EZ Parent Center Directions
Parent Sign Up and Meal Payments
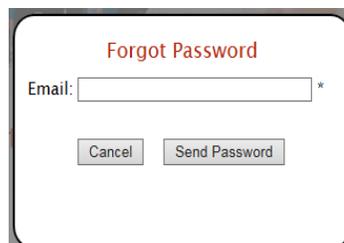
Sign Up for Parents When School Uploaded Parent Information

Parent Password Setup
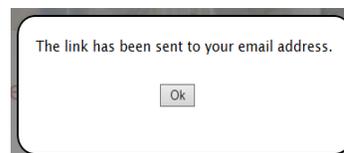
1. Go to www.ezparentcenter.com .
2. Click on Forgot Password?

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

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.

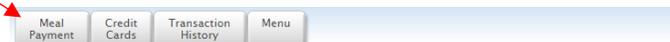**Parent Login**

1. Go to www.ezparentcenter.com .

2. Login using your email address and password.

Adding an Additional Student if One is Missing

1. Click on Meal Payments.

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

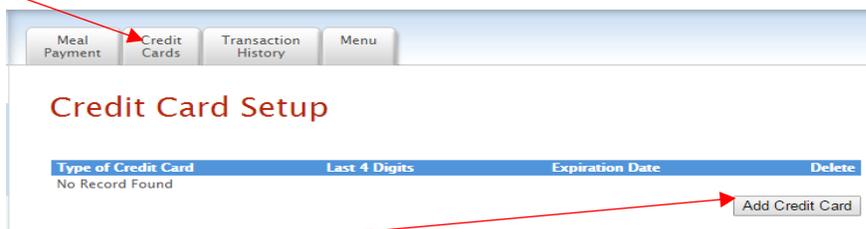5. Type in the first and last name of your new student.
6. Click Send Email.
7. The school must link your additional student(s) to your account. The time to complete this process can vary.

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.
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.

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

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.

The credit card transaction was successful.

Money has been successfully moved to your child's account.

Thank you.

OK

OR

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

Add Money

Payment Option: MasterCard-4444 ▼
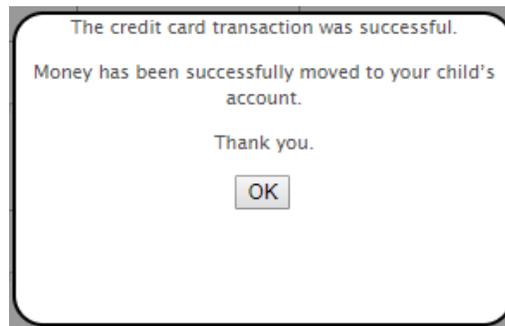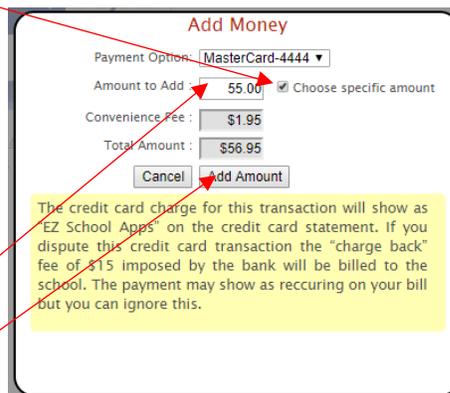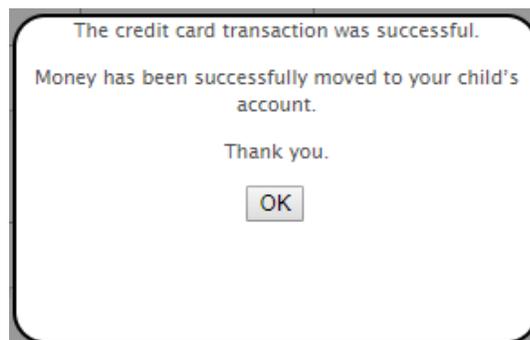Amount to Add : 55.00 ☑ Choose specific amount
Convenience Fee : $1.95
Total Amount : $56.95
Cancel Add Amount

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 reccuring on your bill but you can ignore this.
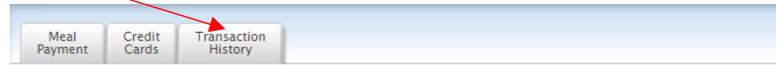
8. Type in the specific amount you want to add.
9. Click Add Amount.
10. You will get the following popup box when the transaction is successful.

The credit card transaction was successful.

Money has been successfully moved to your child's account.

Thank you.

OK

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.

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.)