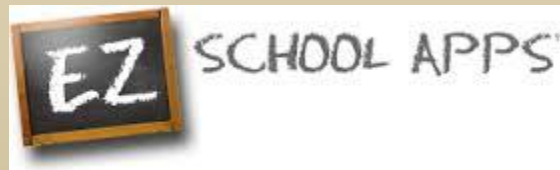




# **EZ Parent Center Directions-**

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



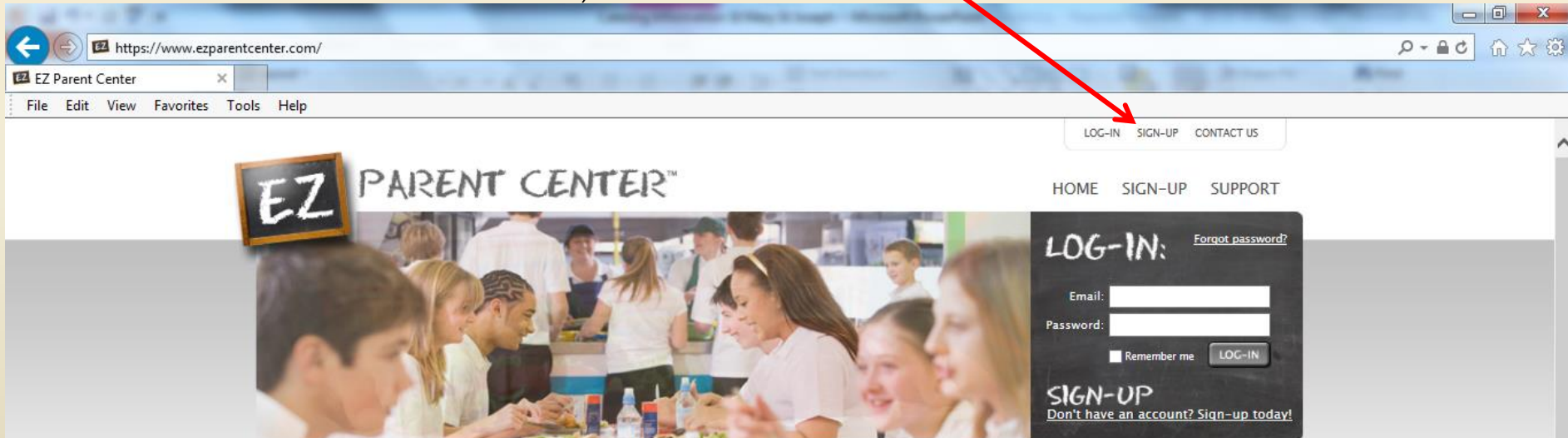
# What's Great About Ordering with Papa Gino's!

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

# Parent Registration

## Go to: [www.ezparentcenter.com](https://www.ezparentcenter.com)

1.) Click on SIGN-UP.



### Frequently Asked Questions

#### How do I create an account?

Click on Sign-up in the top right hand corner. This will direct you to the sign-up page so you can fill out an online form. After the submission it may take a day or two for the account to be created.

