

EZ Parent Center Directions Parent Sign Up with Purchase Preordering

**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 https://www.ezparentcenter.com/Site/EZParentCenter_Contact.aspx to reach them.

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

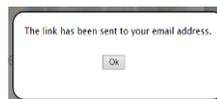
1. Go to www.ezparentcenter.com .
2. If you are a returning parent and remember your email address and password just login. If not...
3. Click on Forgot Password.



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. **If for any reason it states that there is no such email, you can scroll down to New Parent Sign Up.**
- 5.



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



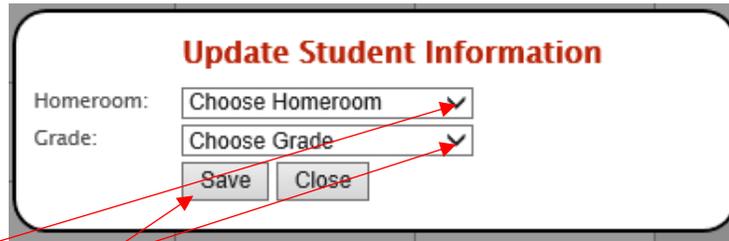
8. Go to your email account and click on the link to reset your password.

Login

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



- You will then likely see the following popup immediately. If not, choose a name using the dropdown.

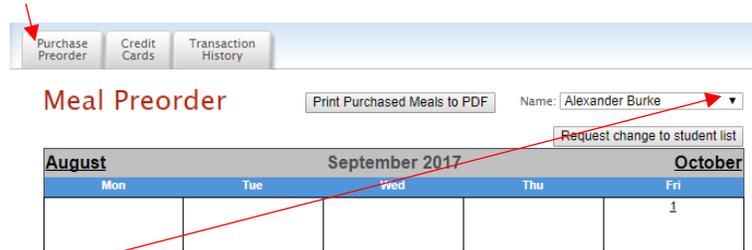


Update Student Information

Homeroom:

Grade:

- 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 Meal Preorder.

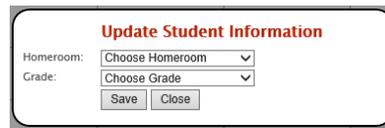


Purchase Preorder | Credit Cards | Transaction History

Meal Preorder Name:

August		September 2017			October
Mon	Tue	Wed	Thu	Fri	
				1	

- Use the Name dropdown to choose another student.
- You will see the following popup for each of those student.



Update Student Information

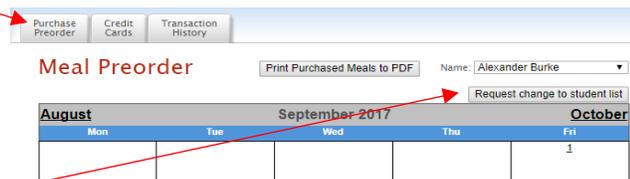
Homeroom:

Grade:

- 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.



Purchase Preorder | Credit Cards | Transaction History

Meal Preorder Name:

August		September 2017			October
Mon	Tue	Wed	Thu	Fri	
				1	

- Click on Request change to student list.
- Type in the student last name and click Search button.

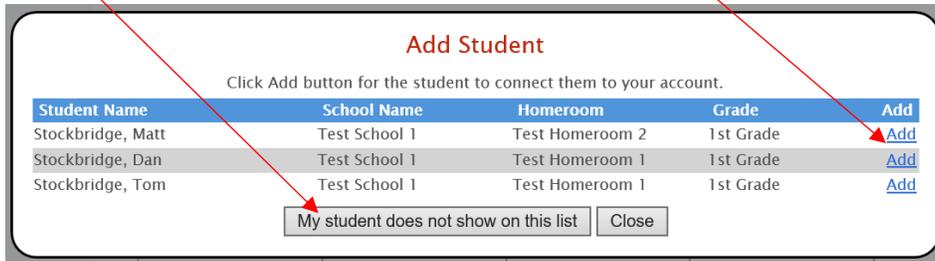


Search for Student

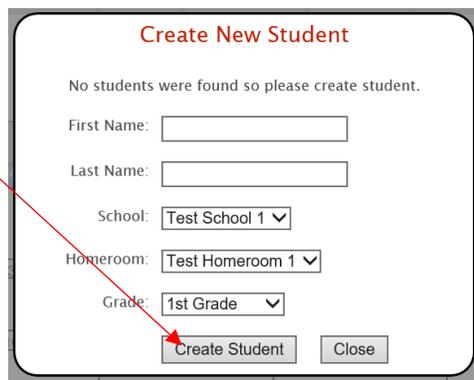
Please type in last name of the student you wish to add and click search.

