

EZ Parent Center Directions Parent Sign Up and 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.

Parent Password Setup

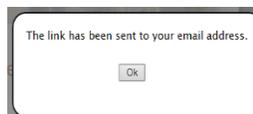
1. Go to www.ezparentcenter.com .
2. If you are a returning parent and remember your email address and password just login. If not...
3. Click on Forgot Password.



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.

A screenshot of the 'Forgot Password' dialog box. It has a title bar that says 'Forgot Password'. Below the title bar, there is a label 'Email:' followed by a text input field. At the bottom of the dialog box, there are two buttons: 'Cancel' and 'Send Password'.

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.

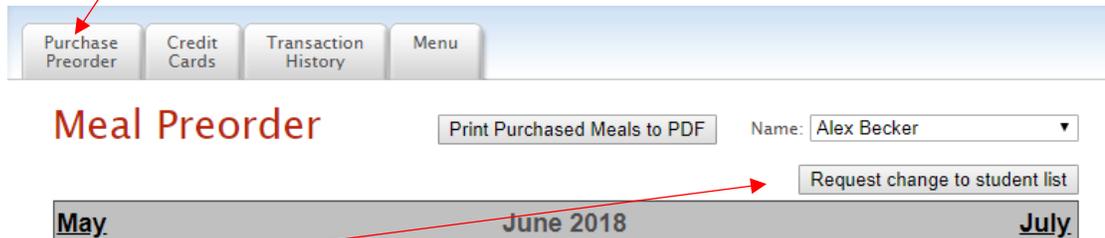
Login

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

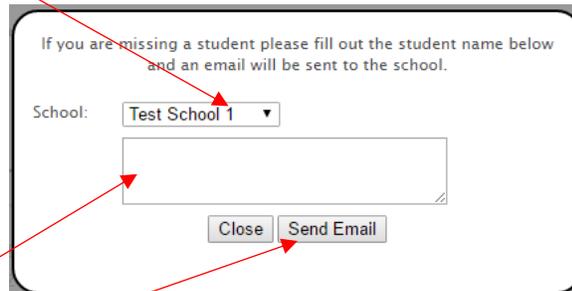


Adding an Additional Student If Students Are Missing

1. Click on Purchase 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.

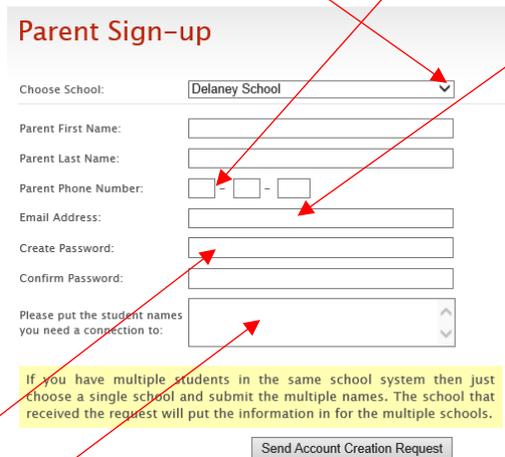
1. Go to www.ezparentcenter.com.
2. Click on SIGN-UP.



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.



Parent Sign-up

Choose School:

Parent First Name:

Parent Last Name:

Parent Phone Number: -

Email Address:

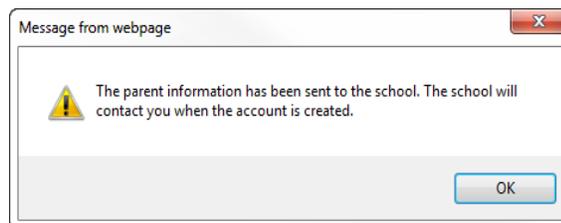
Create Password:

Confirm Password:

Please put the student names you need a connection to:

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.

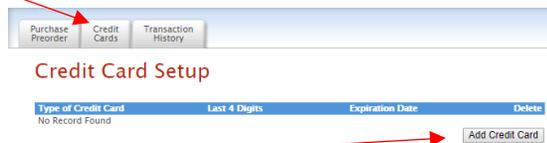
Login

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

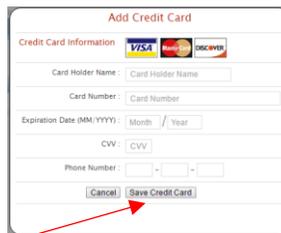


Adding a Credit Card

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.
2. Click on the Credit Cards tab.



