



## EZ School Apps Instructions for Parent Sign Up with Purchase Preordering (Parent Create)

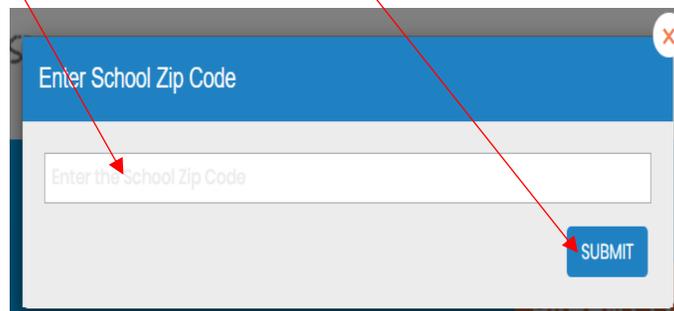
### New Parent Sign Up

Below are the instructions for parents to create an account and request access to one or multiple students. After a successful sign-up you will be able to login right away and create or connect to your students. Some of the pages below may or may not exist in your account depending on the access the school gives to the parents.

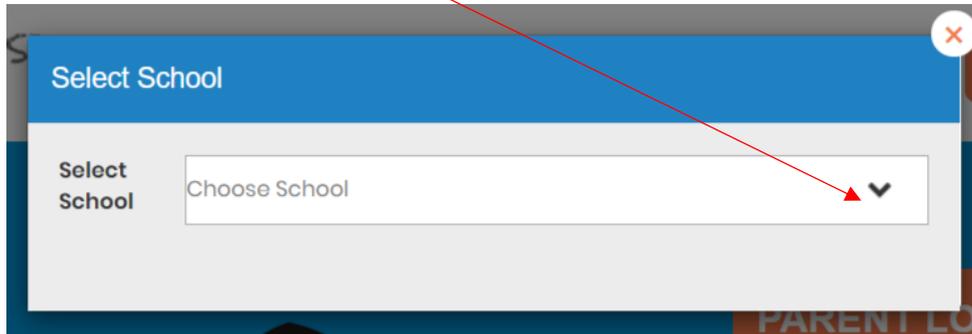
1. Go to [www.ezschoolapps.com/ParentLogin.aspx](http://www.ezschoolapps.com/ParentLogin.aspx), click on SIGNUP



2. Type in the school's zip code in the box and click Submit.

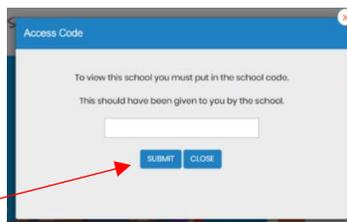


- Use the dropdown to select your school.



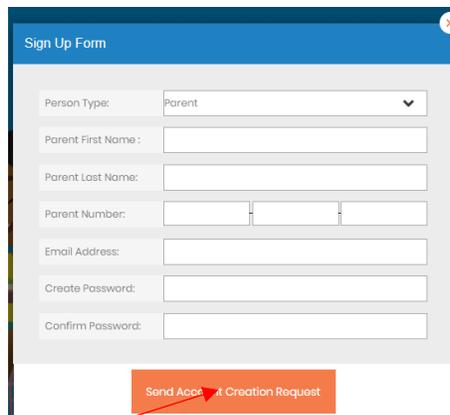
- Fill in the code the school created for you. Please contact the school if you do not know the code.

**SCHOOL CODE:  
HHP2020**



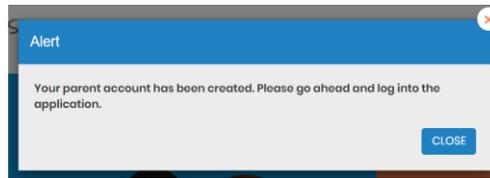
- Click Submit.

- If the code is successful, then the below screen will appear. Type in the required information in the boxes below:



- Type in a password in the Create Password box. Then type in your password a second time in the Confirm Password box.

- Click Send Account Creation Request. (Your registration is successful if you see the box below.)

