EZ Parent Center Directions
First Time Parent Sign Up with Meal Preordering + Required Payment

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 Registration

1. Go to 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. (If you have multiple students in the same school system then just choose a single school and submit the multiple student names. The school that receives the request will put the information in for the multiple schools.)

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.)
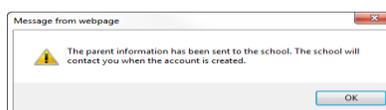
10. You do not immediately have access to the system.

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.
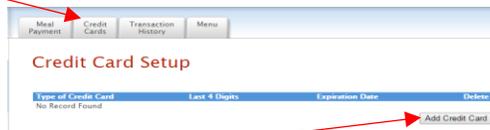
Parent Login

1. Go to www.ezparentcenter.com .

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 Before Preorder

1. Click on the Meal Payment tab.
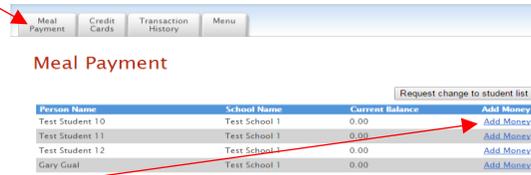
2. Click on Add Money for the correct student name.

3. Use the dropdown to choose the credit card.
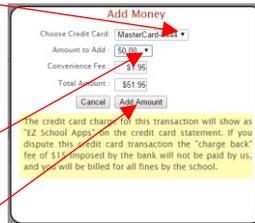
4. Use the dropdown to choose the Amount to add.

5. The Convenience Charge 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.**

Preorder Meals and Add Money During Preorder

1. **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.**

2. Click on Purchase Preorder to view the available lunches.

3. 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.

4. You can change months by clicking on the month before or after.
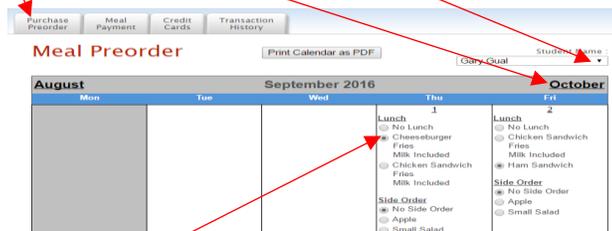
5. Begin to select lunches for the different days by click on the circle in front of the correct choice. (There is a slight delay before choosing an item for the next day.)

6. Preordering (continued)

7. Under the menu it automatically provides you with the amount of money in the Current Student Bank.

8. It automatically provides you with the amount of money for the preorder.

9. It automatically provides you with Owed Amount (combination of Current Student Balance and Preorder).

10. You will need to add additional money if there are not sufficient funds in the Current Student Bank.

11. Click on Save/Pay.

12. **When your order has been placed the items you ordered will turn blue. This indicates the the order was successfully completed.**

13. Click on Print Calendar as PDF to print out calendars for your student(s).

14. Click on Add Amount.
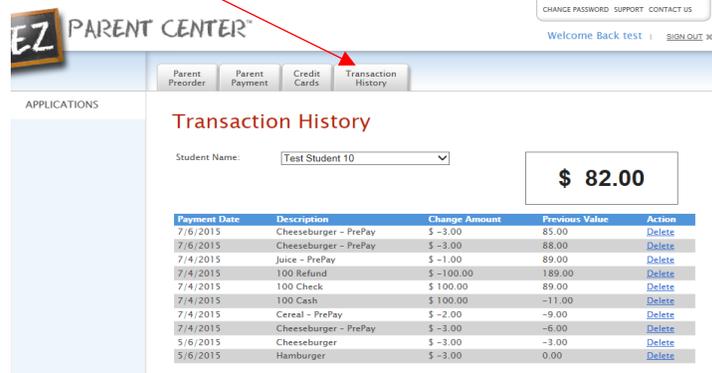
15. The credit card charge for this transaction will show as "EZ School Apps" on the credit card statement. If you dispute this credit card transaction the "charge back" fee of $15 imposed by the bank will not be paid by us, and you will be billed for fines by the school.

Transaction History

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