

## **EZ Parent Center Directions Parent Sign Up and Meal 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](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](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.

A screenshot of the 'Forgot Password' form. It contains an 'Email' input field, a 'Cancel' button, and a 'Send Password' button.

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.

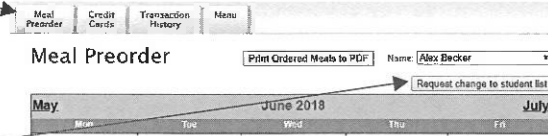
### **Login**

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

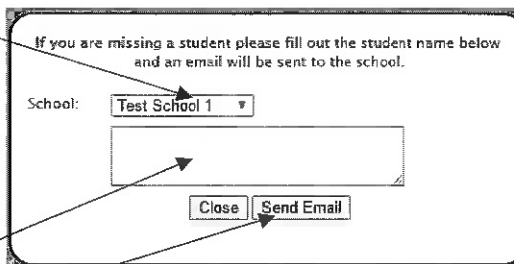


## Adding an Additional Student If Students Are Missing

1. Click on Meal Preorder.



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.

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

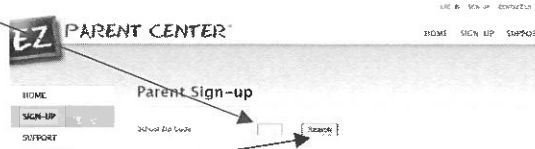
## New Parent Sign Up

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.

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.

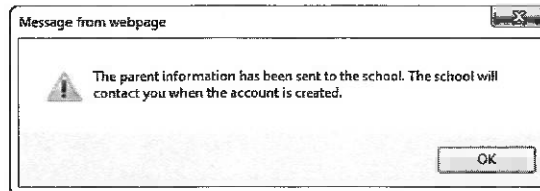


4. Click Search.
5. Use the dropdown to select your school. (If you have multiple students in the same school system then just choose a single school and submit the multiple student names. The school that receives the request will put the information in for the multiple schools.)
6. Type in your First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

The screenshot shows the 'Parent Sign-up' form. It includes fields for 'Choose School' (a dropdown menu with 'Delaney School' selected), 'Parent First Name', 'Parent Last Name', 'Parent Phone Number' (with hyphens), 'Email Address', 'Create Password', 'Confirm Password', and a large text area for 'Please put the student names you need a connection to:'. Below the form is a 'Send Account Creation Request' button. Arrows from steps 4, 5, and 6 point to the search bar, the school dropdown, and the first name, last name, and phone number fields respectively.

If you have multiple students in the same school system then just choose a single school and submit the multiple names. The school that received the request will put the information in for the multiple schools.

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 Send Account Creation Request. (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.

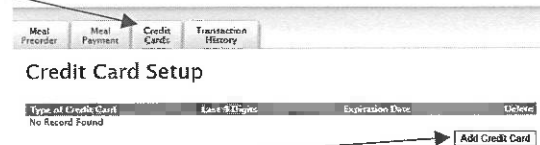
**Login**

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

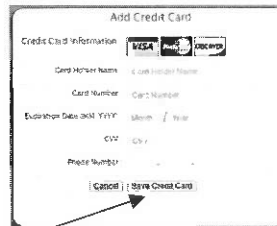


**Adding a Credit Card**

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 a credit card.
2. Click on the Credit Cards tab.



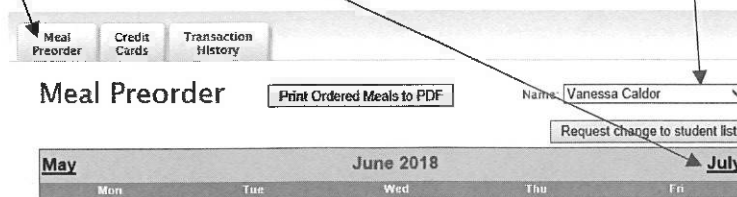
3. Click on Add Credit Card.



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.

**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.



- Begin to select lunches for the different days by clicking on the circle in front of the correct choice. (There is a slight delay before choosing an item for the next day.) **Your choices are automatically saved as you choose them.**
- 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 Ordered Meals to PDF    Name: Alexander Burke

Request change to student list

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

Current Student Balance: \$ 0.00  
 Preorder Amount: \$ -47.75  
 Owed Amount: \$ 47.75    Add Money

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

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.

- 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).
- Click on Add Money.

**Add Money**

Payment Option: **MasterCard-4444** ▼

Amount to Add: **\$47.75**  Choose specific amount

Convenience Charge: **\$1.95**

Total Amount: **\$49.70**

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.

12. 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.
13. 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.

14. 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**

15. Click on the box before Choose specific amount if you want to add additional funds to your student's account.

**Add Money**

Payment Option: **MasterCard-4444** ▼

Amount to Add: **\$60.00**  Choose specific amount

Convenience Charge: **\$2.04**

Total Amount: **\$62.04**

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.

16. Type in the specific amount you want to add.
17. Click Add Amount.
18. 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.

19. 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.
20. 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:

<b>Current Balance</b>
<b>\$ 51.50</b>

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