

# EZ School Apps

## Parent Signup Instructions

### Overview

If you have received this document, your school needs you to create your parent account. This guide will show you the following:

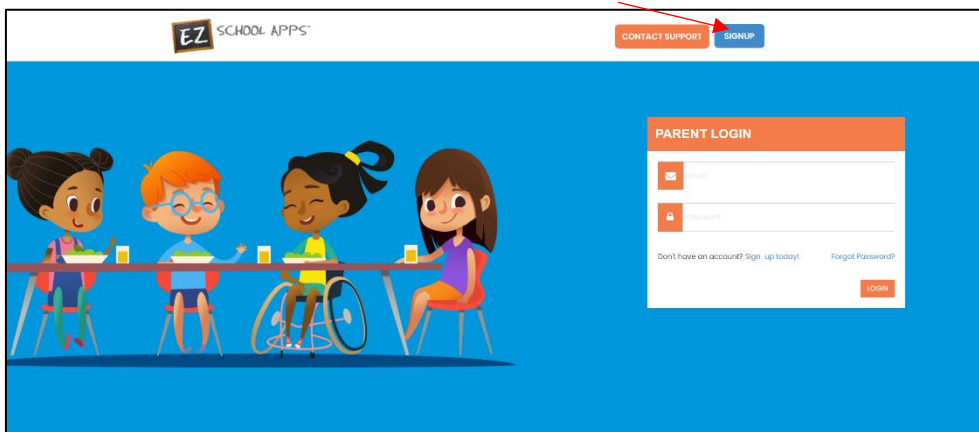
[New Parent Signup Instructions](#)

[Additional Instructions](#)

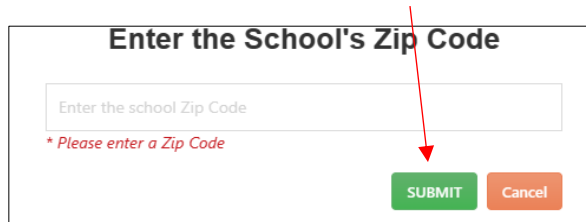
### New Parent Signup Instructions

#### How to Signup

1. Go to [www.ezschoollapps.com/login/parent](http://www.ezschoollapps.com/login/parent), click on SIGNUP

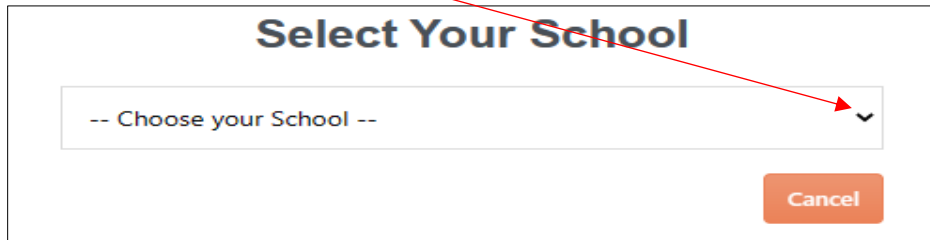


2. Type in the school's zip code in the box and click Submit.



The screenshot shows a form titled 'Enter the School's Zip Code'. It features a text input field with the placeholder text 'Enter the school Zip Code'. Below the input field is a red asterisk followed by the text '\* Please enter a Zip Code'. At the bottom of the form are two buttons: a green 'SUBMIT' button and an orange 'Cancel' button. A red arrow points from the 'SUBMIT' button to the input field.

- Use the dropdown to select your school.

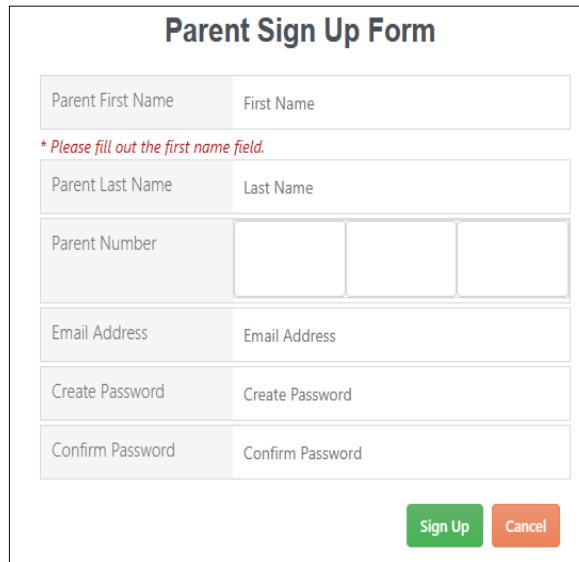


### Select Your School

-- Choose your School --

Cancel

- The below screen will appear. Type in the required information in the boxes below



