How to Order and Add Money in EZ School Apps

Once logged in to the [EZ Pay Apps website](), you will see the current month and menu options for the month. The parent's name will appear on the top right. You will see your child's or children's name(s) listed on the top right, above the menu. If you have multiple children, names will appear in the dropdown menu.

Click on the Credit Card tab and click Add Credit Card.
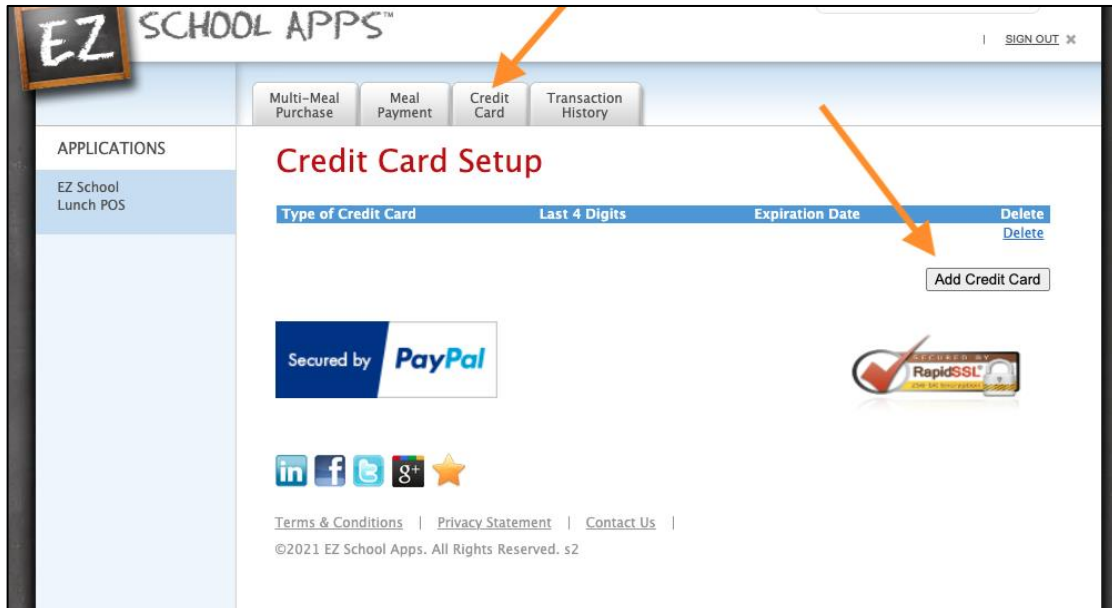
Click on the Meal Payment tab and click Add Money. *For additional information, please click on the Download Instructions link in blue under the Meal Payment heading.*

