# EZ School Apps Instructions for
Parent Sign Up and Meal Payment

**Sign Up Instructions for Returning Parents Who Used EZ School Lunch POS the Previous Year
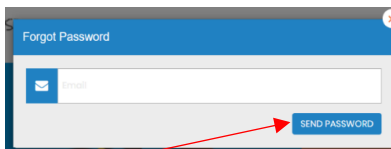(All others scroll down to New Parent Sign Up)**

Parents should contact their school (or caterer) when any type of support is needed. Please use the 'Contact Support' link on the login page to reach them.
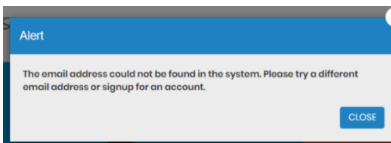
Returning Parent Password Setup

1. Go to www.ezschoolapps.com/ParentLogin.aspx .
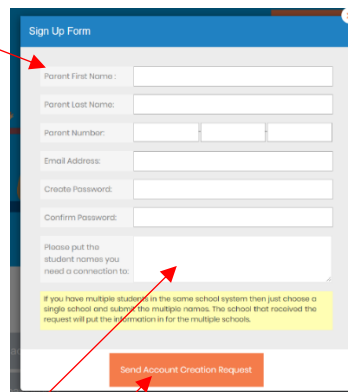
2. If you are a returning parent and remember your email address and password just login. If not…

3. Click on Forgot Password.
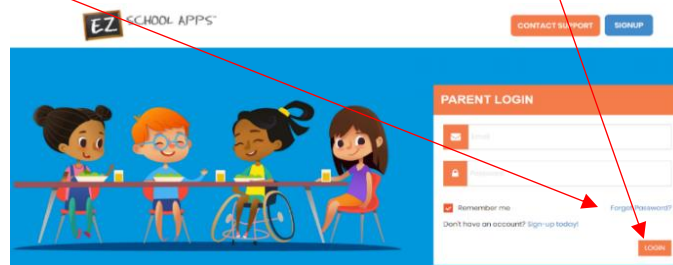
4. Enter your email address from the previous year.

5. Click on Send Password.

6. If you get this popup, click Close and scroll down to New Parent Sign Up.
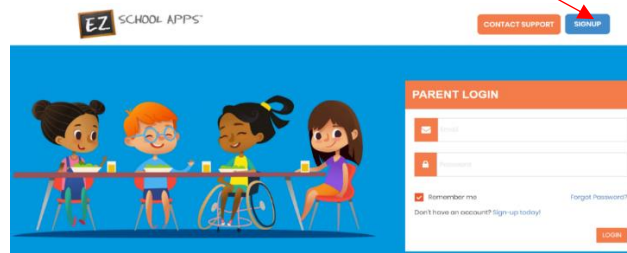

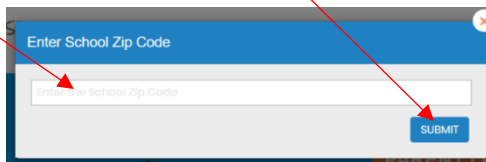7. Click on the link to reset your password.

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.

Adding an Additional Student to your Account if Missing

1. Click on Meal Payments.

2. Click on Request Change to Student List.

3. The following pop-up will appear and you can use the dropdown to first select your school.


4. Type in the first and last name of your new student.

5. Finally click Send Email.
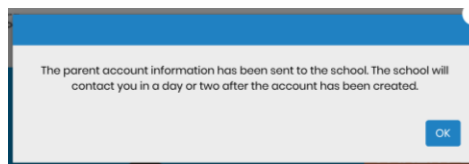
6. The school will then link your additional student(s) to your account. The time to complete this process can vary.

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 this.
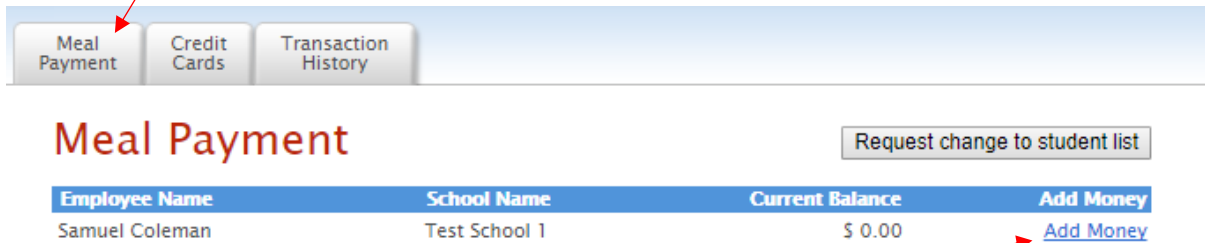
2. Click on the Credit Cards tab.
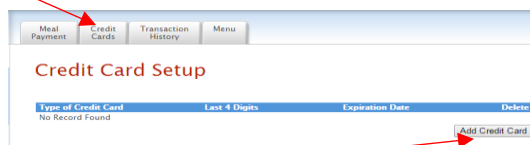
3. Click on Add Credit Card.

4. Enter the above information about your credit card and click Save Credit Card.

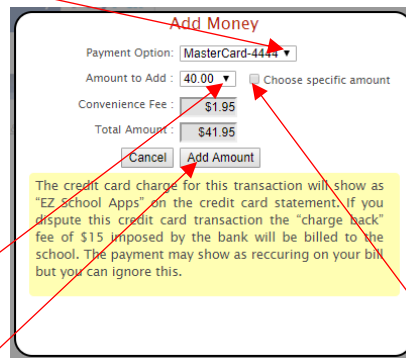5. For safety and security, EZ School Apps only saves the last four digits of the credit card on our site.

Using Your Credit Card to Add Money

1. Click on the Meal Payment tab.

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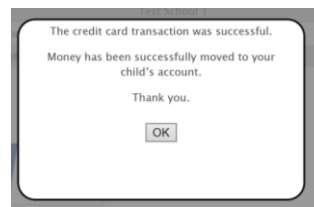
3. Use the dropdown to choose the credit card.

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.

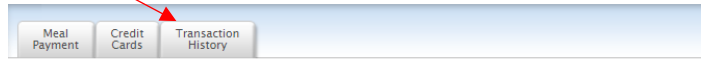6. You will get the following popup box when the transaction is successful.

Please Note: If your credit card is declined, we suggest you try a different credit card or call your credit card company to discover what is the issue.

Please Also Note: The credit card charge for these transactions will show as "EZ School Apps or EZ School Lunch or EZ School Payment" on your credit card statement. If you dispute this credit card transaction a "charge back" fee of $15 may be imposed by the bank to your school since they are the recipient of the funds.

Transaction History

1. To view the Transaction History of your student's payments and purchases, click on the Transaction History Tab below.
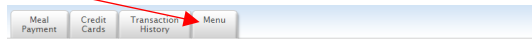

Menu

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.)