### Parent Sign Up Form

Parent First Name First Name

*\* Please fill out the first name field.*

Parent Last Name Last Name

Parent Number

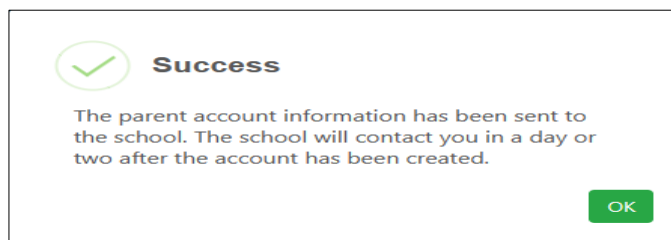
Email Address Email Address


Create Password Create Password

Confirm Password Confirm Password

Sign Up Cancel

- Please remember to create a password with **letters** and **numbers** only
- Click Send Account Creation Request. (Your registration is successful if you see the box below.)



 **Success**

The parent account information has been sent to the school. The school will contact you in a day or two after the account has been created.

OK

# EZ School Apps

## Meal Payment Guide

### Overview

Within this guide, you will find the following information:

[How to add a Credit Card](#)

[How to Use Meal Payment](#)

[How to Check Transaction History](#)

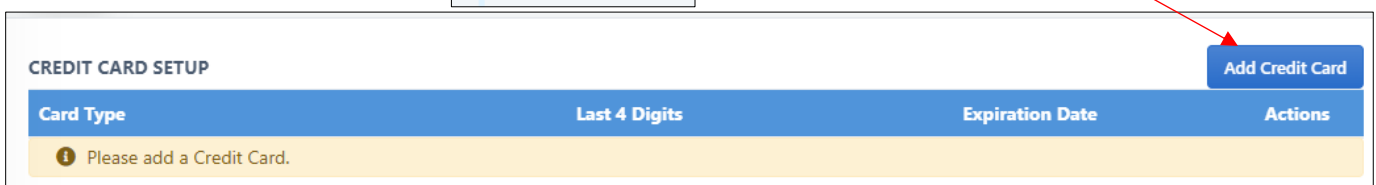
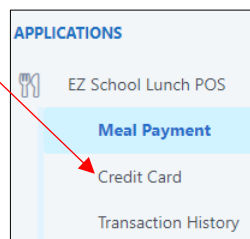
[How to Request a Student](#)

[Connection](#) [Other Important Notes](#)

### How to add a Credit Card

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.

1. Click on Credit Card on the left. Then click Add Credit Card.



2. Add the information about your credit card and click on Save Credit Card.

3. For safety and security, the only numbers saved on our site are the last four digits of the credit card.

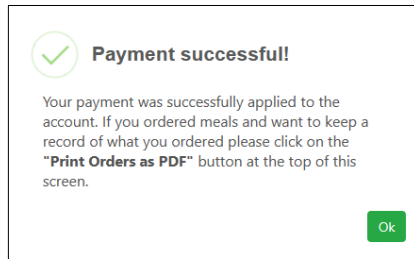
## How to Use Meal Payment

1. Click on Meal Payment on the left.

Person Name	School Name	Current Balance	Actions
test test	TestSchool-001	\$ 0.00	Add