- This will add money to your child's account. If you have multiple children, please add money to each child's account.
- This amount will reflect as a purchase on your credit card.
- There is a credit card convenience fee added to each credit card purchase, as follows:
  - <$60 = $2.25
  - >$60 = $2.30
  - $70 = $2.60
  - $80 = $2.90
  - $90 = $3.20
  - $100 = $3.50
  - $125 = $4.25
  - $150 = $5.00
  - $175 = $5.75
  - $200 = $6.00
- To avoid the convenience fee, the Business Office (2nd Floor, Transfiguration Hall) will accept cash and check payments Monday through Friday between 7 a.m. and 4 p.m. Checks should be made payable to FoodStart LLC and include your child's name in the memo line. Chef will then apply the cash or check payment to your child's EZ Pay account. Please allow 48 hours from the time you drop off your check for the credit to appear in your child's EZ Pay account.
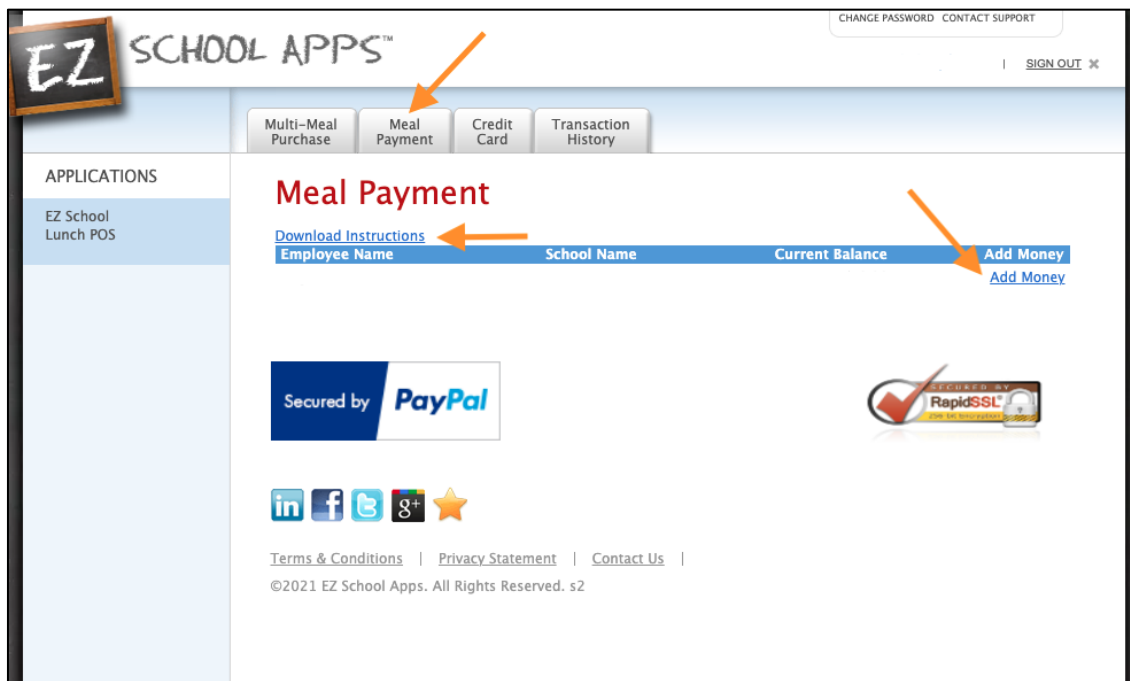
Click on the Multi-Meal Purchase tab. *For additional information, please click on the Download Instructions link in blue under the Meal Preorder heading.*

- The system defaults to "No Lunch." Select which lunches you would like to pre-order and purchase. Don't forget to do this for multiple children (if applicable) by switching the name in the drop-down menu.
- Click Save/Pay after selecting lunch choices for each child. The menu item(s) that you selected should now turn blue.
- The area on the bottom of this screen will show you the Current Student Balance (the amount of money you just placed on this child's account), Preorder Amount (the total cost of lunches you just pre-ordered), and Owed Amount (any balance due).
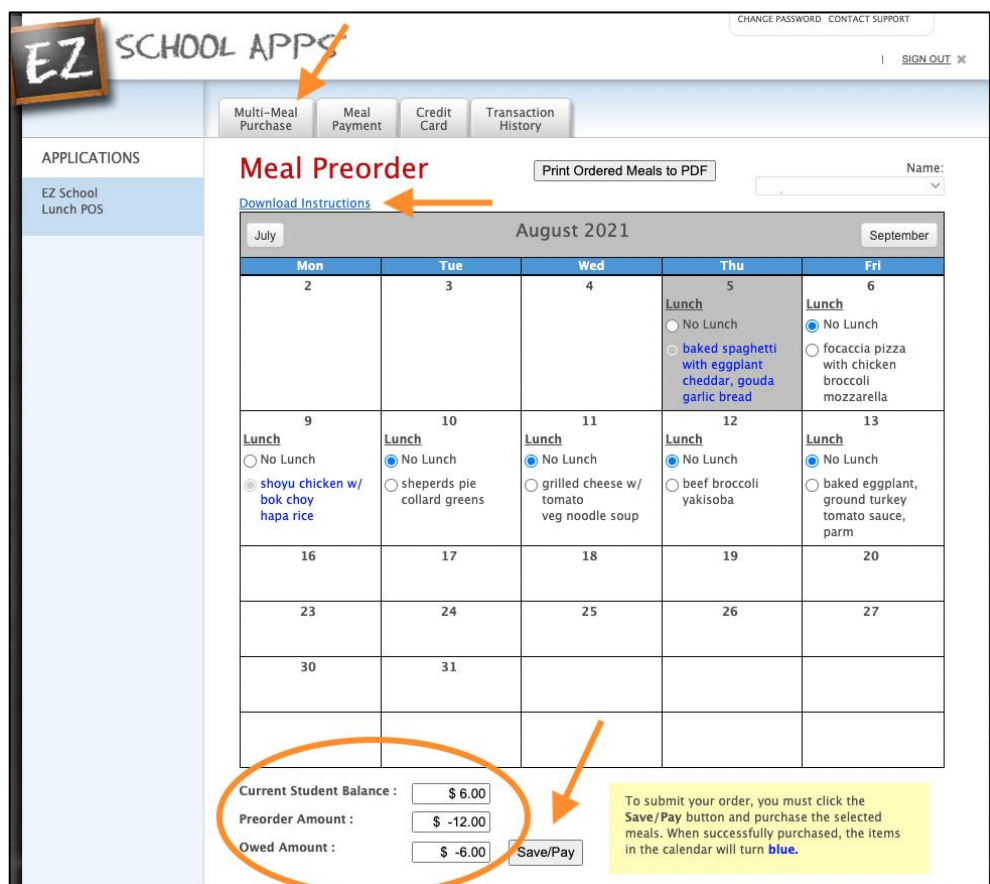
Click on the Print Ordered Meals to PDF button at the top of this screen.

