

# EZ School Apps

## Meal Pre-Order Guide

### Overview

Within this guide, you will find the following information:

[How to add a Credit Card](#)

[How to Pre-Order Meals](#)

[How to Add money to Your Account](#)

[How to Print Your Final Order](#)

[Transaction History](#)

[How to Create and Connect a New Student](#)

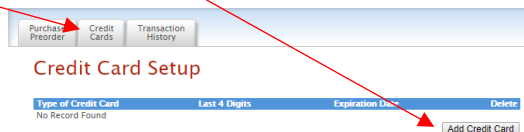
[\(Returning Parents\) Setup Student Homeroom and Grade for the New School Year](#)

[Other Important Notes](#)

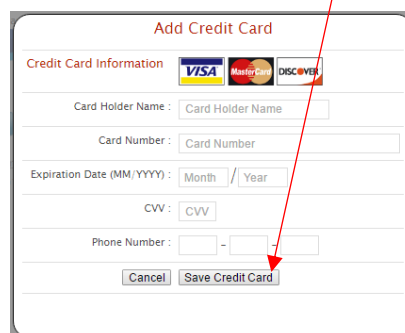
### How to add a Credit Card

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 our system.

1. Click on the Credit Cards tab. Then click Add Credit Card.



2. Add the above information about your credit card and click on Save Credit Card.



The screenshot shows the 'Add Credit Card' form. It includes a 'Credit Card Information' section with logos for VISA, MasterCard, and DISCOVER. The form fields are: Card Holder Name, Card Number, Expiration Date (MM/YYYY), CVV, and Phone Number. At the bottom, there are 'Cancel' and 'Save Credit Card' buttons. A red arrow points from the 'Save Credit Card' button to the corresponding step in the list.

3. For safety and security, the only numbers saved on our site are the last four digits of the credit card.

## How to Pre-Order Meals

1. If you have multiple accounts to order for, use the dropdown to select the correct one. **Make sure the name matches the student you are ordering for**
2. You can change the month by clicking on the month before or after.

### Meal Preorder

Print Ordered Meals to PDF      Name: David Mackey

Request change to student list

March		April 2020			May
Mon	Tue	Wed	Thu	Fri	
		1	2	3	
		<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>	
		<input checked="" type="radio"/> No Lunch	<input checked="" type="radio"/> No Lunch	<input type="radio"/> No Lunch	
		<input type="radio"/> Pizza   1 Slice	<input type="radio"/> Pizza   1 Slice	<input checked="" type="radio"/> Pizza   1 Slice	

3. Select lunches by clicking on the button in front of your food item of choice. As you select each food item **your choices will be saved automatically.**

## How to Add money to Your Account

1. If you scroll down, at the bottom of the calendar/menu, you should see the following:
  - a. **Current Student Balance:** How much money you currently have available
  - b. **Pre-order Amount:** total amount of money on pre-ordered meals.
  - c. **Owed Amount:** Current Student Balance minus the Pre-order Amount

Current Student Balance :

Preorder Amount :

Owed Amount :

When you click any food on the calendar this will be automatically submitted to the school. There is no save button that you need to click.

2. You should add additional money if you start to notice you have an Owed Amount.
3. To pay for this **Owed Amount** Click on "Add Money".
4. If you also wanted to add additional funds, click the on the button before "Choose specific amount". This will let you edit the "Amount to Add"

**Add Money**

Payment Option:

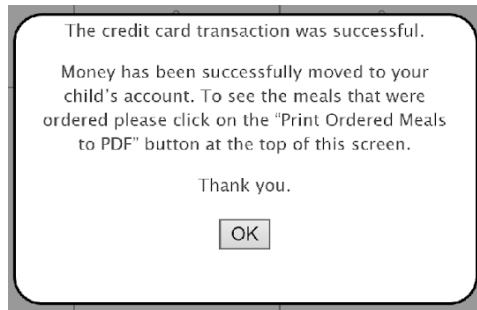
Amount to Add:   Choose specific amount

Convenience Charge :

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.

5. You will get the following popup box if the transaction is successful.



## How to Print Your Final Order

You can print your order by clicking on **Print Calendar as PDF** right above the calendar.

## Meal Preorder

[Print Ordered Meals to PDF](#)

Name:

[Request change to student list](#)

March		April 2020			May
Mon	Tue	Wed	Thu	Fri	
		1	2	3	
		<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>	
		<input checked="" type="radio"/> No Lunch	<input checked="" type="radio"/> No Lunch	<input type="radio"/> No Lunch	
		<input type="radio"/> Pizza   1 Slice	<input type="radio"/> Pizza   1 Slice	<input checked="" type="radio"/> Pizza   1 Slice	

