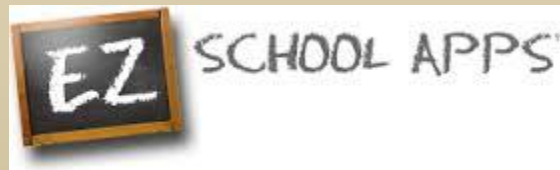# EZ Parent Center

Directions-

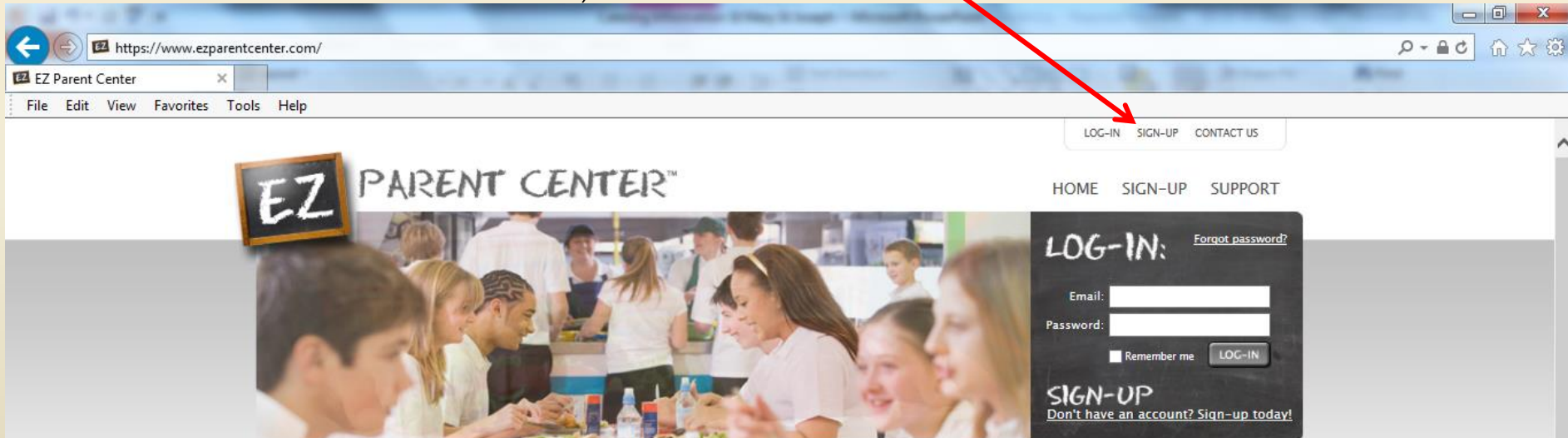**First time parent sign up with meal preordering and required payments**

What's Great About Ordering with Papa Gino's!

- Variety
- Customized Delivery
- Reliable
- Secure
- Hot Lunch
- Well Balanced
- Reasonably Priced
- Ease of Ordering