#### How do I reset my password?

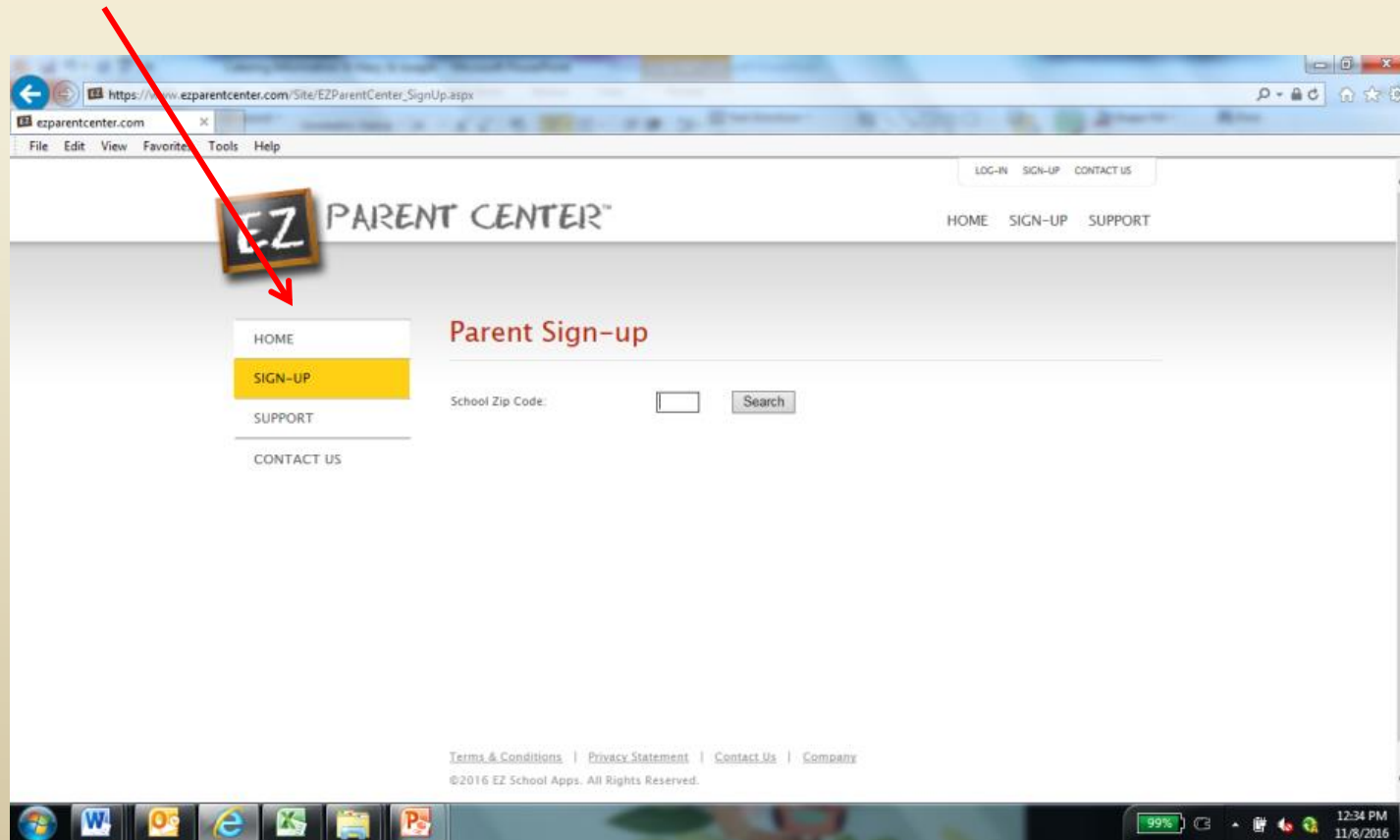
Click the Forgot Password link above the email address to reset your password. An email will be sent with a link to reset your password.

#### Can I pay for multiple students with a single payment?

At this point it is not possible but we are looking to do this in the future.

