

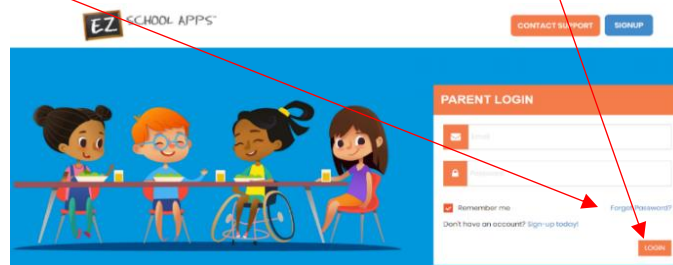
EZ School Apps Instructions for Parent Sign Up and Meal Payment

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

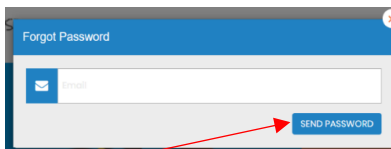
Parents should contact their school (or caterer) when any type of support is needed. Please use the 'Contact Support' link on the login page to reach them.

Returning Parent Password Setup

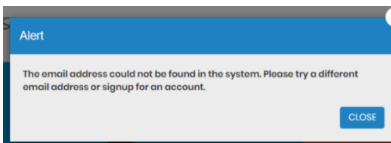
1. Go to www.ezschoollapps.com/ParentLogin.aspx.
2. If you are a returning parent and remember your email address and password just login. If not...
3. Click on Forgot Password.



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.

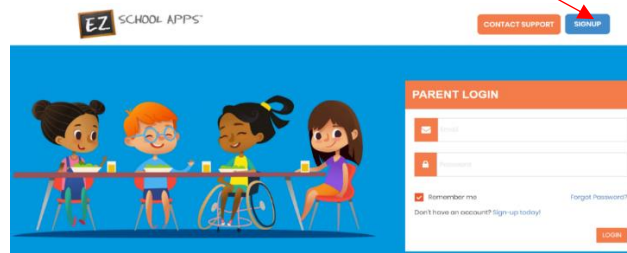


7. Click on the link to reset your password.

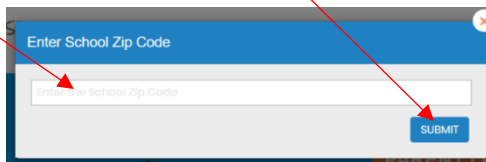
New Parent Sign Up

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.

1. Go to www.ezschoollapps.com/ParentLogin.aspx and click on SIGNUP.

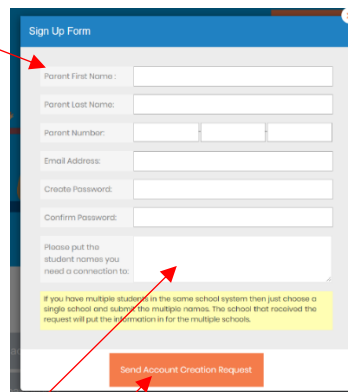


2. Type in the school's zip code in the box and click Submit.

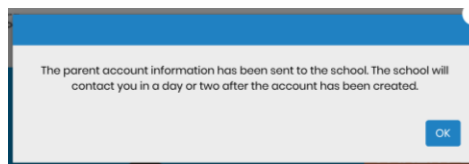


3. Use the dropdown to select your school. (If you have multiple students in the same district then just choose a single school and submit all of students for that location. The school receiving the request will input the information for all relevant schools.)

4. Type in your First Name, Last Name, Phone Number and your Email address in the corresponding boxes.



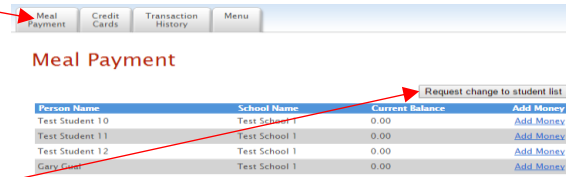
5. Type in a password in the Create Password box. Then type in your same password a second time in the Confirm Password box.
6. Enter the first and last name of each of your students in the final box.
7. Finally click Send Account Creation Request. (Your registration is successful if you see this box below.)



Please Note: You do not immediately have access to the system. 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.

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.

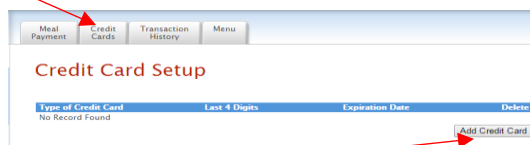
5. Finally click Send Email.

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.



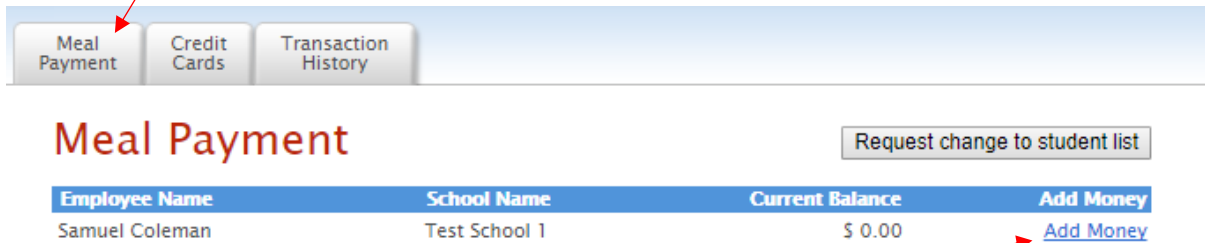
3. Click on Add Credit Card.

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.

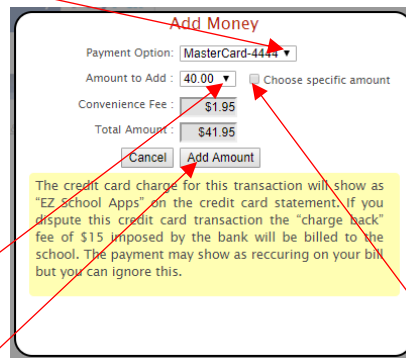
Using Your Credit Card to Add Money

1. Click on the Meal Payment tab.



Employee Name	School Name	Current Balance	Add Money
Samuel Coleman	Test School 1	\$ 0.00	Add Money

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.



Add Money

Payment Option:

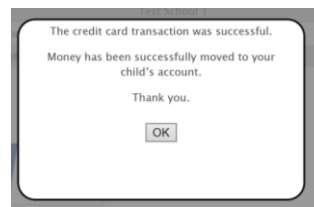
Amount to Add: Choose specific amount

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 **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.



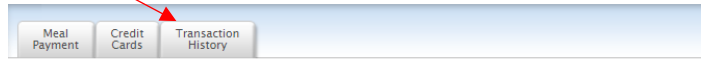
The credit card transaction was successful.
 Money has been successfully moved to your child's account.
 Thank you.

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

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



Transaction History

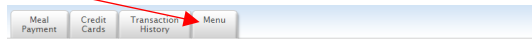
Person Name:

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

- 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 : Test Student 10

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