Parent Registration
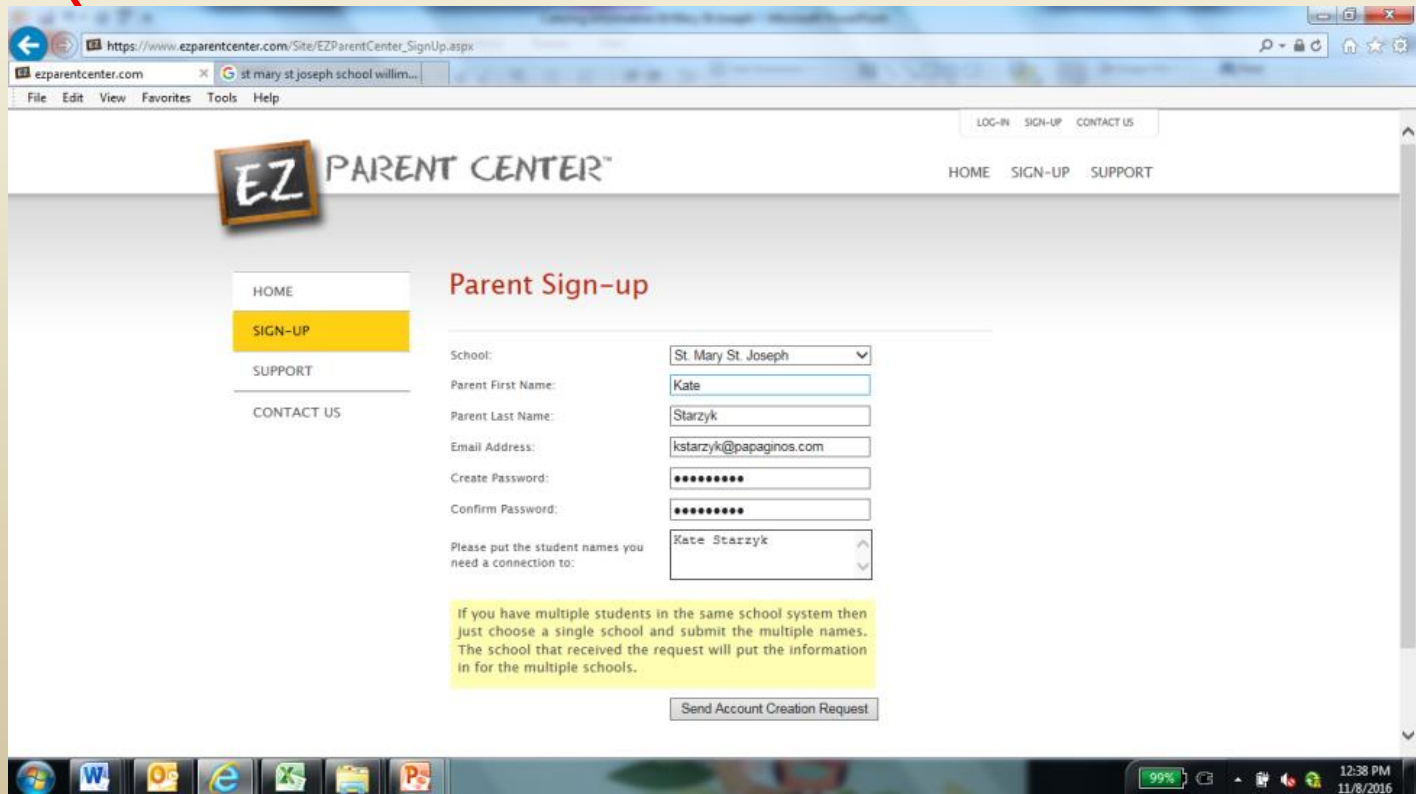## Go to: www.ezparentcenter.com

1.) Click on SIGN-UP.

Parent Registration