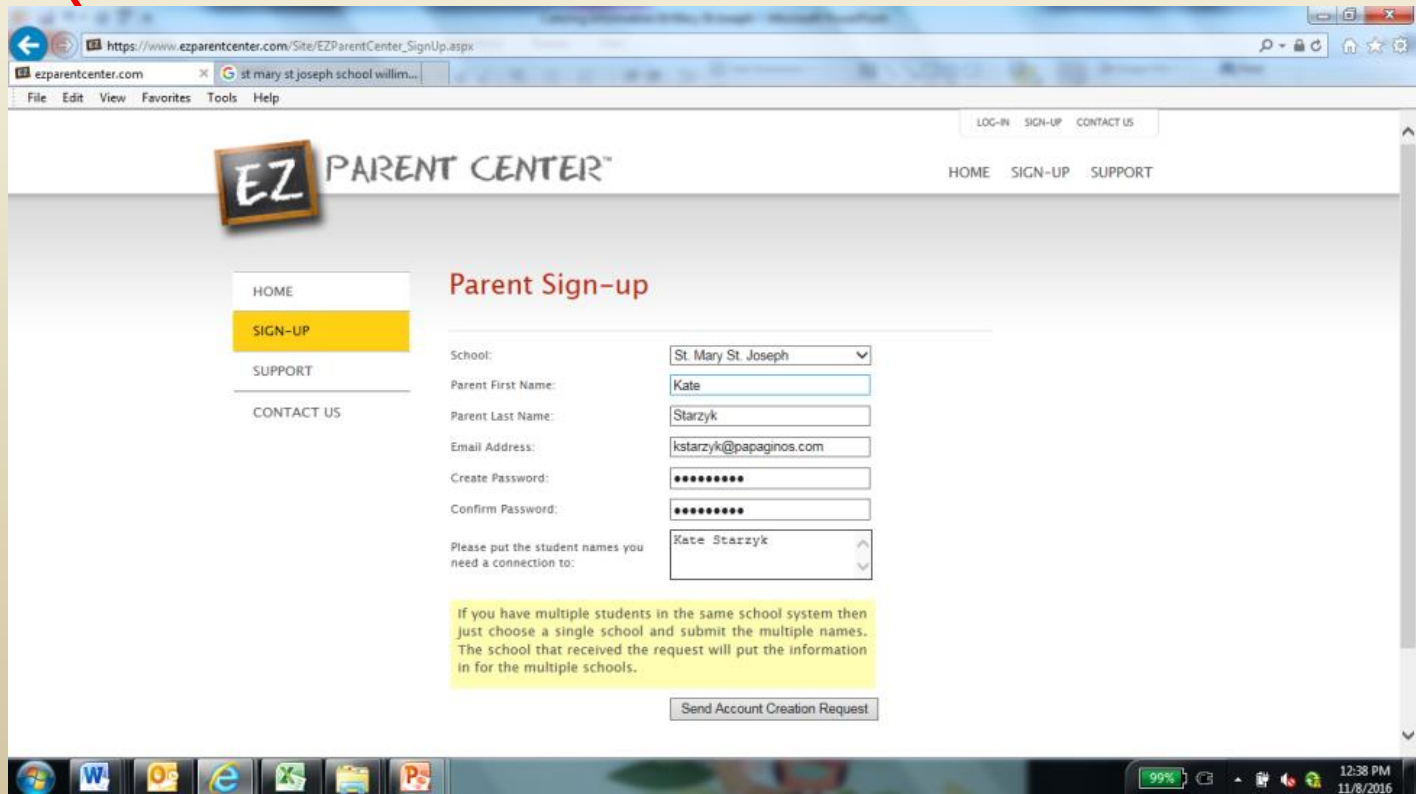
# Parent Registration

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).



The screenshot shows a web browser window with the URL [https://www.ezparentcenter.com/Site/EZParentCenter\\_SignUp.aspx](https://www.ezparentcenter.com/Site/EZParentCenter_SignUp.aspx). The page features the EZ Parent Center logo and navigation links: HOME, SIGN-UP, SUPPORT, LOG-IN, SIGN-UP, and CONTACT US. A sidebar on the left contains links for HOME, SIGN-UP (highlighted in yellow), SUPPORT, and CONTACT US. The main content area is titled "Parent Sign-up" and contains a form with the following fields:

- School: A dropdown menu with "St. Mary St. Joseph" selected.
- Parent First Name: A text input field containing "Kate".
- Parent Last Name: A text input field containing "Starzyk".
- Email Address: A text input field containing "kstarzyk@papaginos.com".
- Create Password: A text input field with masked characters (dots).
- Confirm Password: A text input field with masked characters (dots).
- Please put the student names you need a connection to: A text input field containing "Kate Starzyk".