Last Name:

- Click the Add button next to the student if your student is showing.
- If you do not see your student, click My student does not show on this list.



- Put in Student information and click Create Student



(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.

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



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



- 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.

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

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

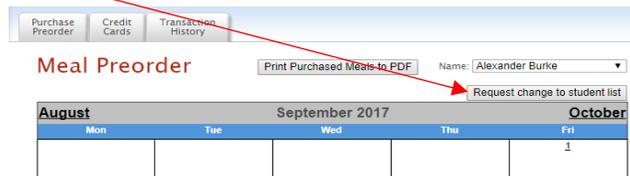
 Your parent account has been created. Please go ahead and log into the application.

Parent Login

1. Go to www.ezparentcenter.com.
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.

Search for Student

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

Last Name:

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	Homerroom	Grade	Add
Stockbridge, Matt	Test School 1	Test Homerroom 2	1st Grade	Add
Stockbridge, Dan	Test School 1	Test Homerroom 1	1st Grade	Add
Stockbridge, Tom	Test School 1	Test Homerroom 1	1st Grade	Add

7. Put in Student information and click Create Student

Create New Student

No students were found so please create student.

First Name:

Last Name:

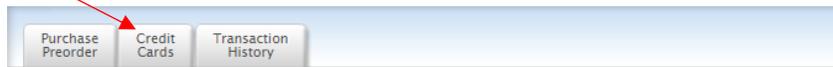
School:

Homerroom:

Grade:

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			
			Add Credit Card

1. Click on Add Credit Card

Add Credit Card

Credit Card Information VISA MASTERCARD DISCOVER

Card Holder Name:

Card Number:

Expiration Date (MM/YYYY): /

CVV:

Phone Number: - -

2. Add the above information about your credit card.
3. Click Save Credit Card.
4. 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. **When you preorder meals you will be required to pay the balance. If you do not pay the balance your order will not be placed.**
2. Click on Purchase Preorder to view the available lunches.
3. 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.
4. You can change months by clicking on the month before or after.



Meal Preorder

[Print Purchased Meals to PDF](#) Name: ▼

[Request change to student list](#)

August		September 2017			October
Mon	Tue	Wed	Thu	Fri	
				1	

- 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.)
- 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.

Meal Preorder

Print Purchased Meals to PDF Name: Alexander Burke

Request change to student list

August		September 2017			October
Mon	Tue	Wed	Thu	Fri	
				1	
4	5 Breakfast <input type="radio"/> No Breakfast <input checked="" type="radio"/> Cereal Lunch <input type="radio"/> No Lunch <input checked="" type="radio"/> Cheeseburger Fries Milk	6 Breakfast <input type="radio"/> No Breakfast <input type="radio"/> Cereal Lunch <input type="radio"/> No Lunch <input checked="" type="radio"/> Cheeseburger Fries Milk	7 Breakfast <input type="radio"/> No Breakfast <input checked="" type="radio"/> Cereal Lunch <input type="radio"/> No Lunch <input type="radio"/> Cheeseburger Fries Milk	8 Breakfast <input type="radio"/> No Breakfast <input checked="" type="radio"/> Cereal Lunch <input type="radio"/> No Lunch <input checked="" type="radio"/> Cheeseburger Fries Milk	
11 Breakfast <input checked="" type="radio"/> No Breakfast <input type="radio"/> Cereal Lunch <input type="radio"/> No Lunch <input checked="" type="radio"/> Cheeseburger Fries Milk	12 Breakfast <input checked="" type="radio"/> No Breakfast <input type="radio"/> Cereal Lunch <input type="radio"/> No Lunch <input checked="" type="radio"/> Cheeseburger Fries Milk	13 Breakfast <input type="radio"/> No Breakfast <input type="radio"/> Cereal Lunch <input type="radio"/> No Lunch <input checked="" type="radio"/> Cheeseburger Fries Milk	14 Breakfast <input type="radio"/> No Breakfast <input type="radio"/> Cereal Lunch <input type="radio"/> No Lunch <input checked="" type="radio"/> Cheeseburger Fries Milk	15 Breakfast <input checked="" type="radio"/> No Breakfast <input type="radio"/> Cereal Lunch <input type="radio"/> No Lunch <input checked="" type="radio"/> Cheeseburger Fries Milk	
18 Breakfast <input type="radio"/> No Breakfast <input checked="" type="radio"/> Cereal Lunch <input type="radio"/> No Lunch <input checked="" type="radio"/> Cheeseburger Fries Milk	19 Breakfast <input checked="" type="radio"/> No Breakfast <input type="radio"/> Cereal Lunch <input type="radio"/> No Lunch <input checked="" type="radio"/> Cheeseburger Fries Milk	20 Breakfast <input type="radio"/> No Breakfast <input type="radio"/> Cereal Lunch <input type="radio"/> No Lunch <input checked="" type="radio"/> Cheeseburger Fries Milk	21 Breakfast <input checked="" type="radio"/> No Breakfast <input type="radio"/> Cereal Lunch <input type="radio"/> No Lunch <input type="radio"/> Cheeseburger Fries Milk	22 Breakfast <input checked="" type="radio"/> No Breakfast <input type="radio"/> Cereal Lunch <input type="radio"/> No Lunch <input type="radio"/> Cheeseburger Fries Milk	
25 Breakfast <input type="radio"/> No Breakfast <input checked="" type="radio"/> Cereal Lunch <input checked="" type="radio"/> No Lunch <input type="radio"/> Cheeseburger Fries Milk	26 Breakfast <input checked="" type="radio"/> No Breakfast <input type="radio"/> Cereal Lunch <input type="radio"/> No Lunch <input type="radio"/> Cheeseburger Fries Milk	27 Breakfast <input checked="" type="radio"/> No Breakfast <input type="radio"/> Cereal Lunch <input type="radio"/> No Lunch <input type="radio"/> Cheeseburger Fries Milk	28 Breakfast <input checked="" type="radio"/> No Breakfast <input type="radio"/> Cereal Lunch <input type="radio"/> No Lunch <input type="radio"/> Cheeseburger Fries Milk	29 Breakfast <input checked="" type="radio"/> No Breakfast <input type="radio"/> Cereal Lunch <input type="radio"/> No Lunch <input type="radio"/> Cheeseburger Fries Milk	

