

# EZ School Apps

## Meal Pre-Order Guide

### Overview

Within this guide, you will find the following information:

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[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](#)

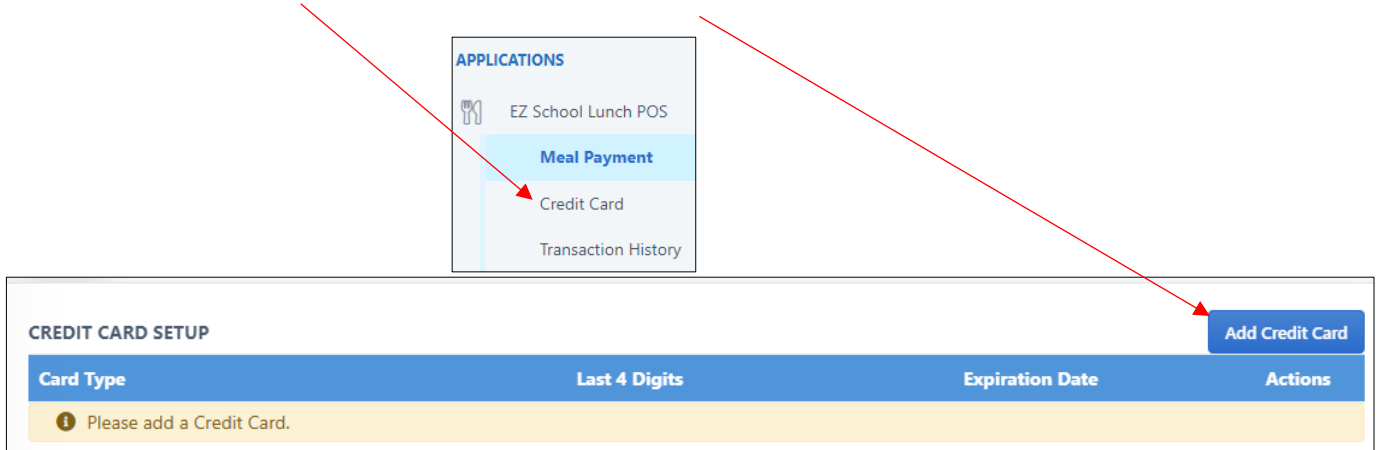
[\(Returning Parents\) Setup Student Homeroom and Grade for the New School Year](#)

[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.

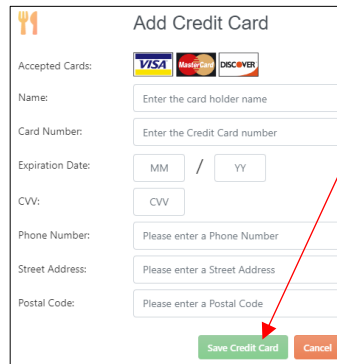
1. Click on Credit Card on the left. Then click Add Credit Card.



The screenshot shows the 'APPLICATIONS' menu on the left with 'Credit Card' selected. Below it is the 'CREDIT CARD SETUP' section with a table and an 'Add Credit Card' button.