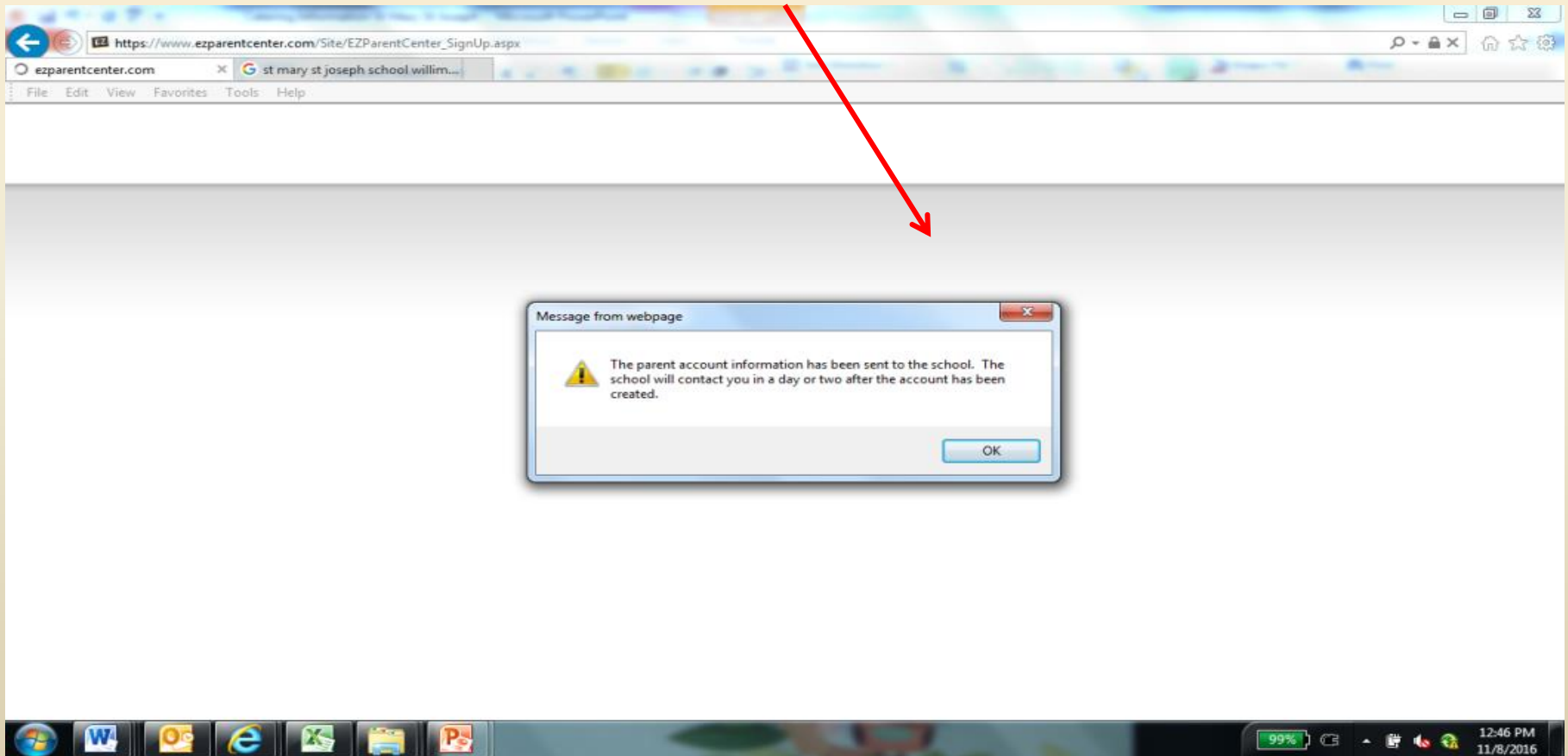
Below the form, a yellow box contains the following text:

If you have multiple students in the same school system then just choose a single school and submit the multiple names. The school that received the request will put the information in for the multiple schools.

At the bottom of the form is a button labeled "Send Account Creation Request". The Windows taskbar at the bottom shows the time as 12:38 PM on 11/8/2016.

