

EZ School Apps

Meal Pre-Order Guide

Overview

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[Transaction History](#)

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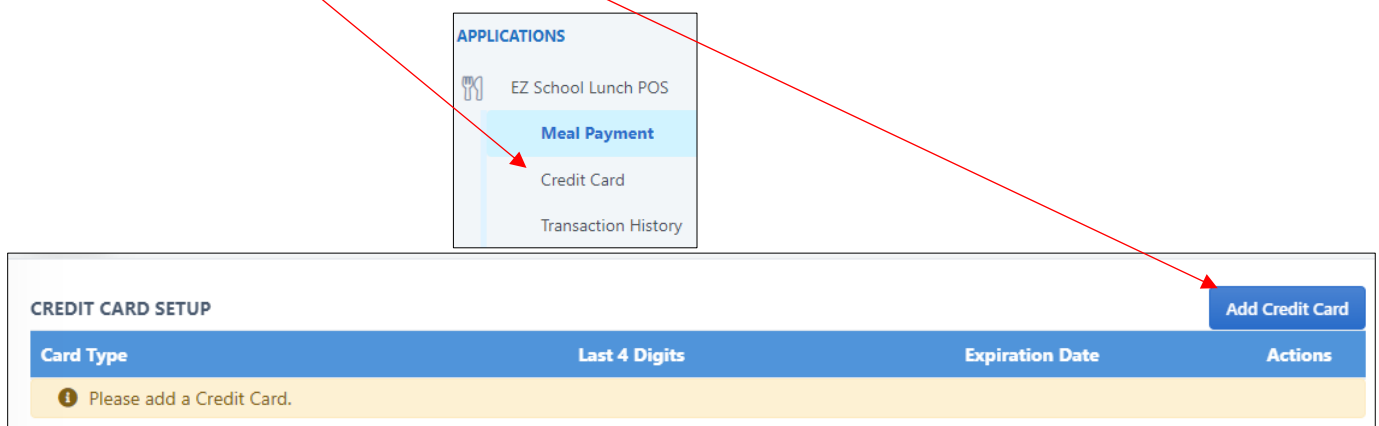
[\(Returning Parents\) Setup Student Homeroom and Grade for the New School Year](#)

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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.

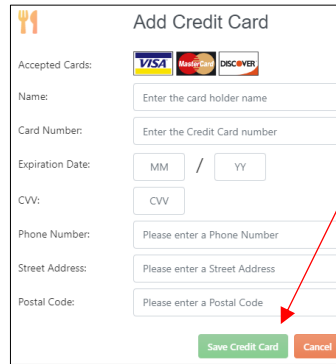
1. Click on Credit Card on the left. Then click Add Credit Card.



The screenshot shows the 'APPLICATIONS' menu on the left with options: EZ School Lunch POS, Meal Payment, Credit Card, and Transaction History. The 'Credit Card' option is highlighted. A red arrow points from this option to the 'Add Credit Card' button in the 'CREDIT CARD SETUP' section. Below the button is a table with columns: Card Type, Last 4 Digits, Expiration Date, and Actions. A yellow message bar at the bottom says 'Please add a Credit Card.'

Card Type	Last 4 Digits	Expiration Date	Actions
Please add a Credit Card.			

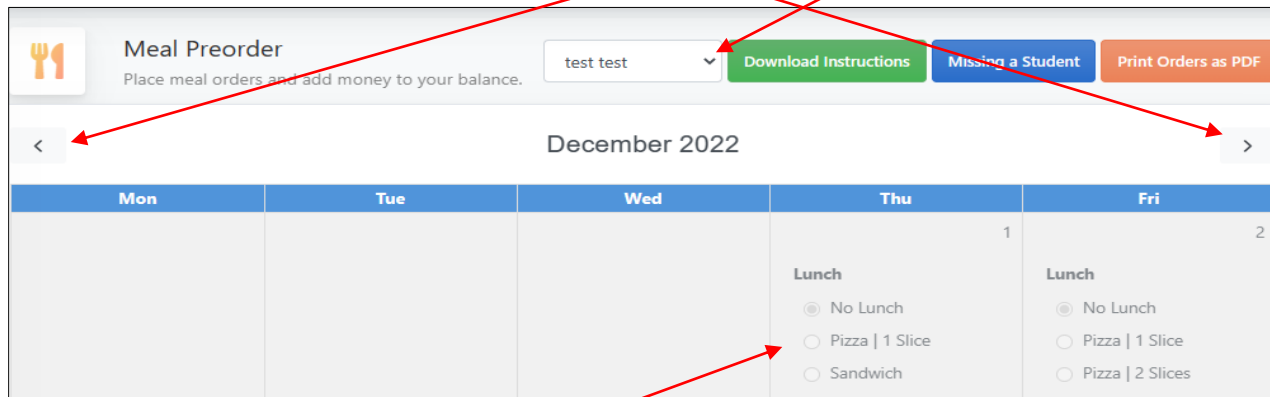
2. Add the information about your credit card and click on Save Credit Card.



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 left or right arrows.




