

EZ School Apps

Meal Pre-Order Guide

Overview

Within this guide, you will find the following information:

[How to add a Credit Card](#)

[How to Pre-Order Meals](#)

[How to Add money to Your Account](#)

[How to Print Your Final Order](#)

[Transaction History](#)

[How to Request a Student Connection](#)

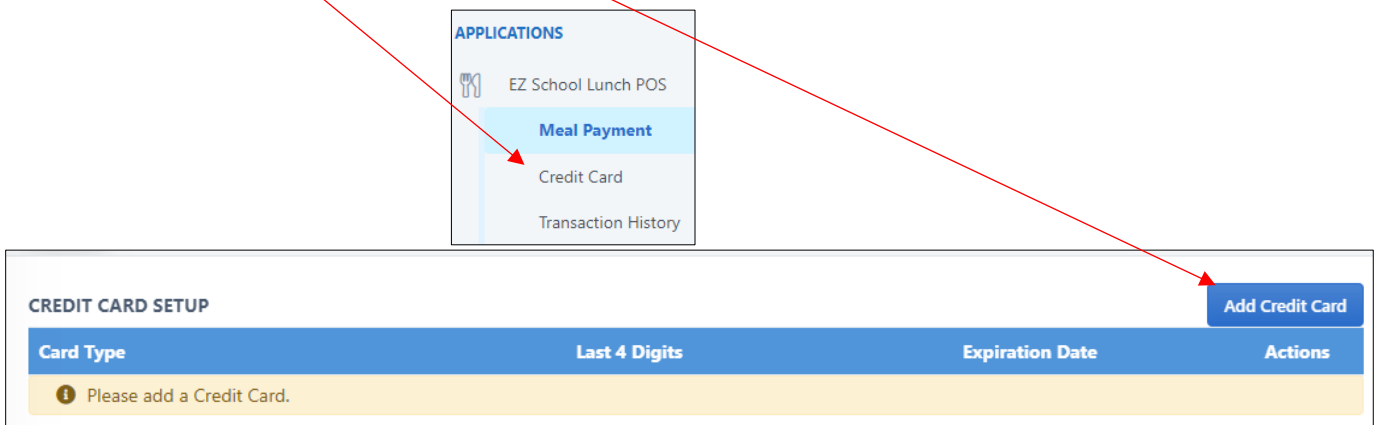
[\(Returning Parents\) Setup Student Homeroom and Grade for the New School Year](#)

[Other Important Notes](#)

How to add a Credit Card

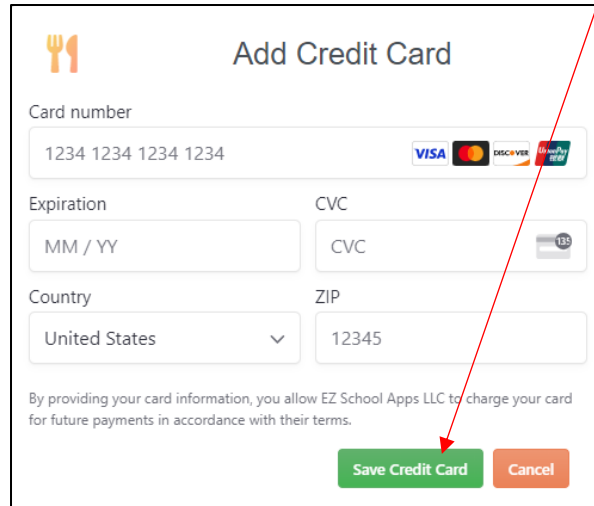
The credit card information that you will be submitting here will be stored and processed by Stripe. You do not need to create an account with Stripe to use our system.

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



The screenshot shows the EZ School Apps interface. On the left, under the 'APPLICATIONS' header, there is a list of options: 'EZ School Lunch POS', 'Meal Payment', 'Credit Card', and 'Transaction History'. A red arrow points from the 'Credit Card' option to the 'Add Credit Card' button in the 'CREDIT CARD SETUP' section. The 'CREDIT CARD SETUP' section has a blue header with the title 'CREDIT CARD SETUP' and a blue button labeled 'Add Credit Card'. Below the header is a table with columns: 'Card Type', 'Last 4 Digits', 'Expiration Date', and 'Actions'. A yellow banner at the bottom of the table contains the message: 'Please add a Credit Card.'

