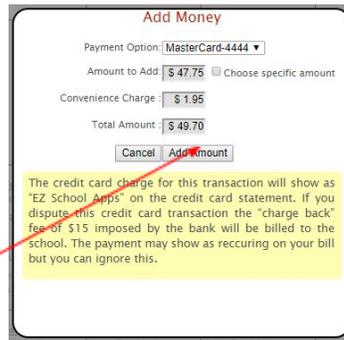
Current Student Balance :   
 Preorder Amount :   
 Owed Amount :

When you click any food on the calendar this will be automatically submitted to the school. There is no save button that you need to click.

Hi Parents, We will close the preordering on August 23rd.  
 Please submit preorders before then.

- Under the menu it automatically provides you with the amount of money in the Current Student Bank.
- It automatically provides you with the amount of money for the preorder.
- It automatically provides you with Owed Amount (combination of Current Student Balance and Preorder).
- 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.)
- Click on Print Calendar as PDF to print out calendars for your student(s).

10. Click on Add Money.



The screenshot shows the 'Add Money' form. The 'Payment Option' is set to 'MasterCard-4444'. The 'Amount to Add' is \$47.75, and the 'Choose specific amount' checkbox is unchecked. The 'Convenience Charge' is \$1.95, and the 'Total Amount' is \$49.70. The 'Add Amount' button is highlighted with a red box and a red arrow points to it from the left.

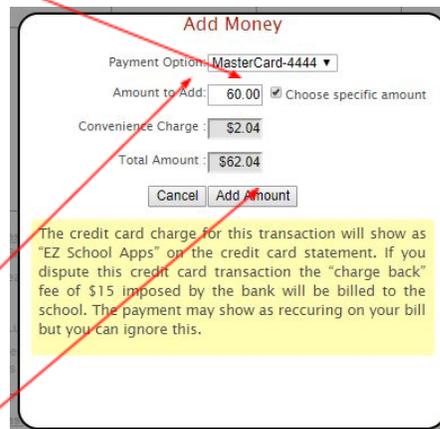
11. Click on Add Amount if you only want to add the amount for your current order.
12. You will get the following popup box when the transaction is successful.



The screenshot shows a popup box with the following text: 'The credit card transaction was successful. Money has been successfully moved to your child's account. Thank you. OK'.

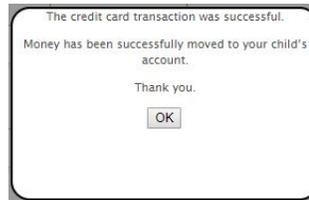
**OR**

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



The screenshot shows the 'Add Money' form. The 'Payment Option' is set to 'MasterCard-4444'. The 'Amount to Add' is \$60.00, and the 'Choose specific amount' checkbox is checked. The 'Convenience Charge' is \$2.04, and the 'Total Amount' is \$62.04. The 'Add Amount' button is highlighted with a red box and a red arrow points to it from the left.

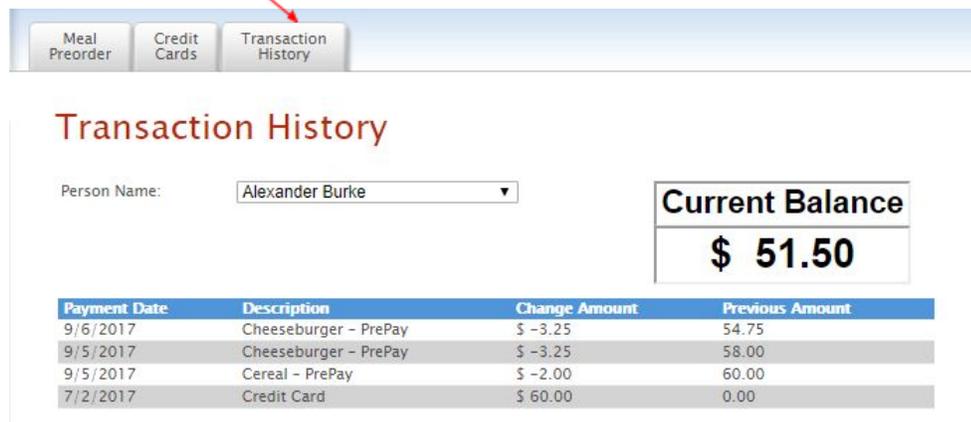
14. Type in the specific amount you want to add.
15. Click Add Amount.
16. You will get the following popup box when the transaction is successful.



17. 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.



Transaction History

Person Name:

**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