Current Student Balance : \$ 60.00

Preorder Amount : \$ -47.75

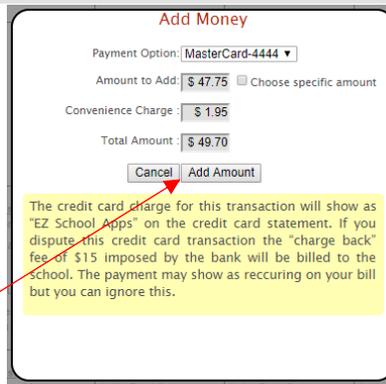
Owed Amount : \$ 0.00

Save/Pay

The foods in the calendar will not be preordered until you click the Save/Pay button and pay with a credit card if required. When successfully purchased the items in the calendar will turn blue.

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 will need to add additional money if there are not sufficient funds in the Current Student Bank.
- Click on Save/Pay. (Even if you don't owe any money, you must still click on Save/Pay)
- When your order has been placed the items you ordered will turn blue. This indicates the the order was successfully completed.
- Click on Print Calendar as PDF to print out calendars for your student(s).



Add Money

Payment Option: MasterCard-4444 ▼

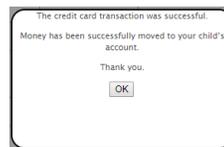
Amount to Add: Choose specific amount

Convenience Charge:

Total 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 recurring on your bill but you can ignore this.

14. 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. Go to the section right below starting with **OR** to read the instructions.
15. You will get the following popup box when the transaction is successful.

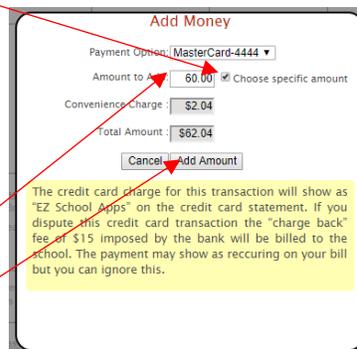


The credit card transaction was successful.
Money has been successfully moved to your child's account.
Thank you.

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

OR

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



Add Money

Payment Option: MasterCard-4444 ▼

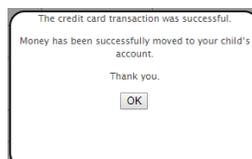
Amount to Add: Choose specific amount

Convenience Charge:

Total 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 recurring on your bill but you can ignore this.

18. Type in the specific amount you want to add.
19. Click Add Amount.
20. 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.

21. 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.
22. The credit card charge for this transaction will show as “EZ School Apps or EZ School Lunch or EZ School Payment” on the credit card statement. If you dispute this credit card transaction the “charge back” fee of \$15 imposed by the bank may go to 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
\$ 21.75

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