2. Type in the School's zip code in the box and click search and use the dropdown to select your school
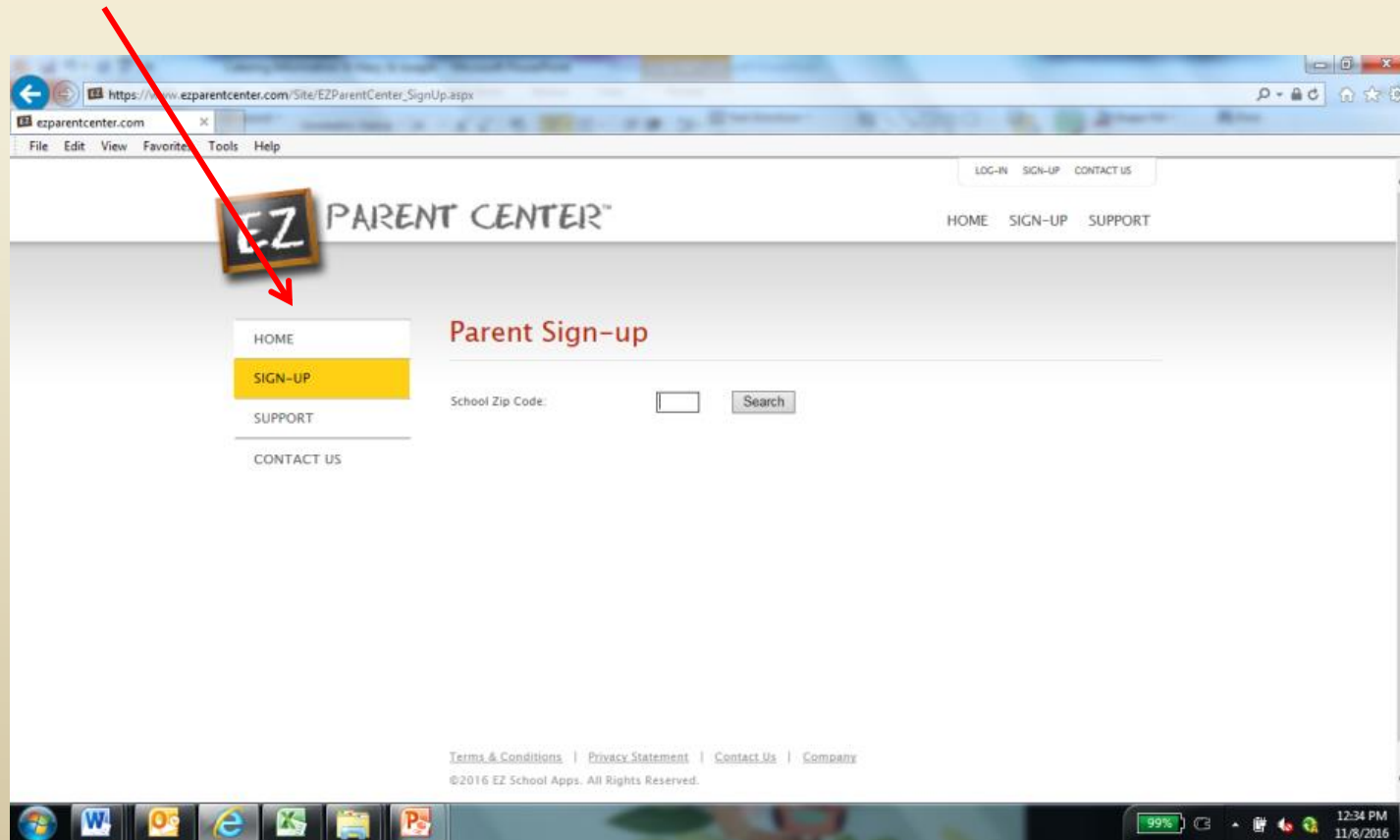
Parent Registration

