EZ Parent Center Directions
Parent Sign Up and Purchase Preordering

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.

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 and click search.

4. 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.)

5. Type in your First Name in the box, the Last Name in the box, your Phone Number and your Email address in the box.

6. Type in a password in the Create Password box. Then type in your password a second time in the Confirm Password box.

7. Put in the first and last name of each of your students in the final box.

8. Click Send Account Creation Request. (Your registrations is successful if you see this box.)
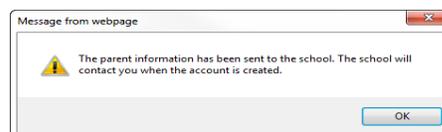
9. You do not immediately have access to the system.

10. 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.
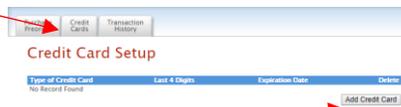
Login

1. Go to www.ezparentcenter.com .

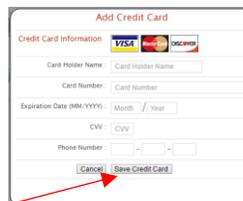2. Login using your email address and password.

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.

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).
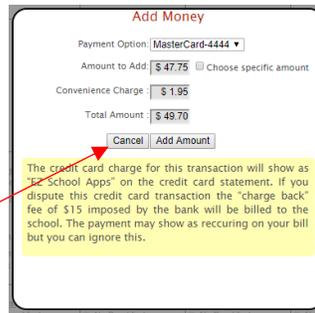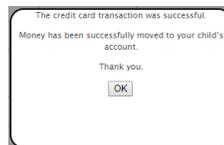
Add Money

Payment Option: MasterCard-4444 ▼
Amount to Add: $ 47.75   ☐ Choose specific amount
Convenience Charge : $ 1.95
Total Amount : $ 49.70

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.

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.

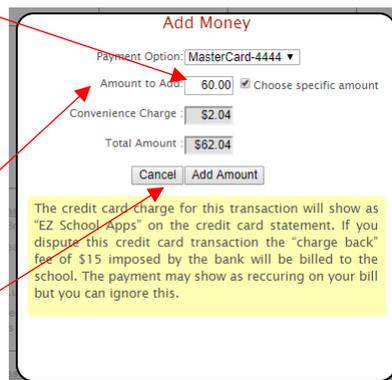15. You will get the following popup box when the transaction is successful.

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

Thank you.

OK

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.

Add Money

Payment Option: MasterCard-4444 ▼
Amount to Add: 60.00   ☑ Choose specific amount
Convenience Charge : $2.04
Total Amount : $62.04

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.

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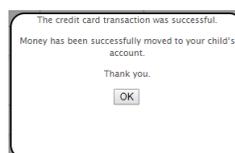
The credit card transaction was successful.
Money has been successfully moved to your child's account.

Thank you.

OK

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:	Alexander Burke ▼

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