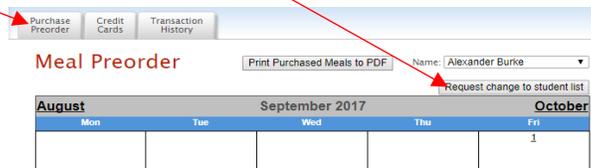


### Create or Add Missing Student

- Login using your email address and password that you just created.



- Click on Purchase Preorder and then click the Request change to student list button.



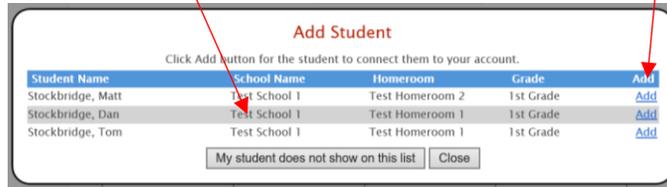
- Type in the student last name and click Search button.



- If no student is found with that last name, you will get the following box. Fill out all of the student information and click Create Student. Use the dropdowns to choose School, Homeroom and Grade.



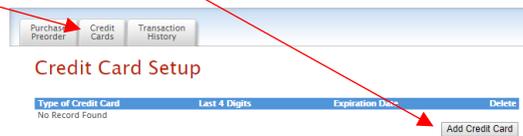
- If other students with the same last name show the following will occur. Click the Add button next to the student if your student is showing.
- If you do not see your student, **OR need to add another sibling with the same last name**, click My student does not show on this list button and follow the step 4 instructions.



### Adding 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.

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



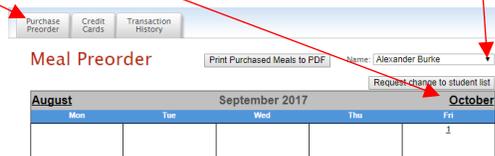
- Add the above information about your credit card and click on Save Credit Card.



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

### Preorder Meals and Add Money

- When you preorder meals, you will be required to pay the balance. If you do not pay the balance your order will not be placed.**
- Click on Purchase Preorder to view the available lunches and show your student's name.
- You can change months by clicking on the month before or after.



- Begin to select lunches for the different days by click on the circle in front of the correct choice. (There is a slight delay before choosing an item for the next day.) **Your choices are not saved until you pay for the lunches and they turn blue.**

- This box should show your student's name. **IMPORTANT:** If you have more than one student in the school use the dropdown to select the correct student.

Purchase Preorder
Credit Cards
Transaction History

### Meal Preorder

Print Purchased Meals to PDF
Name: Alexander Burke

[Request change to student list](#)