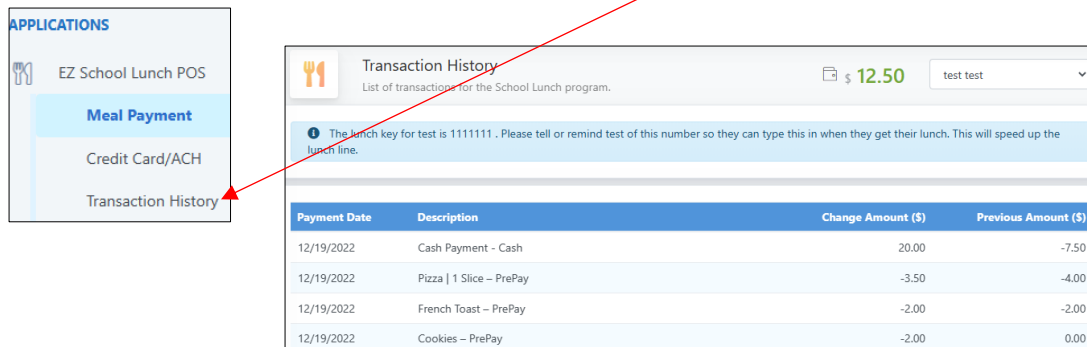
2. Click on Add. If you have more than one student, make sure you choose the correct student's name.
3. Use the dropdown to choose the credit card.

4. Use the dropdown to choose the amount to add **or** click on the “Choose Specific Amount” to indicate a different amount from the dropdown list.
5. Finally click on Add Amount.
6. You will get the following popup box when the transaction is successful.



## How to Check Transaction History

To view the history of all your transactions, click on the Transaction History on the left.



**APPLICATIONS**

EZ School Lunch POS

**Meal Payment**

Credit Card/ACH

Transaction History

**Transaction History**

List of transactions for the School Lunch program.

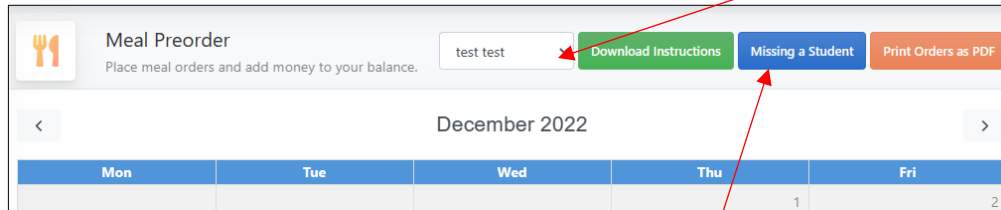
\$ 12.50    test test

*The lunch key for test is 11111111. Please tell or remind test of this number so they can type this in when they get their lunch. This will speed up the lunch line.*

Payment Date	Description	Change Amount (\$)	Previous Amount (\$)
12/19/2022	Cash Payment - Cash	20.00	-7.50
12/19/2022	Pizza   1 Slice - PrePay	-3.50	-4.00
12/19/2022	French Toast - PrePay	-2.00	-2.00
12/19/2022	Cookies - PrePay	-2.00	0.00

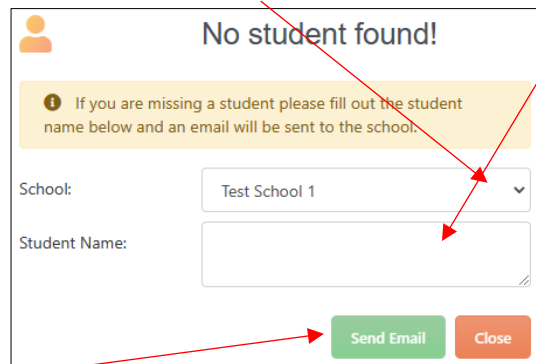
## How to Request a Student Connection

Once you log in you can check your student connections in the dropdown menu



If you find that you are missing a student, please click “Missing a Student” and follow these steps

1. In the following popup please select your school and type the student name(s) in the box below



2. Then click “Send Email”, this will inform the school that they need to adjust the student connection
3. Lastly all you must do is wait. Your school will connect your child for you

## Other Important Notes

The credit card charge for these transactions will show as “EZ School Apps”, “EZ School Lunch” or “EZ School Payment” on your credit card statement. If you dispute this transaction a “chargeback” fee of \$15 may be imposed by the bank to your school since they are the recipient of the funds.

If your credit card is declined, we recommend trying a different card or calling your credit card company to find out more.

If you find yourself in need of support, you can use the ‘Contact Support’ link at the top or the “Contact Support” link on the login page. This will send a support request to the school (or caterer) since we only provide the software and are not authorized to make any changes without the direct request from one of the administrators. They are in full control accounts. They should be able to provide you with anything you may need.