# Parent Registration

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



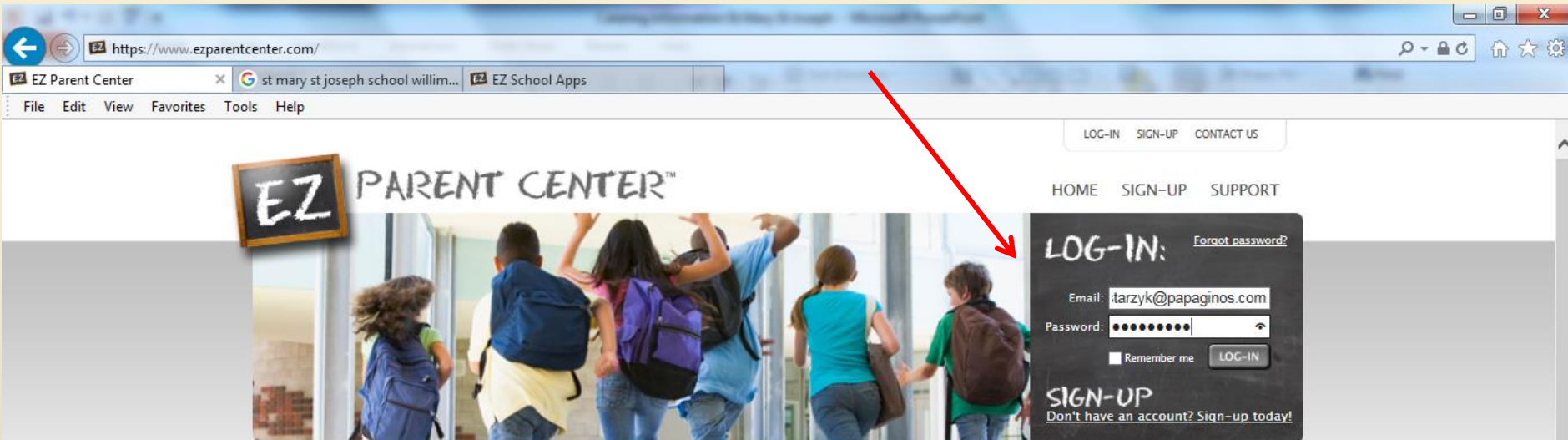
## \*\*\*PLEASE NOTE\*\*\*

- 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](http://www.ezparentcenter.com)

and login using your email address and password



## Frequently Asked Questions

### How do I create an account?

Click on Sign-up in the top right hand corner. This will direct you to the sign-up page so you can fill out an online form. After the submission it may take a day or two for the account to be created.

### How do I reset my password?

Click the Forgot Password link above the email address to reset your password. An email will be sent with a link to reset your password.

### Can I pay for multiple students with a single payment?

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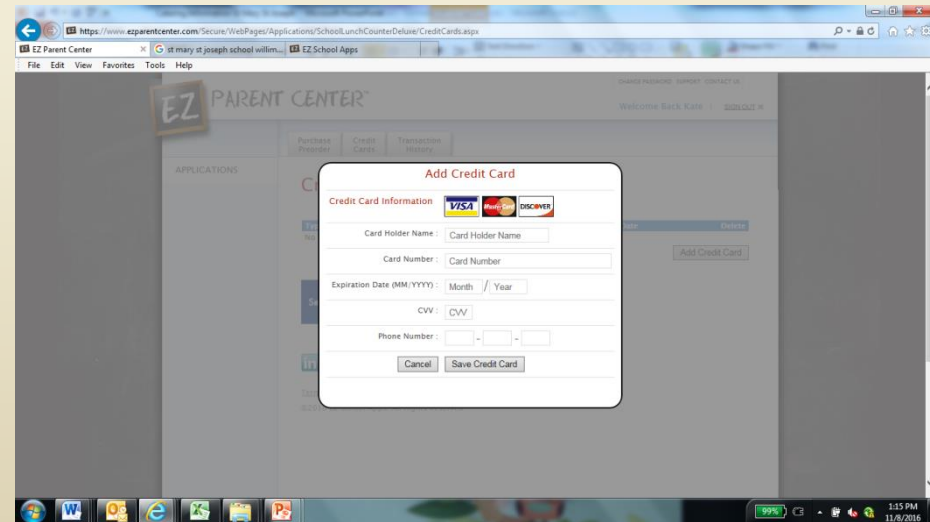
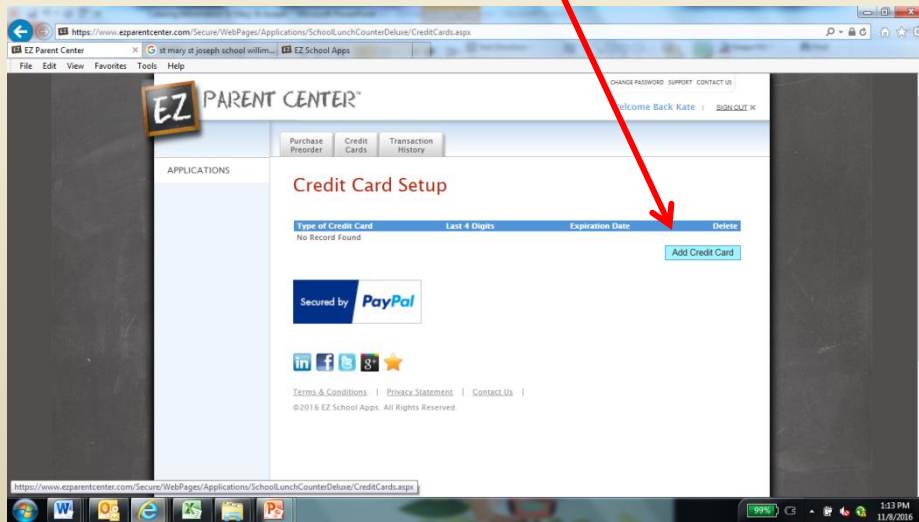


# Adding a Credit Card

(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.)

