EZ **SCHOOL APPS**™

EZ Parent Center Directions
Parents create accounts with Meal Preordering

Below are the instructions for parents to create an account and request access to one or multiple students. After a successful sign-up you will be able to login right away and create or connect to your students. 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

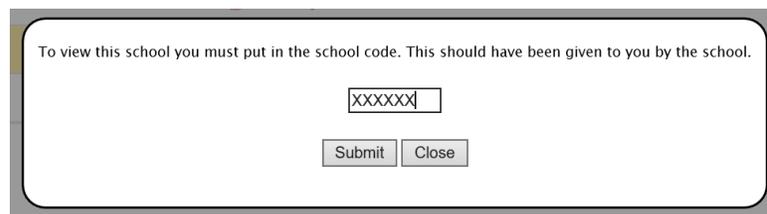1. Go to www.ezparentcenter.com .

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.)

Parent Sign-up

Choose School: Choose School ▼

6. Fill in the code the school created for you. Please contact the school if you do not know the code.

To view this school you must put in the school code. This should have been given to you by the school.

XXXXXX

Submit   Close

7. If the code is successful the below screen will appear. Type in the required information.

Parent Sign-up

Choose School:	Test School 1
Parent First Name:	
Parent Last Name:	
Parent Phone Number:	☐ – ☐ – ☐
Email Address:	
Create Password:	
Confirm Password:	

Send Account Creation Request

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

9. Click Submit. (Your registration is successful if you see this box.)

> **Message from webpage** ✕
>
> ⚠ Your parent account has been created. Please go ahead and log into the application.
>
> OK
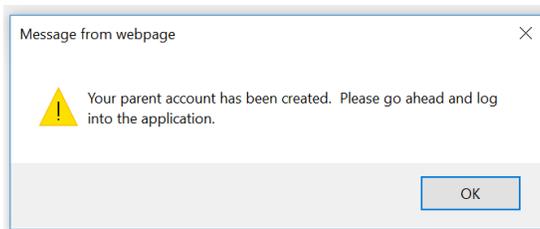
Parent Login

1. Go to www.ezparentcenter.com .

2. Login using your email address and password.

EZ PARENT CENTER
HOME SIGN-UP SUPPORT
LOG-IN:
Email
Password
LOG-IN
SIGN-UP
Don't have an account? Sign-up today!

3. Click the Request change to student list button

Name: [▾]

Request change to student list

4. Type in the student last name and click Search button.

Search for Student

Please type in last name of the student you wish to add and click search.

Last Name: [_____]

[Search] [Close]

5. Click the Add button next to the student if your student is showing.

6. If you do not see your student, click My student does not show on this list.
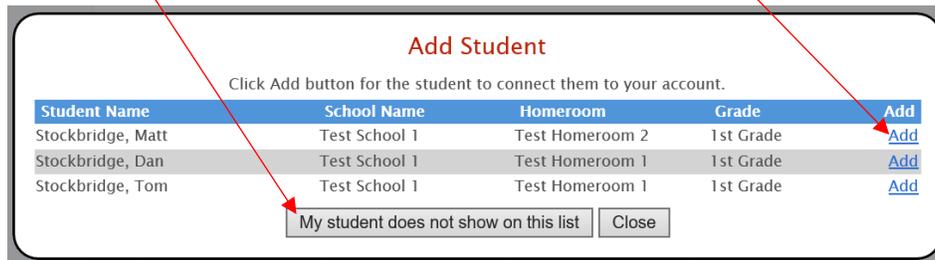
Add Student

Click Add button for the student to connect them to your account.

Student Name	School Name	Homeroom	Grade	Add
Stockbridge, Matt	Test School 1	Test Homeroom 2	1st Grade	Add
Stockbridge, Dan	Test School 1	Test Homeroom 1	1st Grade	Add
Stockbridge, Tom	Test School 1	Test Homeroom 1	1st Grade	Add

[My student does not show on this list] [Close]

7. Put in Student information and click Create Student
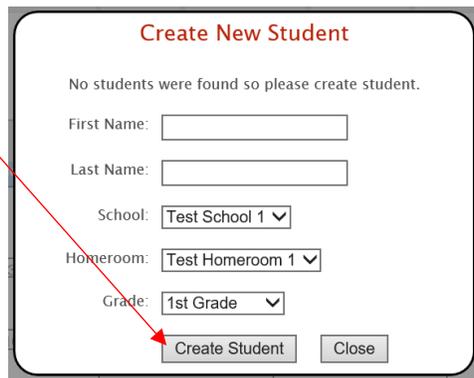
Create New Student

No students were found so please create student.