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



Add Credit Card

Card number
1234 1234 1234 1234

Expiration
MM / YY

CVC
CVC

Country
United States

ZIP
12345

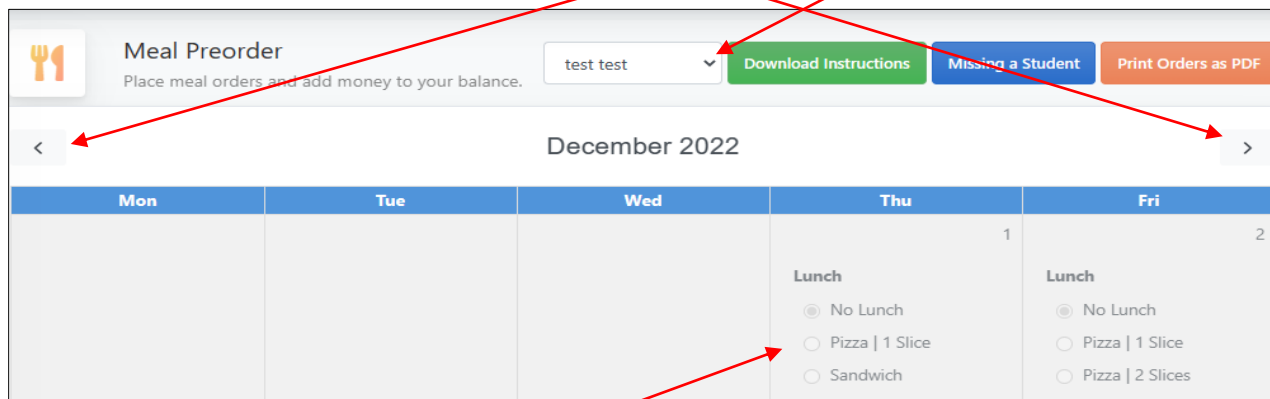
By providing your card information, you allow EZ School Apps LLC to charge your card for future payments in accordance with their terms.

Save Credit Card **Cancel**

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.



Meal Preorder
Place meal orders and add money to your balance.

test test

Download Instructions **Missing a Student** **Print Orders as PDF**

< **December 2022** >

Mon	Tue	Wed	Thu	Fri
			1	2
			Lunch ☒ No Lunch ☐ Pizza 1 Slice ☐ Sandwich	Lunch ☒ No Lunch ☐ Pizza 1 Slice ☐ Pizza 2 Slices

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	test 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.
Preorder Amount:	\$ 14.50	
Sales Tax Total:	\$ 0.00	
Amount Owed:	\$ 2.00	
Secured by  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:	MasterCard
Amount to Add:	50.00
	☐ Choose specific amount
Convenience Fee:	\$ 2.50
Total Amount:	\$ 52.50

Add Amount

Cancel

5. You will get the following popup box if the transaction is successful.

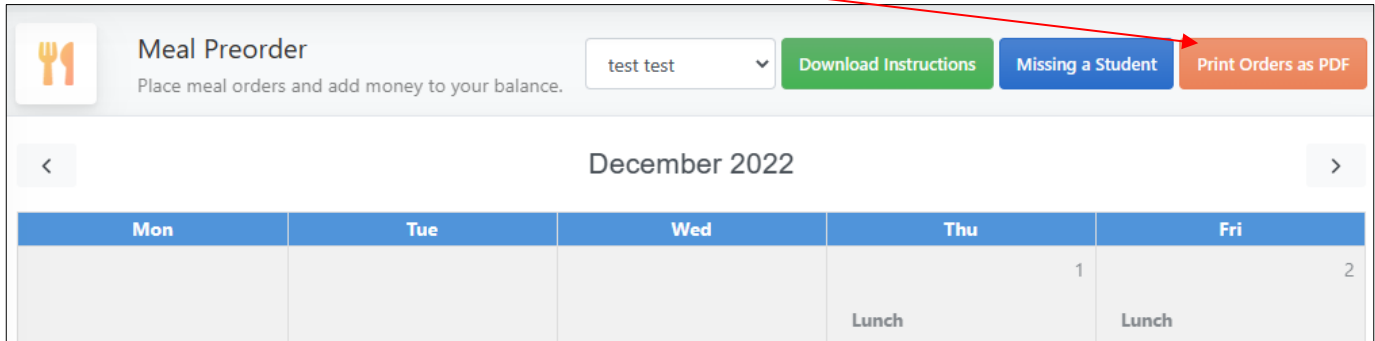

Payment successful!

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.

Ok

How to Print Your Final Order

You can print your order by clicking on **Print Orders as PDF** right above the calendar.



Meal Preorder
Place meal orders and add money to your balance.

