

## 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)**

**Parents should contact your school (or caterer) when any type of support is needed.  
You can use the following link to reach them.**

**[https://www.ezparentcenter.com/Site/EZParentCenter\\_Contact.aspx](https://www.ezparentcenter.com/Site/EZParentCenter_Contact.aspx)**

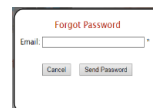
Follow the instructions below if you are a returning parents who used EZ School Lunch POS the previous year. New parents will scroll down to New Parent Sign Up to create an account and request access to one or multiple students.

### Returning Parent Password Setup

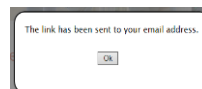
1. Go to [www.ezparentcenter.com](http://www.ezparentcenter.com) .
2. If you are a returning parent and remember your email address and password just login. If not...
3. Click on Forgot Password.



4. Enter your email address from the previous year. If for any reason it states that there is no such email, you can scroll down to New Parent Sign Up.



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



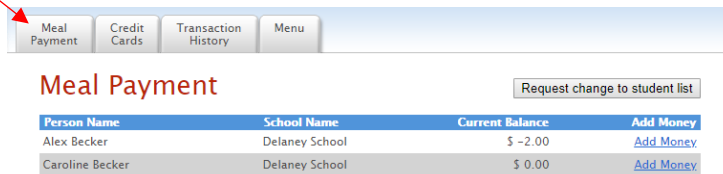
7. Go to your email account and click on the link to reset your password.

### Login

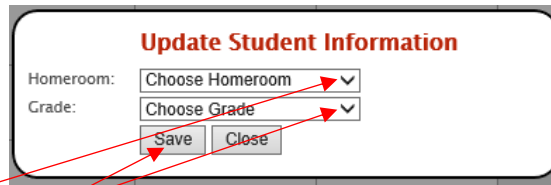
1. Go to [www.ezparentcenter.com](http://www.ezparentcenter.com) .
2. Login using your email address and password.



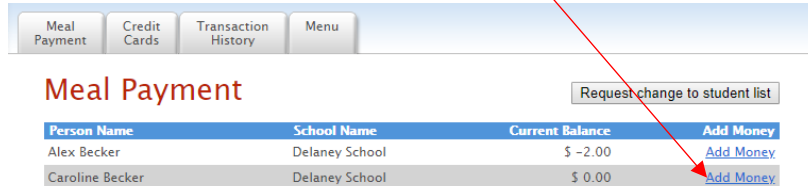
- Click on Meal Payment.



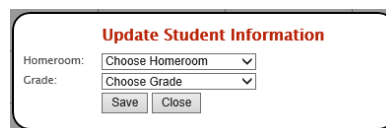
- Click on Add Money.
- The following box will popup.



- Use the Homeroom dropdown to select your student's homeroom.
- Use the Grade dropdown to select your student's grade.
- Click Save.
- If you have more than one student in the school, click on Add Money for the other student(s).



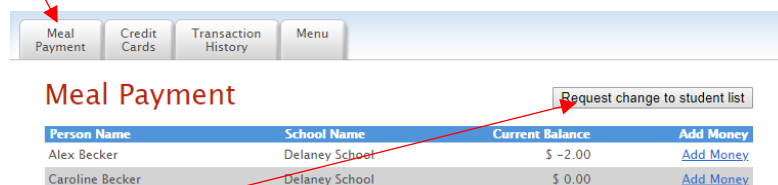
- You will see the following popup for each of those student.



- Follow the same directions above to choose the homeroom and grade. If the pop-up does not appear then you can skip this step since the school or caterer may have put in the homeroom and grade for you.

### Adding an Additional Student If Students Are Missing

- Click on Meal Payment.



- 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.

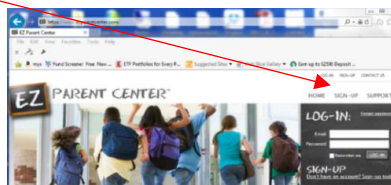
**(Returning Parents can Scroll Down to Adding a Credit Card for Remaining Directions)**

### First Time 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 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

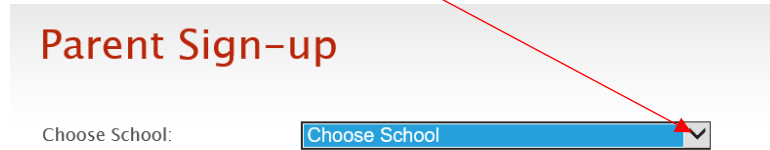
1. Go to [www.ezparentcenter.com](http://www.ezparentcenter.com).
2. Click on SIGN-UP.