The screenshot shows the 'Meal Preorder' web interface. At the top, there are four tabs: 'Purchase Preorder', 'Meal Payment', 'Credit Cards', and 'Transaction History'. The 'Purchase Preorder' tab is active. Below the tabs, the title 'Meal Preorder' is displayed in red, followed by a 'Print Calendar as PDF' button. To the right, there is a 'Student Name' dropdown menu currently showing 'Gary Gual'. Below this, a calendar for 'September 2016' is shown, with tabs for 'August', 'September 2016', and 'October'. The calendar grid shows days of the week (Mon, Tue, Wed, Thu, Fri). The 'Thu' column is selected, showing two lunch options: '1' and '2'. Each lunch option has a list of items with radio buttons for selection. For lunch '1', the selected item is 'Cheeseburger'. For lunch '2', the selected item is 'Ham Sandwich'. Below the lunch options, there is a 'Side Order' section with radio buttons for 'No Side Order', 'Apple', and 'Small Salad'. Red arrows from the text instructions point to the 'Purchase Preorder' tab, the 'Student Name' dropdown, the month tabs, and the radio buttons for selecting a meal item.

September 2016				
Mon	Tue	Wed	Thu	Fri
			1	2
			<b>Lunch</b> <input type="radio"/> No Lunch <input checked="" type="radio"/> Cheeseburger Fries Milk Included <input type="radio"/> Chicken Sandwich Fries Milk Included	<b>Lunch</b> <input type="radio"/> No Lunch <input type="radio"/> Chicken Sandwich Fries Milk Included <input checked="" type="radio"/> Ham Sandwich
			<b>Side Order</b> <input checked="" type="radio"/> No Side Order <input type="radio"/> Apple <input type="radio"/> Small Salad	<b>Side Order</b> <input checked="" type="radio"/> No Side Order <input type="radio"/> Apple <input type="radio"/> Small Salad