## 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:

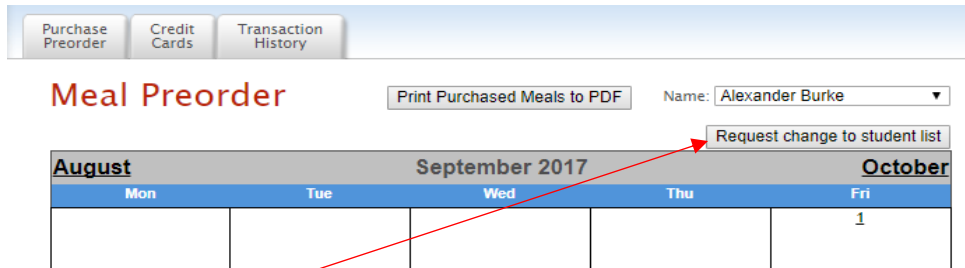
**Current Balance**

**\$ 51.50**

Payment Date	Description	Change Amount	Previous Amount
9/6/2017	Cheeseburger - PrePay	\$ -3.25	54.75
9/5/2017	Cheeseburger - PrePay	\$ -3.25	58.00
9/5/2017	Cereal - PrePay	\$ -2.00	60.00
7/2/2017	Credit Card	\$ 60.00	0.00

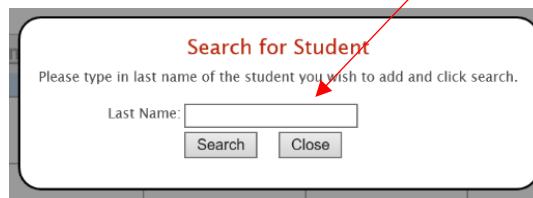
## How to Create and Connect a New Student

Once you log in you will need to connect to your student

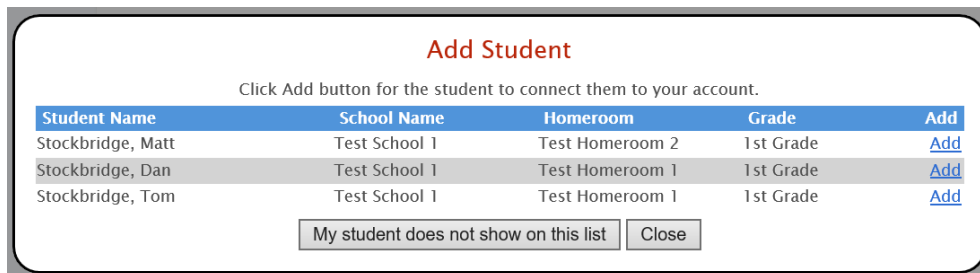


Please click the “Request Change to Student List” and follow these steps

1. In the following popup please Search For your student by **Last Name**

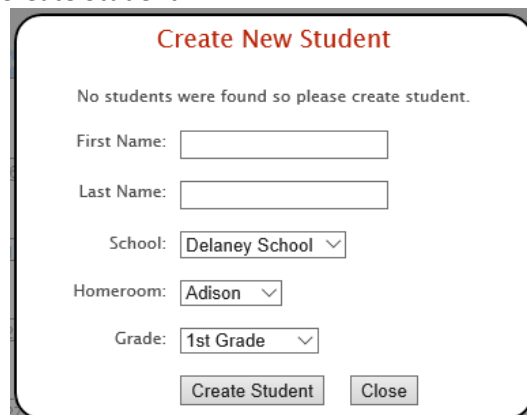


2. Once you “Click” Search you will find the list of students to choose from



Student Name	School Name	Homeroom	Grade	Add
Stockbridge, Matt	Test School 1	Test Homeroom 2	1st Grade	<a href="#">Add</a>
Stockbridge, Dan	Test School 1	Test Homeroom 1	1st Grade	<a href="#">Add</a>
Stockbridge, Tom	Test School 1	Test Homeroom 1	1st Grade	<a href="#">Add</a>

3. If your Student is there click “Add” to connect to your student. However, don’t worry if your student isn’t there, instead click the “My Student Does Not Show on This List” button (If no student is found with the searched last name you will automatically be asked to create your student)
4. From here fill out the student information. Make sure you select the proper **School, Homeroom, and Grade** before you click Create Student



5. Once you are done you should now see your student connected to your account

## (Returning Parents) Setup Student Homeroom and Grade for the New School Year

1. If your student(s) has **not** been setup with a Grade and Homeroom for the new school year, you will see the popup below as soon as you navigate to the preorder page (or when switching between students). If the pop-up does not appear then you can skip this setup since the school or caterer may have put in the homeroom and grade for you.

### Update Student Information

Homeroom:

Grade:

2. Use the Homeroom dropdown to select your student's homeroom.
3. Use the Grade dropdown to select your student's grade and click Save.
4. If you have more than one student in the school, switch between them here to set their Homeroom and Grade

Purchase Preorder
Credit Cards
Transaction History

## Meal Preorder

Name:

September 2017				October
Mon	Tue	Wed	Thu	Fri
				1

5. You will see the same popup for each of your students.
6. Follow the same directions above to choose the homeroom and grade.
7. If you need to add an additional student, please follow the steps from **How to Connect/Create a Student**.

## Other Important Notes

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

If your credit card is declined, we recommend trying a different card or calling your credit card company to find out more.

If you find yourself in need of support, you can use the 'Contact Support' link at the top-right corner or the "Contact Support" link on the login page. This will send a support request to the school (or caterer) since we only provide the software and are not authorized to make any changes without the direct request from one of the administrators. They are in full control accounts. They should be able to provide you with anything you may need.