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

4. Click Search.

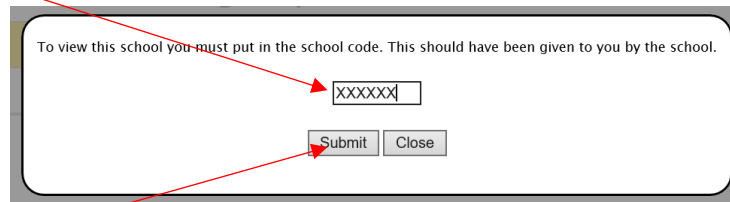
- Use the dropdown to select your school. (If you have multiple students in the same school system then just choose a single school and submit the multiple student names. The school that receives the request will put the information in for the multiple schools.)



**Parent Sign-up**

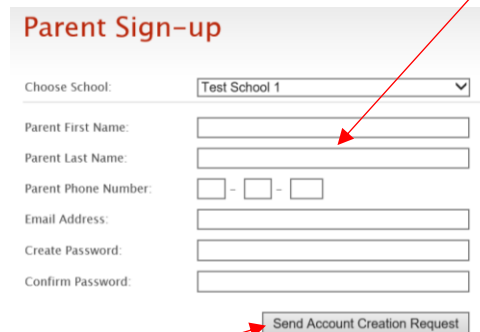
Choose School:

- 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.

- Click Submit.
- If the code is successful the below screen will appear. Type in the required information in the boxes.



**Parent Sign-up**

Choose School:

Parent First Name:

Parent Last Name:

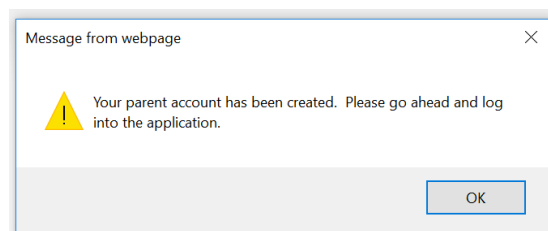
Parent Phone Number:  -  -

Email Address:


Create Password:

Confirm Password:

- Type in a password in the Create Password box. Then type in your password a second time in the Confirm Password box.
- Click Send Account Creation Request. (Your registration is successful if you see this box.)

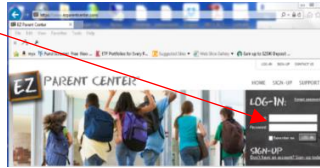


Message from webpage

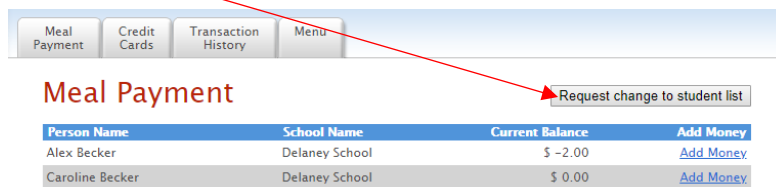
 Your parent account has been created. Please go ahead and log into the application.

## Parent Login

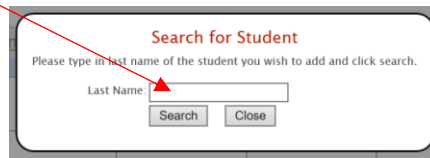
1. Go to [www.ezparentcenter.com](http://www.ezparentcenter.com).
2. Login using your email address and password.



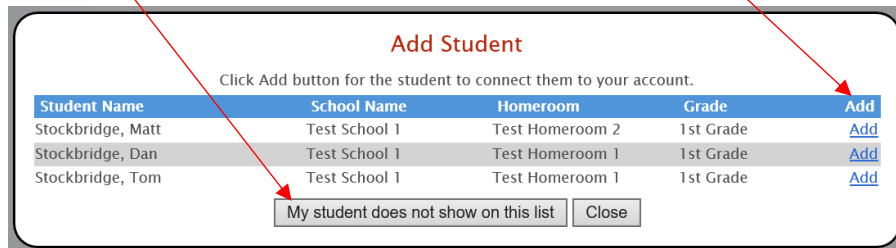
3. Click the Request change to student list button



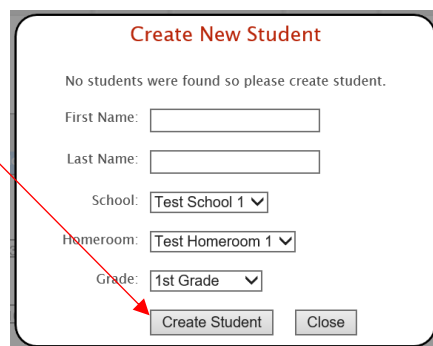
4. Type in the student last name and click Search button.