- This will download a PDF of your child's pre-ordered lunches for your reference, or you may log back into the system to view it.

Sample PDF of Lunches
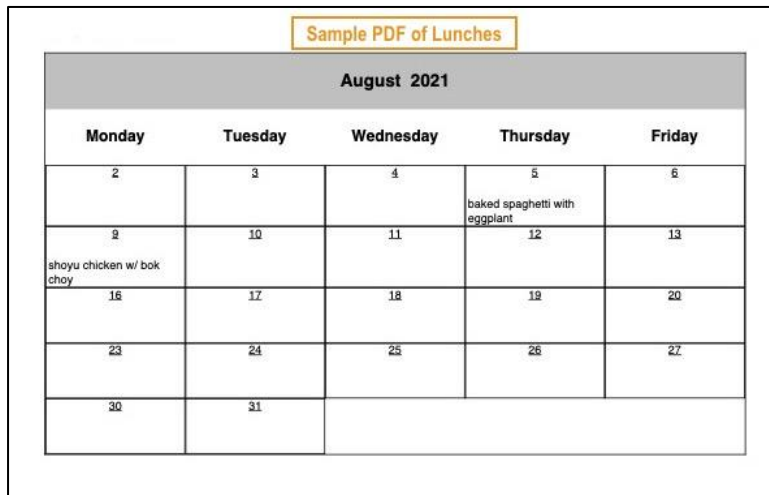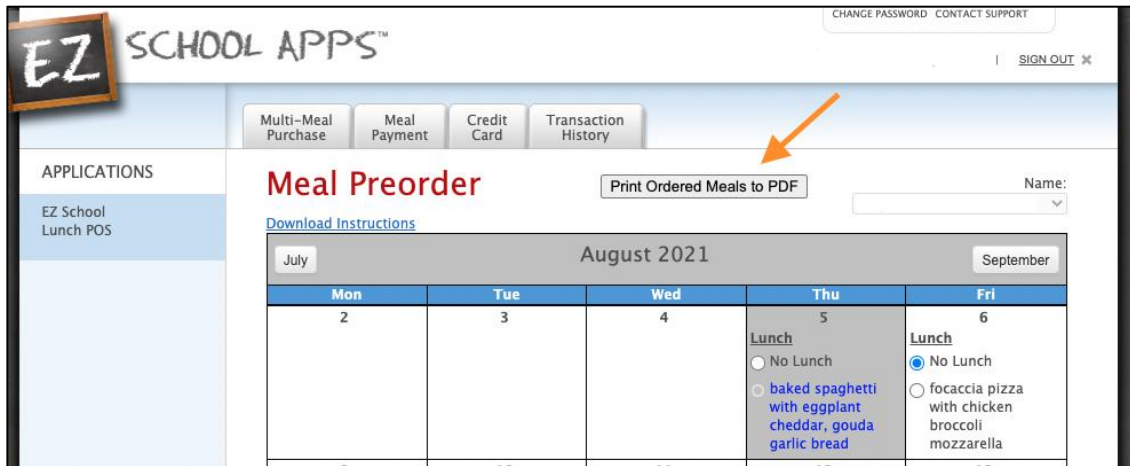
Click on the Transaction History to see the dates, amounts, and descriptions of previously consumed lunches.