

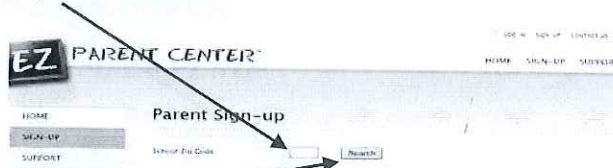
EZ School Lunch POS Directions First Time Parent Sign Up

Parent Registration

1. Go to www.ezparentcenter.com. An EZ School Apps Logon Button is available on our website
2. Click on SIGN-UP: (<http://www.stpaulsconcordia.org>) for your convenience.



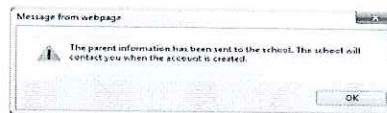
3. Type in the school's zip code in the box.



4. Click Search.
5. Use the dropdown to select your school.
6. Type in your First Name in the box, the Last Name in the box, and your Email address in the box.



7. Type in a password in the Create Password box. Then type in your password a second time in the Confirm Password box.
8. Put in the name(s) of your student(s) in the final box.
9. Click Submit. (Your registrations is successful if you see this box.)



10. You do not immediately have access to the system.
11. The school must activate your account and link your student(s) to that account. The time to complete this process can vary.

12. Attempt to login each day until your account is activated by the school.

Parent Login

1. Go to www.ezparentcenter.com.
2. Login using your email address and password from the previous year.

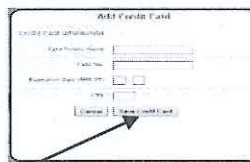


Adding a Credit Card (A Paypal account is not required.)

1. Click on the Credit Cards tab.



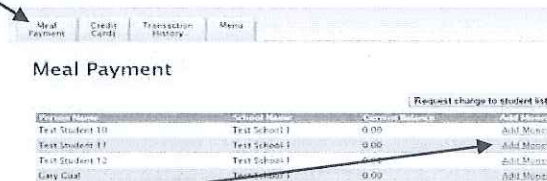
2. Click on Add Credit Card.



3. Add the above information about your credit card.
4. Click Save Credit Card.
5. 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.

- Use the dropdown to choose the Amount to add.
- The Convenience Charge and Total Amount will automatically be calculated.
- Click 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 not be paid by us, and you will be billed for fines by the school.

Transaction History

- Click on the Transaction History tab to see a current history of your student's payments and purchases.

Transaction Date	Description	Amount	Balance	Action
7/9/2015	Cheeseburger - PrePay	\$ -3.00	\$3.00	Delete
7/9/2015	Cheeseburger - PrePay	\$ -3.00	\$6.00	Delete
7/4/2015	Juice - PrePay	\$ -1.00	\$9.00	Delete
7/4/2015	100 Refund	\$ -100.00	\$189.00	Delete
7/4/2015	100 Check	\$ 100.00	\$9.00	Delete
7/4/2015	100 Cash	\$ 100.00	\$109.00	Delete
7/4/2015	Cereal - PrePay	\$ -2.00	\$107.00	Delete
7/4/2015	Cheeseburger - PrePay	\$ -3.00	\$104.00	Delete
5/6/2015	Cheeseburger	\$ -3.00	\$101.00	Delete
5/6/2015	Hamburger	\$ -3.00	\$98.00	Delete

Menu

- Click on the Menu tab to see what meals are being served each day at the school.

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