# 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.

August		September 2016		October	
Mon	Tue	Wed	Thu	Fri	Sat
			1 Lunch ☐ No Lunch ☑ Cheeseburger ☑ Fries ☑ Milk Included ☑ Chicken Sandwich ☑ Fries ☑ Milk Included Side Order ☑ No Side Order ☑ Apple ☑ Small Salad	2 Lunch ☑ No Lunch ☑ Chicken Sandwich ☑ Fries ☑ Milk Included ☑ Ham Sandwich Side Order ☑ No Side Order ☑ Apple ☑ Small Salad	
5	6 Lunch ☑ No Lunch ☑ Cheeseburger ☑ Fries ☑ Milk Included ☑ Chicken Sandwich ☑ Fries ☑ Milk Included Side Order ☑ No Side Order ☑ Apple ☑ Small Salad	7 Lunch ☑ No Lunch ☑ Cheeseburger ☑ Fries ☑ Milk Included ☑ Chicken Sandwich ☑ Fries ☑ Milk Included Side Order ☑ No Side Order ☑ Apple ☑ Small Salad	8 Lunch ☑ No Lunch ☑ Cheeseburger ☑ Fries ☑ Milk Included ☑ Chicken Sandwich ☑ Fries ☑ Milk Included Side Order ☑ No Side Order ☑ Apple ☑ Small Salad	9 Lunch ☑ No Lunch ☑ Cheeseburger ☑ Fries ☑ Milk Included ☑ Chicken Sandwich ☑ Fries ☑ Milk Included Side Order ☑ No Side Order ☑ Apple ☑ Small Salad	
12 Lunch ☑ No Lunch ☑ Cheeseburger ☑ Fries ☑ Milk Included ☑ Chicken Sandwich ☑ Fries ☑ Milk Included Side Order ☑ No Side Order ☑ Apple ☑ Small Salad	13 Lunch ☑ No Lunch ☑ Cheeseburger ☑ Fries ☑ Milk Included ☑ Chicken Sandwich ☑ Fries ☑ Milk Included Side Order ☑ No Side Order ☑ Apple ☑ Small Salad	14 Lunch ☑ No Lunch ☑ Cheeseburger ☑ Fries ☑ Milk Included ☑ Chicken Sandwich ☑ Fries ☑ Milk Included Side Order ☑ No Side Order ☑ Apple ☑ Small Salad	15 Lunch ☑ No Lunch ☑ Cheeseburger ☑ Fries ☑ Milk Included ☑ Chicken Sandwich ☑ Fries ☑ Milk Included Side Order ☑ No Side Order ☑ Apple ☑ Small Salad	16 Lunch ☑ No Lunch ☑ Cheeseburger ☑ Fries ☑ Milk Included ☑ Chicken Sandwich ☑ Fries ☑ Milk Included Side Order ☑ No Side Order ☑ Apple ☑ Small Salad	
19 Lunch ☑ No Lunch ☑ Cheeseburger ☑ Fries ☑ Milk Included ☑ Chicken Sandwich ☑ Fries ☑ Milk Included Side Order ☑ No Side Order ☑ Apple ☑ Small Salad	20 Lunch ☑ No Lunch ☑ Cheeseburger ☑ Fries ☑ Milk Included ☑ Chicken Sandwich ☑ Fries ☑ Milk Included Side Order ☑ No Side Order ☑ Apple ☑ Small Salad	21 Lunch ☑ No Lunch ☑ Cheeseburger ☑ Fries ☑ Milk Included ☑ Chicken Sandwich ☑ Fries ☑ Milk Included Side Order ☑ No Side Order ☑ Apple ☑ Small Salad Lunch Drink ☑ No Lunch Drink ☑ Milk	22 Lunch ☑ No Lunch ☑ Cheeseburger ☑ Fries ☑ Milk Included ☑ Chicken Sandwich ☑ Fries ☑ Milk Included Side Order ☑ No Side Order ☑ Apple ☑ Small Salad	23 Lunch ☑ No Lunch ☑ Cheeseburger ☑ Fries ☑ Milk Included ☑ Chicken Sandwich ☑ Fries ☑ Milk Included Side Order ☑ No Side Order ☑ Apple ☑ Small Salad Lunch Drink ☑ No Lunch Drink ☑ Juice	
26 Lunch ☑ No Lunch ☑ Cheeseburger ☑ Fries ☑ Milk Included ☑ Chicken Sandwich ☑ Fries ☑ Milk Included Side Order ☑ No Side Order ☑ Apple ☑ Small Salad	27 Lunch ☑ No Lunch ☑ Cheeseburger ☑ Fries ☑ Milk Included ☑ Chicken Sandwich ☑ Fries ☑ Milk Included Side Order ☑ No Side Order ☑ Apple ☑ Small Salad	28 Lunch ☑ No Lunch ☑ Cheeseburger ☑ Fries ☑ Milk Included ☑ Chicken Sandwich ☑ Fries ☑ Milk Included Side Order ☑ No Side Order ☑ Apple ☑ Small Salad	29 Lunch ☑ No Lunch ☑ Cheeseburger ☑ Fries ☑ Milk Included ☑ Chicken Sandwich ☑ Fries ☑ Milk Included Side Order ☑ No Side Order ☑ Apple ☑ Small Salad Lunch Drink ☑ No Lunch Drink ☑ Juice	30 Lunch ☑ No Lunch ☑ Cheeseburger ☑ Fries ☑ Milk Included ☑ Chicken Sandwich ☑ Fries ☑ Milk Included Side Order ☑ No Side Order ☑ Apple ☑ Small Salad	

Current Student Balance :

Preorder Amount :

Owed Amount :

