

## EZ Parent Center Directions Parent Sign Up and Meal Payments

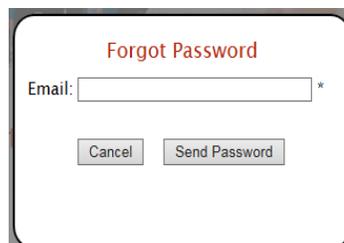
### Sign Up for Parents When School Uploaded Parent Information

#### Parent Password Setup

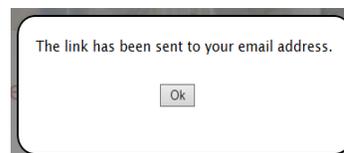
1. Go to [www.ezparentcenter.com](http://www.ezparentcenter.com).
2. Click on Forgot Password?



3. Enter your email address that was uploaded by your school.

A screenshot of a 'Forgot Password' form. The form has a title 'Forgot Password' in red. Below the title is an 'Email:' label followed by a text input field with an asterisk. At the bottom of the form are two buttons: 'Cancel' and 'Send Password'.

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



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

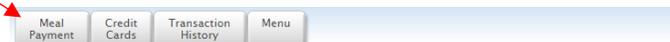
#### Parent Login

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



### Adding an Additional Student if One is Missing

1. Click on Meal Payments.



#### Meal Payment

Person Name	School Name	Current Balance	Add Money
Test Student 10	Test School 1	0.00	<a href="#">Add Money</a>
Test Student 11	Test School 1	0.00	<a href="#">Add Money</a>
Test Student 12	Test School 1	0.00	<a href="#">Add Money</a>
Gary Gual	Test School 1	0.00	<a href="#">Add Money</a>

2. Click on Request change to student list.
3. The following box will appear.
4. Use the dropdown to choose your school.

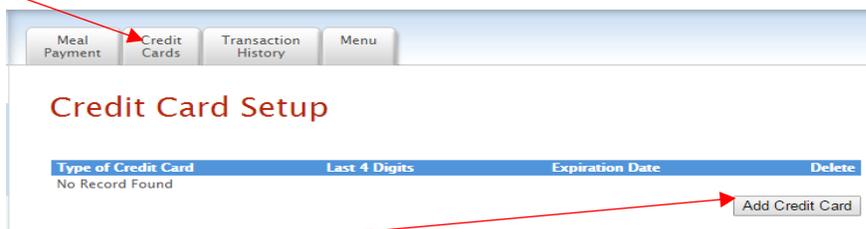
If you are missing a student please fill out the student name below and an email will be sent to the school.

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.

### 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.

**Add Credit Card**

**Credit Card Information**   

Card Holder Name :

Card Number :

Expiration Date (MM/YYYY) :  /

CVV :

Phone Number :  -  -

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.



## Meal Payment

Employee Name	School Name	Current Balance	Add Money
Samuel Coleman	Test School 1	\$ 0.00	<a href="#">Add Money</a>

2. Click on Add Money for the correct student name.
3. Use the dropdown to choose the credit card.

**Add Money**

Payment Option:

Amount to Add :   Choose specific amount

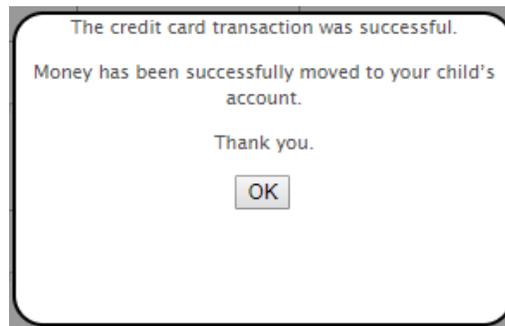
Convenience Fee :

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.

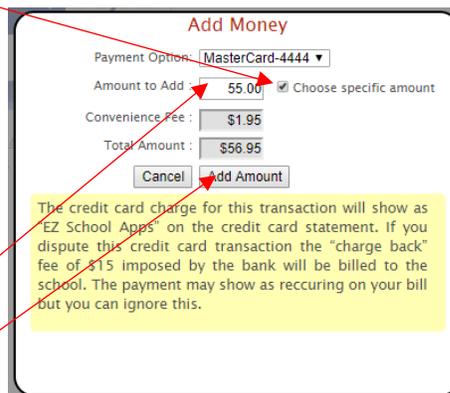
4. Use the dropdown to choose the amount to add.
5. Click on Add Amount.

- 6. You will get the following popup box when the transaction is successful.

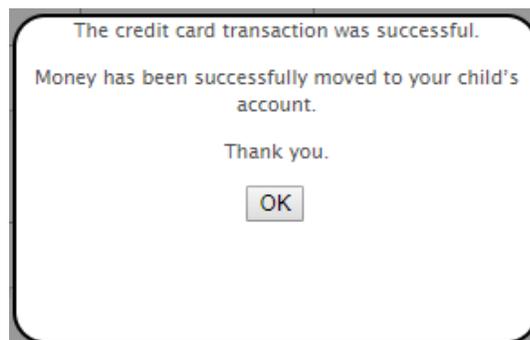


**OR**

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



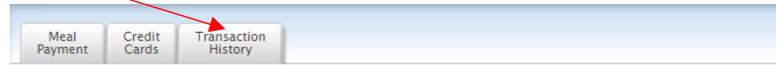
- 8. Type in the specific amount you want to add.
- 9. Click Add Amount.
- 10. You will get the following popup box when the transaction is successful.



- 11. 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.



**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

**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.)



**Menu**

Person Name:

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