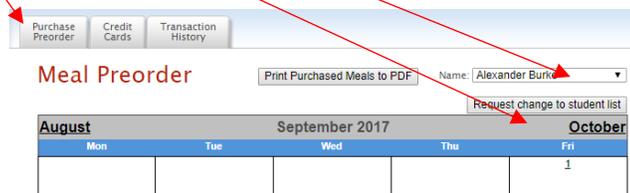
3. Click on Add Credit Card.



4. Add the above information about your credit card.
5. Click Save Credit Card. (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.



5. 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.)
6. 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.

Purchase Preorder
Credit Cards
Transaction History

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 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 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 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 type="radio"/> No Breakfast <input checked="" type="radio"/> Cereal Lunch <input type="radio"/> No Lunch <input type="radio"/> Cheeseburger Fries Milk	22 Breakfast <input type="radio"/> No Breakfast <input type="radio"/> Cereal Lunch <input type="radio"/> No Lunch <input checked="" type="radio"/> Cheeseburger Fries Milk	
25 Breakfast <input type="radio"/> No Breakfast <input checked="" type="radio"/> Cereal Lunch <input type="radio"/> No Lunch <input checked="" type="radio"/> Cheeseburger Fries Milk	26 Breakfast <input type="radio"/> No Breakfast <input type="radio"/> Cereal Lunch <input type="radio"/> No Lunch <input checked="" type="radio"/> Cheeseburger Fries Milk	27 Breakfast <input type="radio"/> No Breakfast <input type="radio"/> Cereal Lunch <input type="radio"/> No Lunch <input checked="" type="radio"/> Cheeseburger Fries Milk	28 Breakfast <input type="radio"/> No Breakfast <input type="radio"/> Cereal Lunch <input type="radio"/> No Lunch <input checked="" type="radio"/> Cheeseburger Fries Milk	29 Breakfast <input type="radio"/> No Breakfast <input type="radio"/> Cereal Lunch <input type="radio"/> No Lunch <input checked="" type="radio"/> Cheeseburger Fries Milk	

Current Student Balance : \$ 60.00

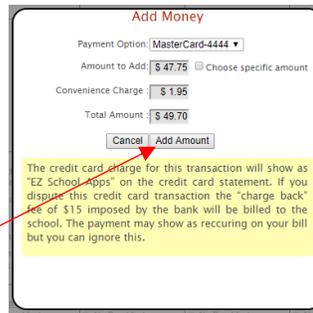
Preorder Amount : \$ -47.75

Owed Amount : \$ 0.00 [Save/Pay](#)

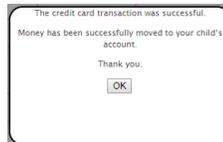
The foods in the calendar will not be preordered until you click the Save/Pay button and pay with a credit card if required. When successfully purchased the items in the calendar will turn blue.

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

7. Under the menu it automatically provides you with the amount of money in the Current Student Bank.
8. It automatically provides you with the amount of money for the preorder.
9. It automatically provides you with Owed Amount (combination of Current Student Balance and Preorder).
10. You will need to add additional money if there are not sufficient funds in the Current Student Bank.
11. Click on Save/Pay. **(Even if you don't owe any money, you must still click on Save/Pay)**
12. **When your order has been placed the items you ordered will turn blue. This indicates the the order was successfully completed.**
13. Click on Print Calendar as PDF to print out calendars for your student(s).



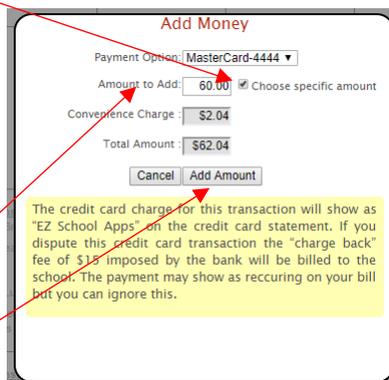
14. Click on Add Amount if you only want to add the amount for your current order. You can add more funds than just for the foods you are ordering at this time. Go to the section right below starting with **OR** to read the instructions.
15. You will get the following popup box when the transaction is successful.



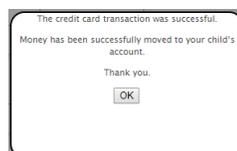
16. **If your credit card is declined, there is nothing we can do. We suggest you try a different credit card or call your credit card company to discover what is the issue.**

OR

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



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.



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