First Name: [_____]

Last Name: [_____]

School: [Test School 1 ▾]

Homeroom: [Test Homeroom 1 ▾]

Grade: [1st Grade ▾]

[Create Student] [Close]

Adding a Credit Card **(A Paypal account is not required.)**

1. Click on the Credit Cards tab.

Meal Preorder	Credit Cards	Transaction History
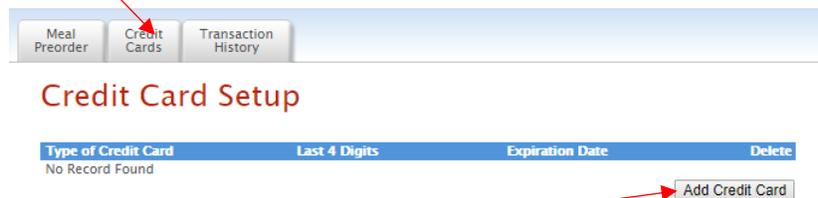
Credit Card Setup

Type of Credit Card	Last 4 Digits	Expiration Date	Delete
No Record Found			

[Add Credit Card]

2. Click on Add Credit Card.

3. Add the above information about your credit card.

4. Click Save Credit Card.

5. 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.

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.)

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 will need to 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).
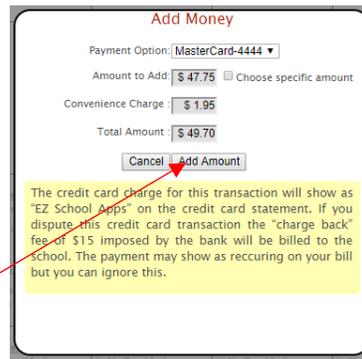
10. Click on Add Money.

11. Click on Add Amount if you only want to add the amount for your current order.

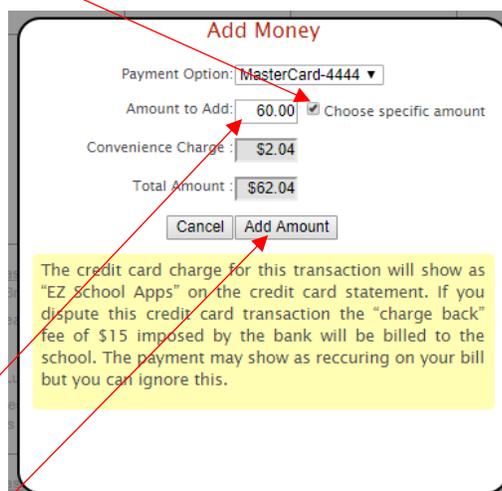12. You will get the following popup box when the transaction is successful.

OR

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

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.

> The credit card transaction was successful.
>
> Money has been successfully moved to your child's account.
>
> Thank you.
>
> OK
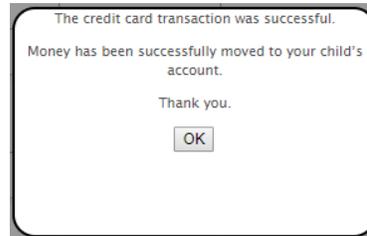
17. The credit card charge for this transaction will show as "EZ School Apps" on the credit card statement. If you dispute this credit card transaction the "charge back" fee of $15 imposed by the bank will not be paid by us, and you may be billed for fines by the school.

Transaction History

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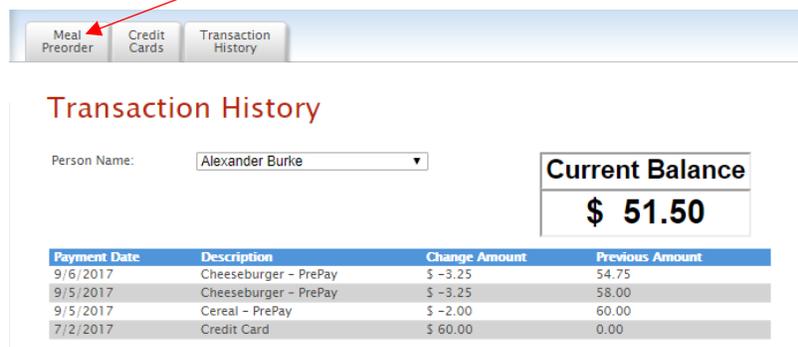
Transaction History

Person Name: 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