

### EZ Parent Center Directions First Time 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.

#### Parent Sign-up

1. Go to [www.ezparentcenter.com](http://www.ezparentcenter.com).
2. Click on SIGN-UP.



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 first and last name of each of your students 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. The school will send an email to you upon completion.

### Parent Login

1. Go to [www.ezparentcenter.com](http://www.ezparentcenter.com).
2. Login using your email address and password.

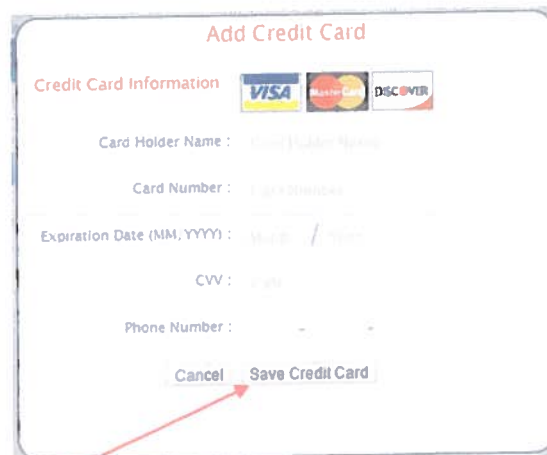


### Adding a Credit Card (A Paypal account is not required.)

1. Click on the Credit Cards tab.



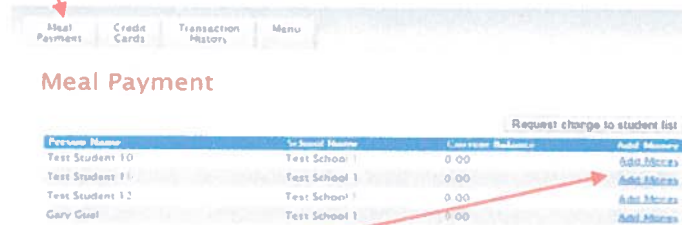
2. Click on Add Credit Card.



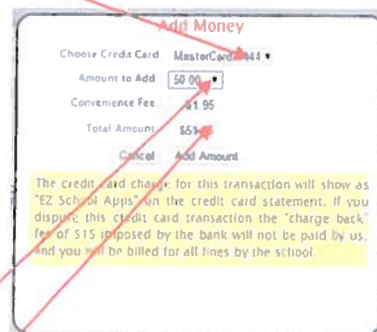
3. Add the above information about your credit card.
4. Click Save Credit Card.
5. For safety and security, the only numbers saved on our site are the last four digits of the credit card.

### 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.



**Add Money**

Choose Credit Card: MasterCard 0441

Amount to Add: \$50.00

Convenience Fee: \$1.95

Total Amount: \$51.95

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 not be paid by us, and you will be billed for all fines by the school.

4. Use the dropdown to choose the Amount to add.
5. The Convenience Fee and Total Amount will automatically be calculated.
6. Click Add Amount.
7. 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**

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

**Transaction History**

Person Name: Test Student 10

**\$ 82.00**

Payment Date	Description	Charge Amount	Payment Method	Balance
7/6/2015	Hot Hamburger - HotPay	\$ 1.00	HotPay	\$81.00
6/16/2015	Chickenburger - HotPay	\$ 3.00	HotPay	\$84.00
7/4/2015	HotPay	\$ 1.00	HotPay	\$85.00
7/4/2015	HotPay	\$ 1.00	HotPay	\$86.00
7/4/2015	HotPay	\$ 1.00	HotPay	\$87.00
7/4/2015	HotPay	\$ 1.00	HotPay	\$88.00
7/4/2015	HotPay	\$ 1.00	HotPay	\$89.00
7/4/2015	HotPay	\$ 1.00	HotPay	\$90.00
7/4/2015	HotPay	\$ 1.00	HotPay	\$91.00
7/4/2015	HotPay	\$ 1.00	HotPay	\$92.00
7/4/2015	HotPay	\$ 1.00	HotPay	\$93.00
7/4/2015	HotPay	\$ 1.00	HotPay	\$94.00
7/4/2015	HotPay	\$ 1.00	HotPay	\$95.00
7/4/2015	HotPay	\$ 1.00	HotPay	\$96.00
7/4/2015	HotPay	\$ 1.00	HotPay	\$97.00
7/4/2015	HotPay	\$ 1.00	HotPay	\$98.00
7/4/2015	HotPay	\$ 1.00	HotPay	\$99.00
7/4/2015	HotPay	\$ 1.00	HotPay	\$100.00

**Menu**

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

**Menu**

Person Name: Test Student 10

July 2016

Mon	Tue	Wed	Thu	Fri
				Lunch Cheeseburger Fries M&I Included Ham Sandwich
Lunch Cheeseburger Fries M&I Included Chicken Nuggets Vegetable Fruit	Lunch Chicken Nuggets Vegetable Fruit Ham Sandwich	Lunch Cheeseburger Fries M&I Included Ham Sandwich	Lunch Cheeseburger Fries M&I Included Chicken Nuggets Vegetable Fruit	Lunch Chicken Nuggets Vegetable Fruit Ham Sandwich