Mon	Tue	Wed	Thu	Fri
			1	2
			Lunch <input checked="" type="radio"/> No Lunch <input type="radio"/> Pizza 1 Slice <input type="radio"/> Sandwich	Lunch <input checked="" type="radio"/> No Lunch <input type="radio"/> Pizza 1 Slice <input type="radio"/> Pizza 2 Slices


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 Balance:	\$ 12.50	<div style="background-color: #e0f0ff; padding: 5px;"> <p>i test</p> </div> <div style="background-color: #fff9c4; padding: 5px; margin-top: 5px;"> <p>i When you click any food on the calendar it will be automatically submitted to the school. There is no save button that you need to click.</p> </div>
Preorder Amount:	\$ 14.50	
Sales Tax Total:	\$ 0.00	
Amount Owed:	\$ 2.00	
<div style="display: flex; align-items: center;"> <div style="font-size: small; margin-right: 5px;">Secured by</div>  </div>		<div style="background-color: #e67e22; color: white; padding: 5px 15px; border-radius: 3px; display: inline-block;">Add Money</div>

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”. Then click Add Amount.



Add Money

Payment Option: MasterCard-XXXXXXXXXX ▼

Amount to Add: 50.00 ▼

Choose specific amount

Convenience Fee: \$ 2.50

Total Amount: \$ 52.50

Add Amount

Cancel

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

✓

Payment successful!

Your payment was successfully applied to the account. If you ordered meals and want to keep a record of what you ordered please click on the **"Print Orders as PDF"** button at the top of this screen.

Ok

How to Print Your Final Order

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

The screenshot shows the 'Meal Preorder' interface. At the top, there is a header with a fork and knife icon, the text 'Meal Preorder', and a sub-header 'Place meal orders and add money to your balance.' To the right of this header is a dropdown menu with 'test test' and three buttons: 'Download Instructions' (green), 'Missing a Student' (blue), and 'Print Orders as PDF' (orange). Below the header is a calendar for 'December 2022' with columns for 'Mon', 'Tue', 'Wed', 'Thu', and 'Fri'. The 'Thu' column has a '1' and the word 'Lunch' below it. The 'Fri' column has a '2' and the word 'Lunch' below it. A red arrow points from the text above to the 'Print Orders as PDF' button.

Transaction History

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

The screenshot shows the 'Transaction History' interface. On the left is a sidebar menu titled 'APPLICATIONS' with options: 'EZ School Lunch POS', 'Meal Payment' (highlighted in blue), 'Credit Card/ACH', and 'Transaction History'. A red arrow points from 'Transaction History' in the sidebar to the main content area. The main content area has a header with a fork and knife icon, the text 'Transaction History', and a sub-header 'List of transactions for the School Lunch program.' To the right of this header is a balance indicator '\$ 12.50' and a dropdown menu with 'test test'. Below the header is a blue information box with a warning icon and text: 'The lunch key for test is 1111111. Please tell or remind test of this number so they can type this in when they get their lunch. This will speed up the lunch line.' Below this is a table with the following data:

Payment Date	Description	Change Amount (\$)	Previous Amount (\$)
12/19/2022	Cash Payment - Cash	20.00	-7.50
12/19/2022	Pizza 1 Slice - PrePay	-3.50	-4.00
12/19/2022	French Toast - PrePay	-2.00	-2.00
12/19/2022	Cookies - PrePay	-2.00	0.00

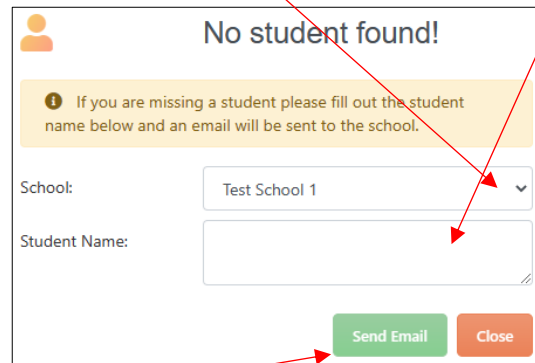
How to Request a Student Connection

Once you log in you can check your student connections in the dropdown menu

The screenshot shows the 'Meal Preorder' interface, similar to the first screenshot. A red arrow points from the text above to the dropdown menu with 'test test'. Another red arrow points from the text above to the 'Missing a Student' button. The calendar below shows 'December 2022' with 'Thu' having a '1' and 'Fri' having a '2'.

If you find that you are missing a student, please click "Missing a Student" and follow these steps:

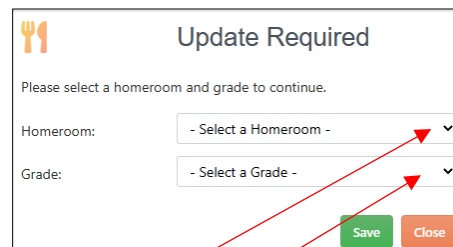
1. In the following popup please select your school and type the student name(s) in the box below



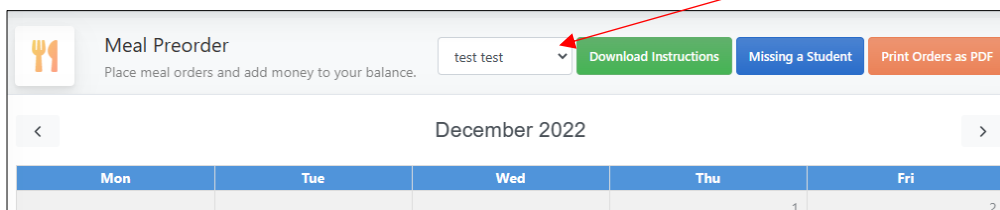
2. Then click “Send Email”, this will inform the school that they need to adjust the student connection
3. Lastly all you must do is wait. Your school will connect your child for you

(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.



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



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 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.