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 button.

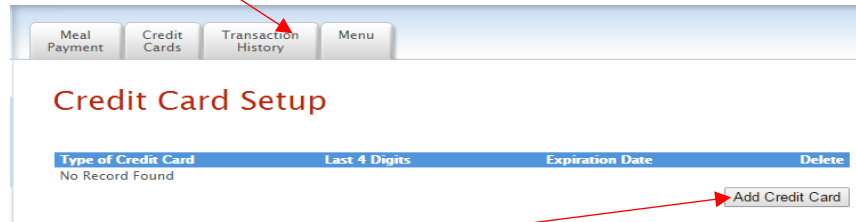


7. Put in Student information and click Create Student

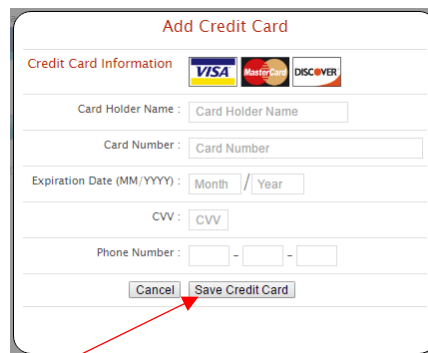


## Adding a Credit Card

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.



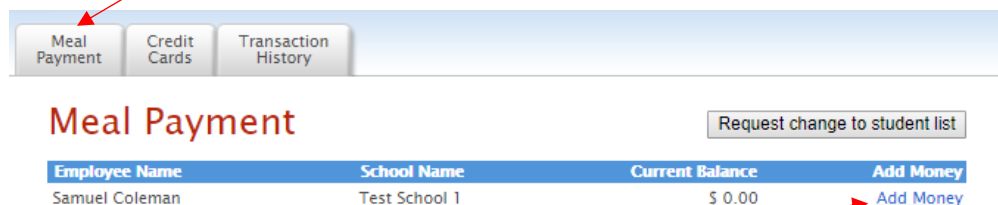
3. Click on Add Credit Card.



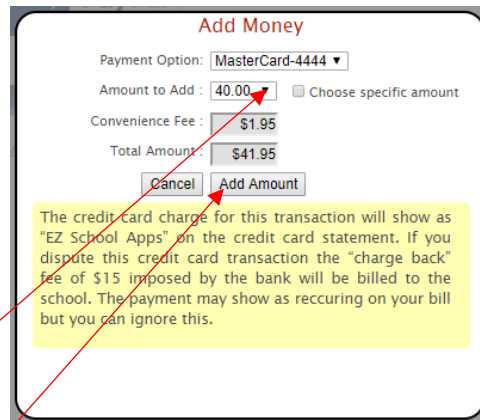
4. Add the above information about your credit card.
5. Click Save Credit Card.
6. For safety and security, the only numbers saved on our site are the last four digits of the credit card.

## 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** ▼

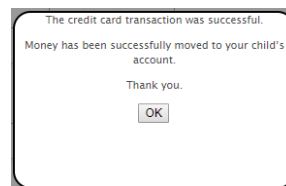
Amount to Add : **40.00**  Choose specific amount

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.

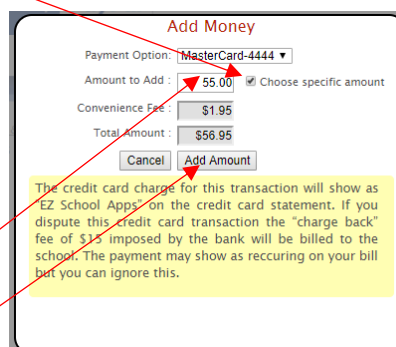


The credit card transaction was successful.  
 Money has been successfully moved to your child's account.  
 Thank you.

7. **If your credit card is declined, there is nothing we can do. We suggest you try a different credit card or call your credit card company to discover what is the issue.**

**OR**

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



**Add Money**

Payment Option: **MasterCard-4444** ▼

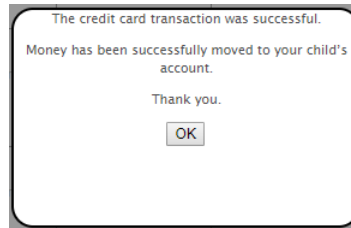
Amount to Add : **55.00**  Choose specific amount

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.

9. Type in the specific amount you want to add.
10. Click Add Amount.
11. You will get the following popup box when the transaction is successful.



12. If your credit card is declined, there is nothing we can do. We suggest you try a different credit card or call your credit card company to discover what is the issue.
13. 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. If so, you will not see this Menu tab.)

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