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

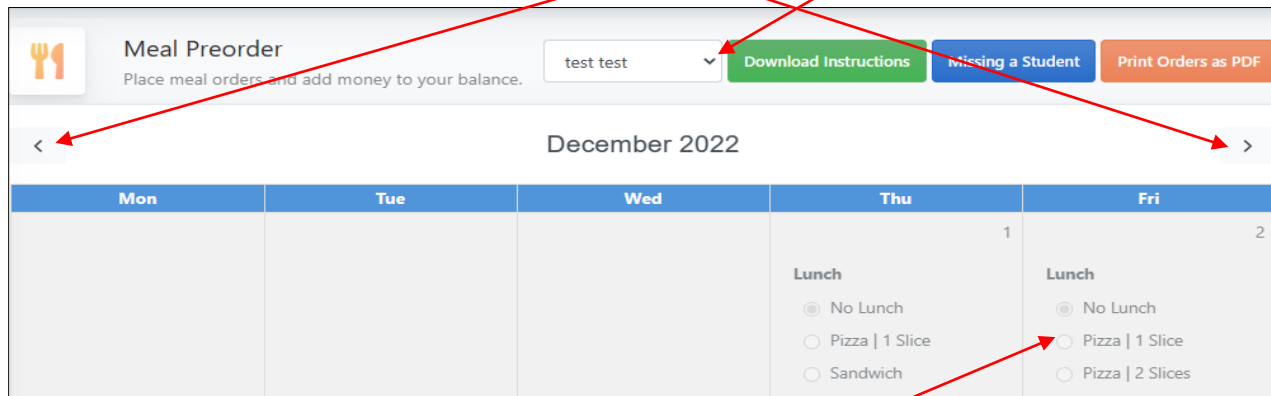
2. Add the information about your credit card and click on Save Credit Card.



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

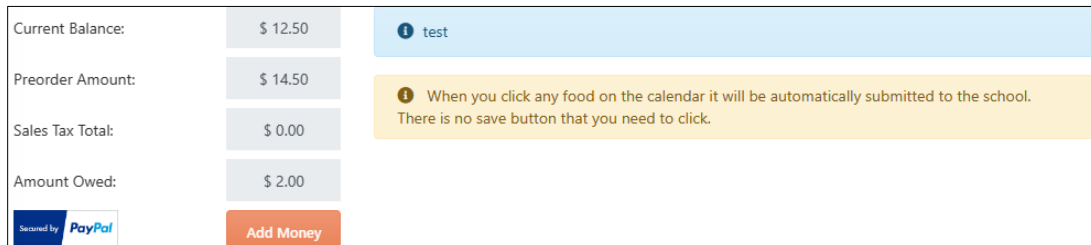
1. If you have multiple accounts to order for, use the dropdown to select the correct one. **Make sure the name matches the student you are ordering for**
2. You can change the month by clicking on the left or right arrows.




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.**

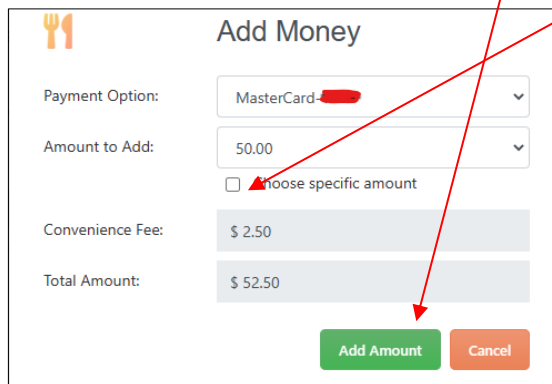
## How to Add money to Your Account

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	<span>test</span>
Preorder Amount:	\$ 14.50	<p><b>i</b> 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>
Sales Tax Total:	\$ 0.00	
Amount Owed:	\$ 2.00	
		
<input type="button" value="Add Money"/>		

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:

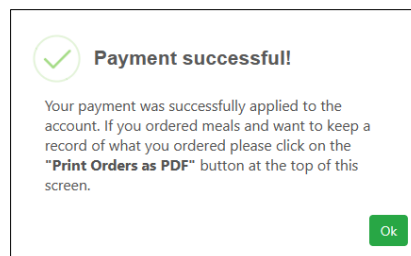
Amount to Add:

Choose specific amount

Convenience Fee: \$ 2.50

Total Amount: \$ 52.50

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.

## 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' section with a dropdown menu set to 'test test'. To the right of the dropdown are three buttons: 'Download Instructions' (green), 'Missing a Student' (blue), and 'Print Orders as PDF' (orange). A red arrow points from the text above to the 'Print Orders as PDF' button. Below the buttons is a calendar for December 2022, showing 'Lunch' orders for Thursday (1) and Friday (2).