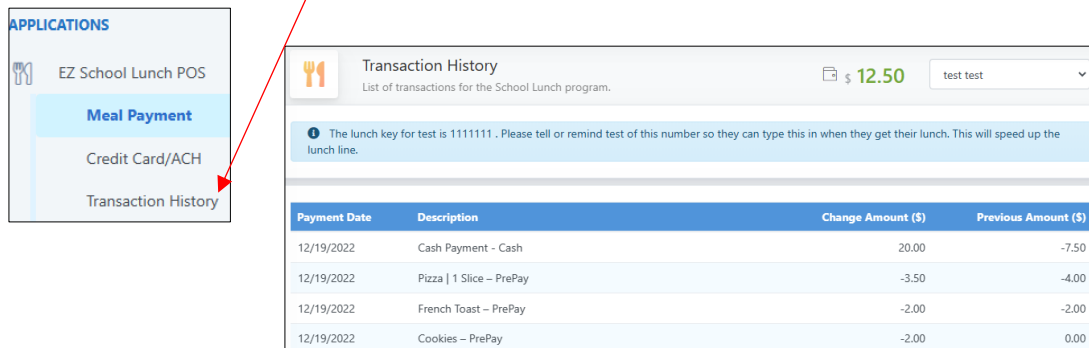
test test ▼ **Download Instructions** **Missing a Student** **Print Orders as PDF**

< December 2022 >

Mon	Tue	Wed	Thu	Fri
			1	2
			Lunch	Lunch

Transaction History

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



APPLICATIONS

- EZ School Lunch POS
 - Meal Payment**
 - Credit Card/ACH
 - Transaction History

Transaction History
List of transactions for the School Lunch program.

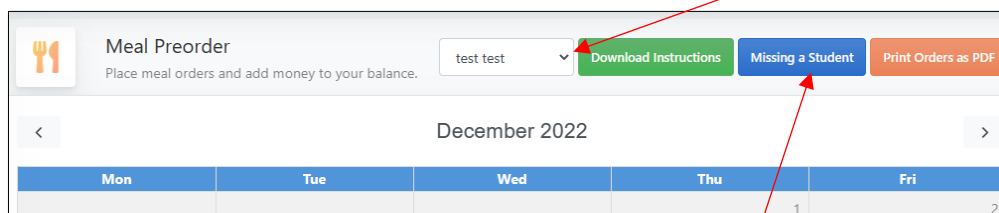
\$ 12.50 test test ▼

The lunch key for test is 1111111. Please tell or remind test of this number so they can type this in when they get their lunch. This will speed up the lunch line.

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 Request a Student Connection

Once you log in you can check your student connections in the dropdown menu



Meal Preorder
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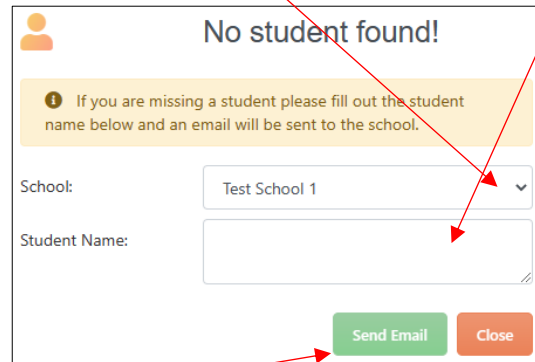
test test ▼ **Download Instructions** **Missing a Student** **Print Orders as PDF**

< December 2022 >

Mon	Tue	Wed	Thu	Fri
			1	2

If you find that you are missing a student, please click "Missing a Student" and follow these steps:

1. In the following popup please select your school and type the student name(s) in the box below



No student found!

If you are missing a student please fill out the student name below and an email will be sent to the school.

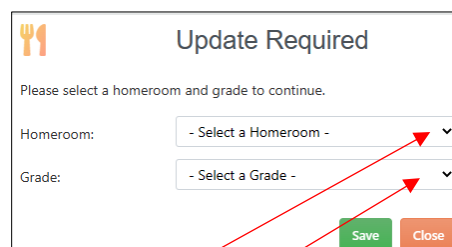
School:

Student Name:

2. Then click "Send Email", this will inform the school that they need to adjust the student connection
3. Lastly all you must do is wait. Your school will connect your child for you

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

1. 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.



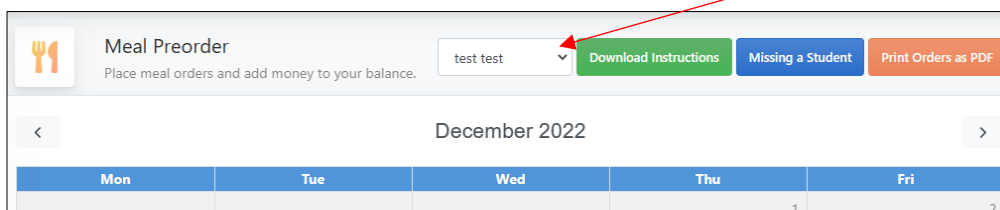
Update Required

Please select a homeroom and grade to continue.

Homeroom:

Grade:

2. Use the Homeroom dropdown to select your student's homeroom.
3. 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



Meal Preorder

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test test

< 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.