3. Type in your first name, last name, and your email address, along with your password and confirm your password and finally the first and last name of your student(s).

Parent Registration

4. Click Submit. Your registration is successful if you see the box below!*
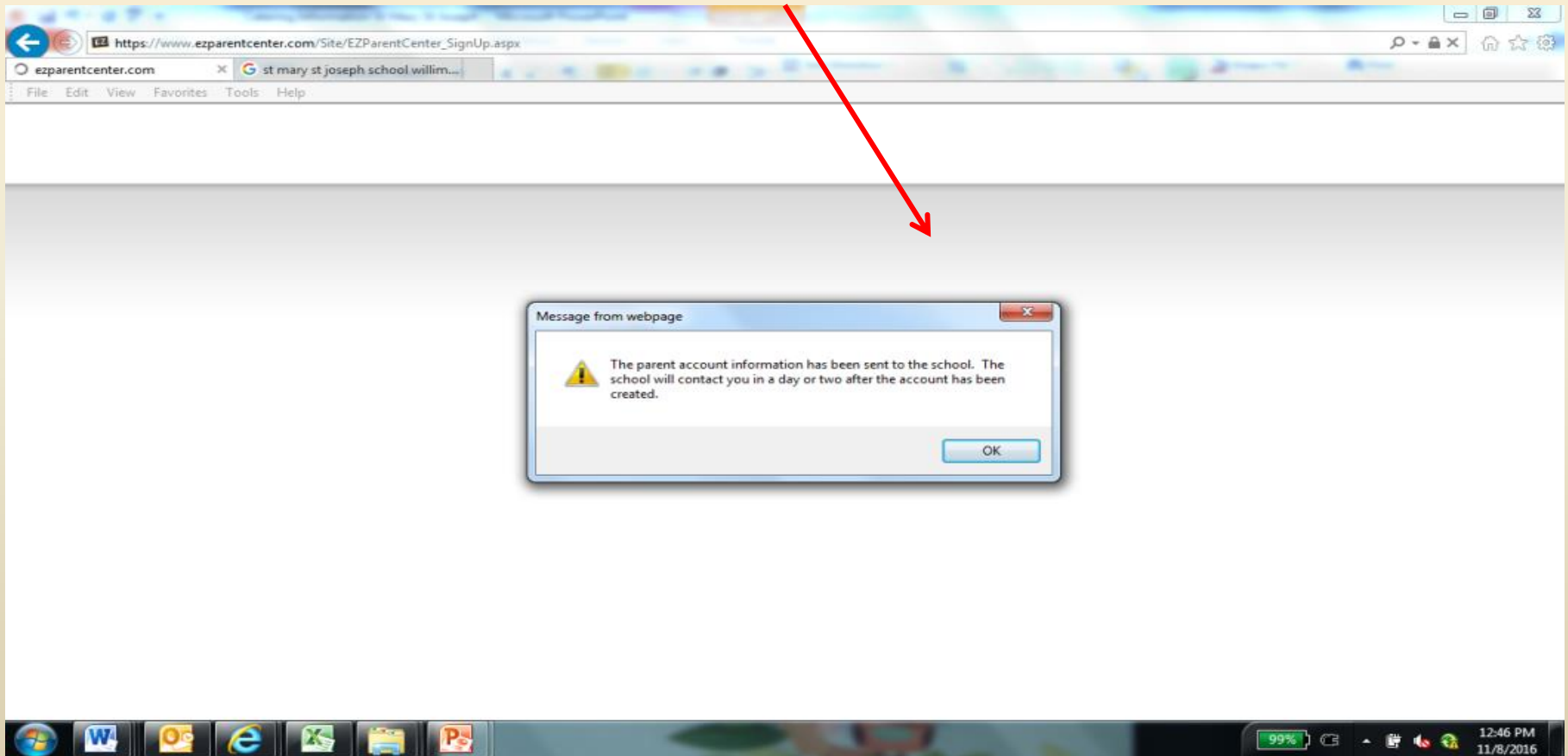
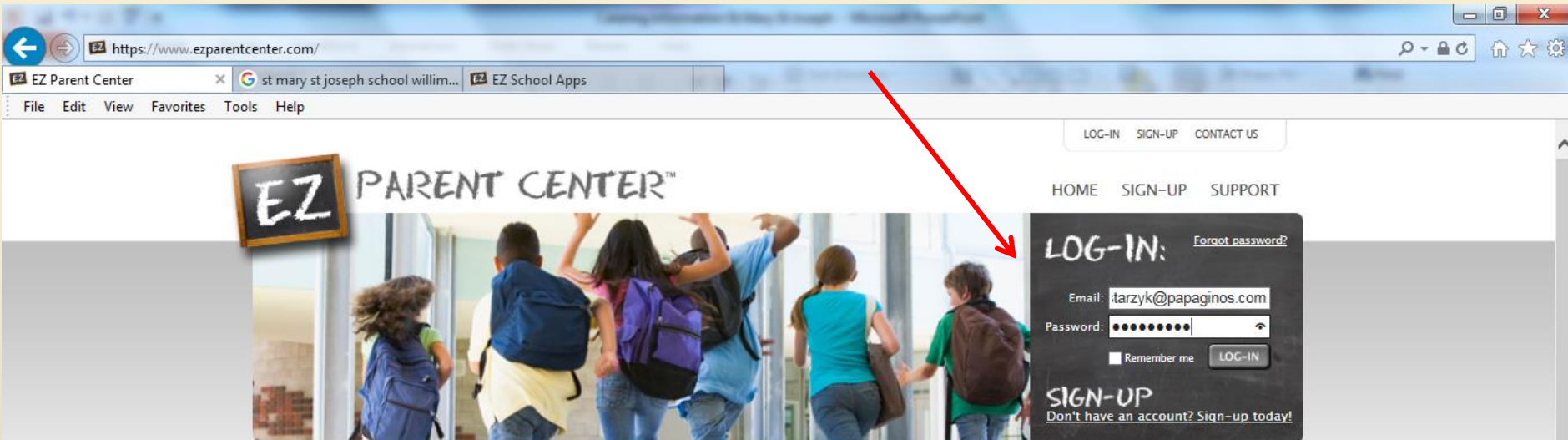
PLEASE NOTE

- **You do not have immediate access to the system.**
- **Papa Gino's must activate your account and link your student(s) to that account. The time to complete this process can vary. Papa Gino's will send an email to you upon completion. This may take up to 24 hours.**