August		September 2017			October
Mon	Tue	Wed	Thu	Fri	
					1
4	5	6	7	8	
	Breakfast <input type="radio"/> No Breakfast <input checked="" type="radio"/> Cereal  Lunch <input type="radio"/> No Lunch <input checked="" type="radio"/> Cheeseburger Fries Milk	Breakfast <input type="radio"/> No Breakfast <input type="radio"/> Cereal  Lunch <input type="radio"/> No Lunch <input checked="" type="radio"/> Cheeseburger Fries Milk	Breakfast <input type="radio"/> No Breakfast <input checked="" type="radio"/> Cereal  Lunch <input type="radio"/> No Lunch <input type="radio"/> Cheeseburger Fries Milk	Breakfast <input type="radio"/> No Breakfast <input checked="" type="radio"/> Cereal  Lunch <input type="radio"/> No Lunch <input checked="" type="radio"/> Cheeseburger Fries Milk	
11	12	13	14	15	
Breakfast <input checked="" type="radio"/> No Breakfast <input type="radio"/> Cereal  Lunch <input type="radio"/> No Lunch <input checked="" type="radio"/> Cheeseburger Fries Milk	Breakfast <input type="radio"/> No Breakfast <input type="radio"/> Cereal  Lunch <input type="radio"/> No Lunch <input checked="" type="radio"/> Cheeseburger Fries Milk	Breakfast <input type="radio"/> No Breakfast <input type="radio"/> Cereal  Lunch <input type="radio"/> No Lunch <input checked="" type="radio"/> Cheeseburger Fries Milk	Breakfast <input type="radio"/> No Breakfast <input type="radio"/> Cereal  Lunch <input type="radio"/> No Lunch <input checked="" type="radio"/> Cheeseburger Fries Milk	Breakfast <input type="radio"/> No Breakfast <input type="radio"/> Cereal  Lunch <input type="radio"/> No Lunch <input checked="" type="radio"/> Cheeseburger Fries Milk	
18	19	20	21	22	
Breakfast <input type="radio"/> No Breakfast <input checked="" type="radio"/> Cereal  Lunch <input type="radio"/> No Lunch <input checked="" type="radio"/> Cheeseburger Fries Milk	Breakfast <input checked="" type="radio"/> No Breakfast <input type="radio"/> Cereal  Lunch <input type="radio"/> No Lunch <input checked="" type="radio"/> Cheeseburger Fries Milk	Breakfast <input type="radio"/> No Breakfast <input type="radio"/> Cereal  Lunch <input type="radio"/> No Lunch <input checked="" type="radio"/> Cheeseburger Fries Milk	Breakfast <input type="radio"/> No Breakfast <input checked="" type="radio"/> Cereal  Lunch <input type="radio"/> No Lunch <input type="radio"/> Cheeseburger Fries Milk	Breakfast <input type="radio"/> No Breakfast <input type="radio"/> Cereal  Lunch <input type="radio"/> No Lunch <input checked="" type="radio"/> Cheeseburger Fries Milk	
25	26	27	28	29	
Breakfast <input type="radio"/> No Breakfast <input checked="" type="radio"/> Cereal  Lunch <input type="radio"/> No Lunch <input type="radio"/> Cheeseburger Fries Milk	Breakfast <input type="radio"/> No Breakfast <input type="radio"/> Cereal  Lunch <input type="radio"/> No Lunch <input type="radio"/> Cheeseburger Fries Milk	Breakfast <input type="radio"/> No Breakfast <input type="radio"/> Cereal  Lunch <input type="radio"/> No Lunch <input type="radio"/> Cheeseburger Fries Milk	Breakfast <input type="radio"/> No Breakfast <input type="radio"/> Cereal  Lunch <input type="radio"/> No Lunch <input type="radio"/> Cheeseburger Fries Milk	Breakfast <input type="radio"/> No Breakfast <input type="radio"/> Cereal  Lunch <input type="radio"/> No Lunch <input type="radio"/> Cheeseburger Fries Milk	

Current Student Balance : \$ 60.00

Preorder Amount : \$ -47.75

Owed Amount : \$ 0.00

The foods in the calendar will not be preordered until you click the Save/Pay button and pay with a credit card if required. When successfully purchased the items in the calendar will turn blue.

Hi Parents, We will close the preordering on August 23rd.  
Please submit preorders before then.

- Under the menu it automatically provides you with the amount of money in the Current Student Bank.
- It automatically provides you with the amount of money for the preorder.
- It automatically provides you with Owed Amount (combination of Current Student Balance and Preorder).
- You will need to add additional money if there are not sufficient funds in the Current Student Bank.
- Click on Save/Pay. **(Even if you don't owe any money, you must still click on Save/Pay)**
- When your order has been placed the items you ordered will turn blue. This indicates the the order was successfully completed.**
- Click on Print Calendar as PDF to print out calendars for your student(s).

13. Click on Add Amount if you only want to add the amount for your current order. You can also add more funds than just for the foods you are ordering at this time by selecting the “Choose specific amount” button.
14. You will get the following popup box when the transaction is successful.

**Please Note: If your credit card is declined, we suggest you try a different credit card or call your credit card company to discover what is the issue.**

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

### 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**  
**\$ 21.75**

Payment Date	Description	Change Amount	Previous Amount
7/31/2017	Waffles – PrePay	\$ -0.50	22.25
7/31/2017	Ham Sandwich – PrePay	\$ -0.50	22.75
7/29/2017	Starting Balance	\$ 4.15	18.60
7/29/2017	Cheeseburger – PrePay	\$ -0.40	19.00
7/29/2017	Cereal – PrePay	\$ -1.00	20.00
7/29/2017	Cash	\$ 20.00	0.00