## 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' page. On the left, a sidebar menu has 'Transaction History' selected. The main area shows a balance of \$12.50 and a list of transactions for the date 12/19/2022:

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 Create and Connect a New Student

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

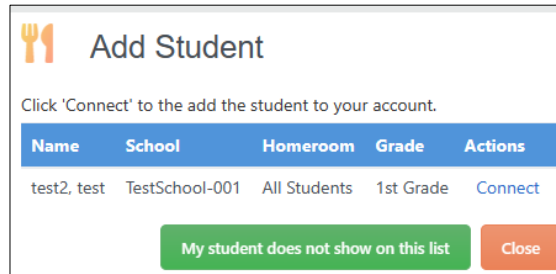
The screenshot shows the 'Meal Payment' section with a sub-header 'Add payments, view current balance for each student.' To the right are three buttons: 'Missing Student' (blue), 'Transfer Money Between Students' (orange), and 'Download Instructions' (green). A red arrow points from the text below to the 'Missing Student' button. Below the buttons is a table header with columns: 'Person Name', 'School Name', 'Current Balance', and 'Actions'.

Please click “Missing Student” and follow these steps

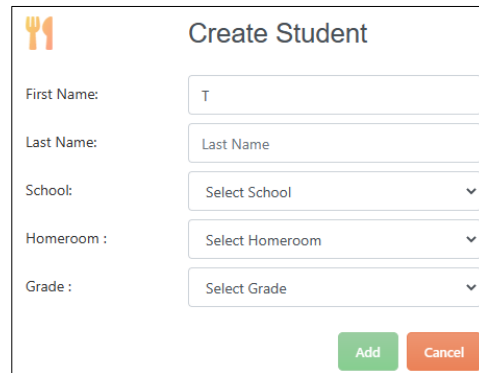
1. In the following popup please Search For your student by **Last Name**

The screenshot shows a 'Search by Last Name' popup. It contains an instruction: 'Please type in the last name of the student you wish to connect to your account and click 'Search' or hit enter on your keyboard.' Below the instruction is a text input field labeled 'Last Name:' containing the letter 's'. To the right of the input field is a green checkmark icon. At the bottom are two buttons: 'Search' (green) and 'Cancel' (orange). A red arrow points from the text above to the 'Search' button.

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



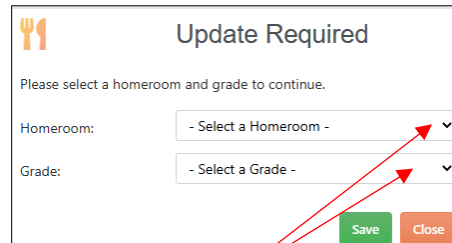
- If your Student is there click “Connect” to connect to your student. However, don’t worry if your student isn’t there, instead click the “My Student Does Not Show on This List” button (If no student is found with the searched last name you will automatically be asked to create your student)
- From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



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

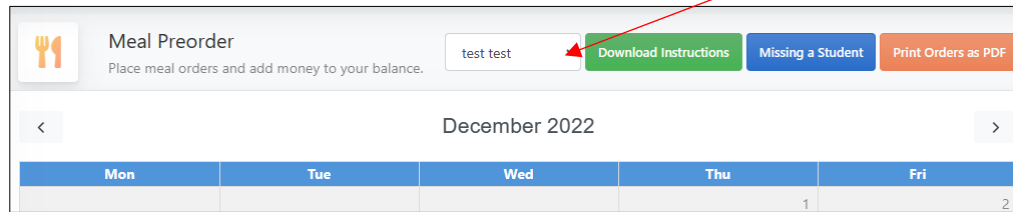
## (Returning Parents) Setup Student Homeroom and Grade for the New School Year

- 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.



- Use the Homeroom dropdown to select your student’s homeroom.
- 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



December 2022				
Mon	Tue	Wed	Thu	Fri
			1	2

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.