Parent Login
Go to: www.ezparentcenter.com
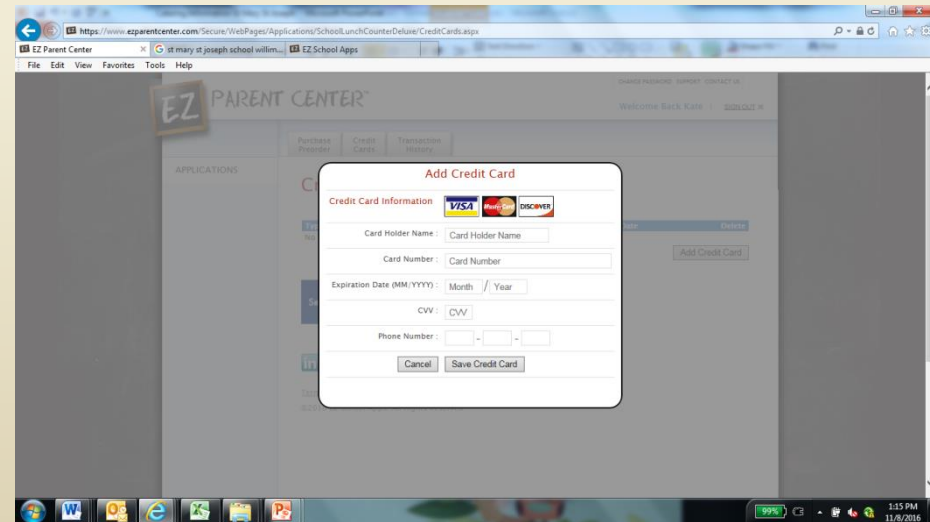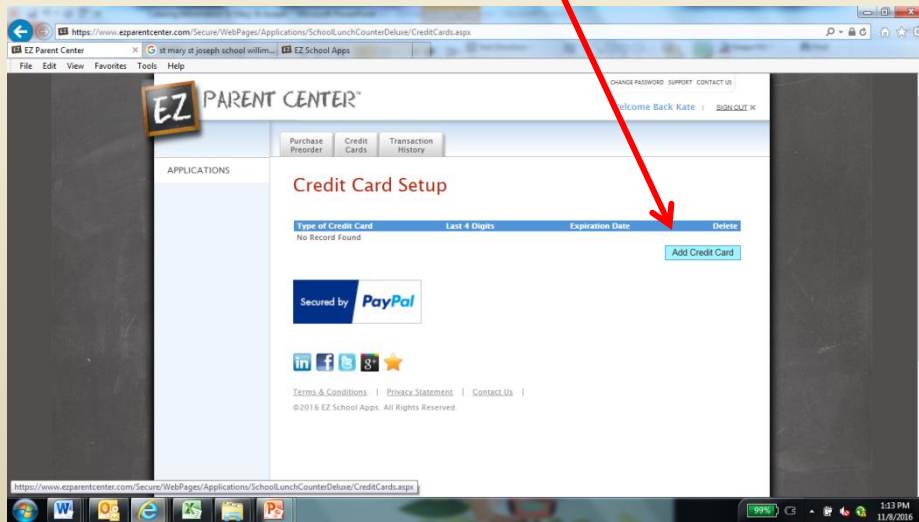## and login using your email address and password

Adding a Credit Card

(a pay pal account is not required)

1. Click on the Credit Card tab and click add credit card.

2. Add the information about your credit card and click save credit card.

Please note-for safety and security, the only numbers saved on the site are the last four digits of the credit card.

Preorder Meals and Add Money

1. When you pre-order 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 for the different days by clicking on the circle in front of the correct choice. (There is a slight delay before choosing an item.

Preorder Meals and Add Money

6. Under the menu it automatically provides you with the total owed for the order.

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

8. It automatically provides you with owed amount.

9. Click on Save/Pay.

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

11. Click on Print Calendar as a pdf to print out calendar for your student(s).

12. The credit card charge for this transaction will show as "EZ School Apps" on the credit card statement.

13. There will be a $1.95 service for the two week period. This fee goes directly to Pay Pal. For example it is an extra .25 cents per day if ordering 4 time each week. This fee guarantees your credit card is stored in PCI compliant place.

Save/Pay

Transaction History

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

Ordering Cycle

1. The next window for ordering opens on November 16th and will close on November 20th.

2. If you haven't done so already, please make sure to register before November 16th so you are able to order within the designated window.

3. You are ordering for two weeks of lunches for your student(s) which starts on Monday, November 28 and December 5.

4. The following window for ordering will open on November 30 and will close on December 4.

5. You have a five day ordering period for each cycle.

Your School Account Contacts

Debbie Courier, Catering Sales Manager,
dcourier@papaginos.com

Patti Batte, Catering Coordinator,
pbatte@papaginos.com