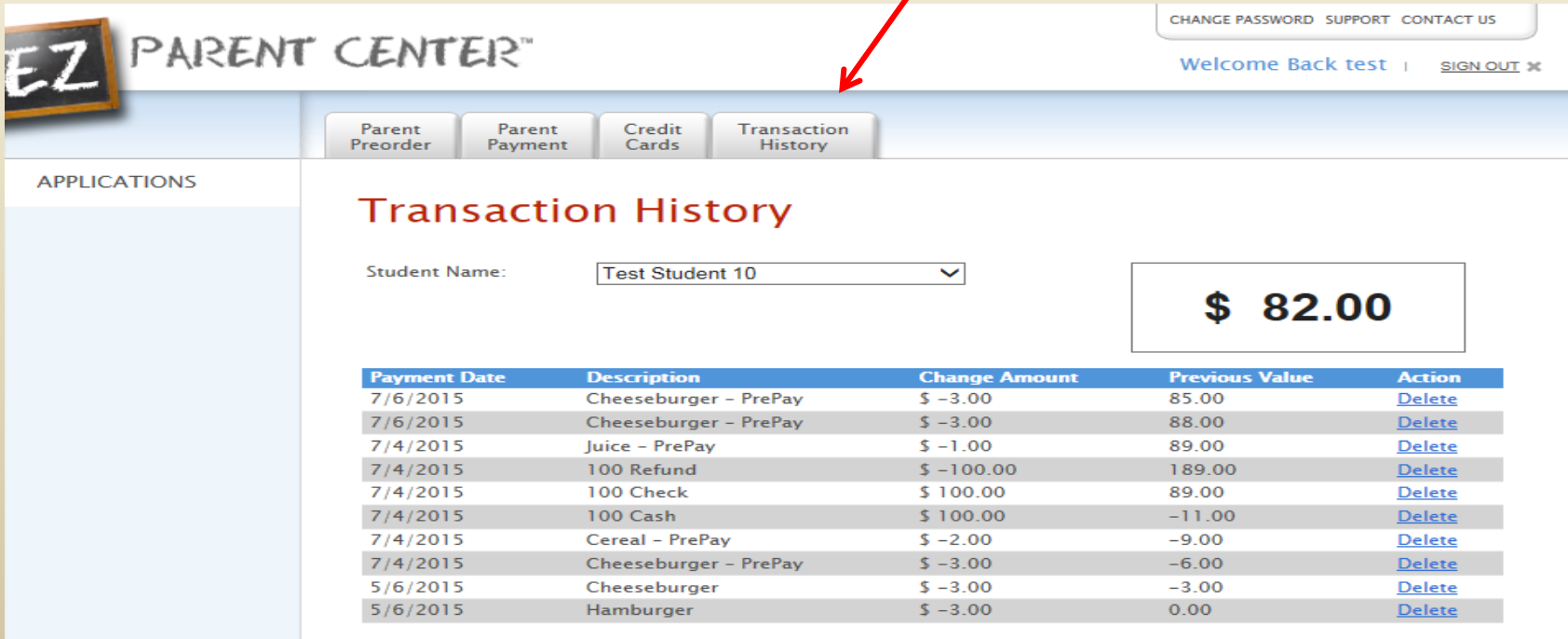
The foods in the calendar will not be preordered until you click the Save/Pay button and pay with a credit card if required.

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

Save/Pay

# Transaction History

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



**EZ PARENT CENTER™**

CHANGE PASSWORD SUPPORT CONTACT US

Welcome Back test | [SIGN OUT](#) x

Parent Preorder Parent Payment Credit Cards **Transaction History**

APPLICATIONS

## Transaction History

Student Name:

**\$ 82.00**

Payment Date	Description	Change Amount	Previous Value	Action
7/6/2015	Cheeseburger - PrePay	\$ -3.00	85.00	<a href="#">Delete</a>
7/6/2015	Cheeseburger - PrePay	\$ -3.00	88.00	<a href="#">Delete</a>
7/4/2015	Juice - PrePay	\$ -1.00	89.00	<a href="#">Delete</a>
7/4/2015	100 Refund	\$ -100.00	189.00	<a href="#">Delete</a>
7/4/2015	100 Check	\$ 100.00	89.00	<a href="#">Delete</a>
7/4/2015	100 Cash	\$ 100.00	-11.00	<a href="#">Delete</a>
7/4/2015	Cereal - PrePay	\$ -2.00	-9.00	<a href="#">Delete</a>
7/4/2015	Cheeseburger - PrePay	\$ -3.00	-6.00	<a href="#">Delete</a>
5/6/2015	Cheeseburger	\$ -3.00	-3.00	<a href="#">Delete</a>
5/6/2015	Hamburger	\$ -3.00	0.00	<a href="#">Delete</a>

# Ordering Cycle

- 1. The next window for ordering opens on November 16<sup>th</sup> and will close on November 20<sup>th</sup>.**
- 2. If you haven't done so already, please make sure to register before November 16<sup>th</sup> 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