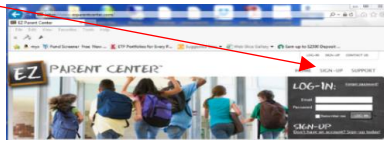
EZ Parent Center Directions
CREATE YOUR ONLINE ACCOUNT TO ORDER
HOT LUNCH FROM VIGNOLA CAFE for delivery to CONCORD HILL SCHOOL!

CREATE YOUR ONLINE ACCOUNT

Below are the instructions for parents to create an account and request access to one or multiple students. After a successful sign-up you will be able to login right away and create or connect to your students. Some of the pages below may or may not exist in your account depending on the access the school gives to the parents.

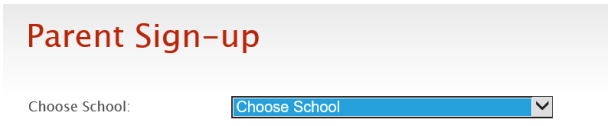
1. Go to www.ezparentcenter.com .
2. Click on SIGN-UP.



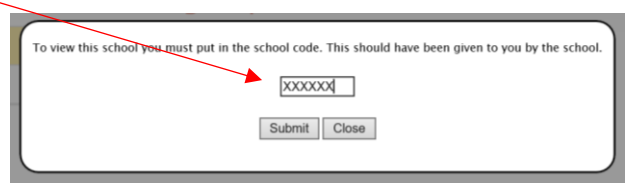
3. Type in the school's zip code: **20815**

4. Click Search.

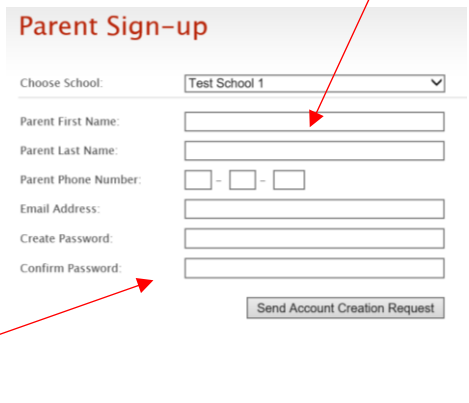
5. Use the dropdown to select **Concord Hill School**.



6. Enter code **chs** (lower case) and click Submit.

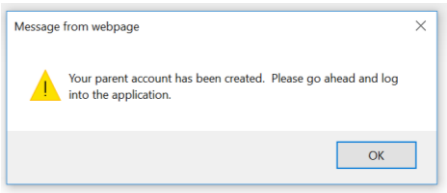


7. In the next screen, type in the required information.



8. Type in a password in the Create Password box. Then type in your password a second time in the Confirm Password box.

9. Click Send Account Creation Request. (Your registration is successful if you see this box.)

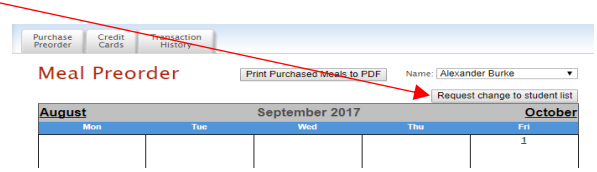


PARENT LOG-IN

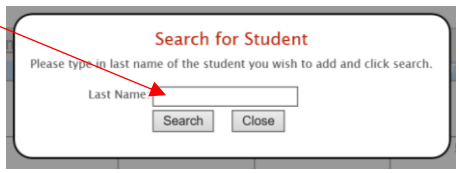
1. Go to www.ezparentcenter.com

2. Login using your email address and password.

3. Click the Request change to student list button

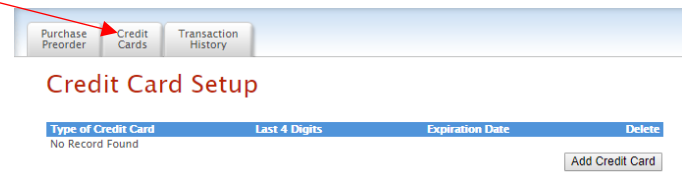


4. Type in **your child's last name** and click Search button.

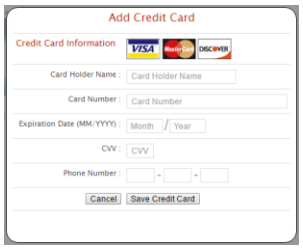


ADDING A CREDIT CARD

1. 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.
2. Click on the Credit Cards tab.



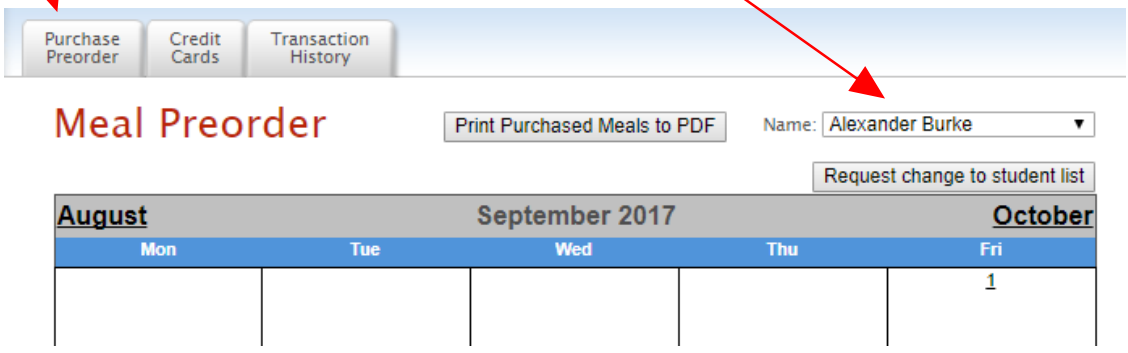
3. Click on Add Credit Card



4. Add the above information about your credit card.
5. Click Save Credit Card.
6. For safety and security, the only numbers saved on our site are the last four digits of the credit card.

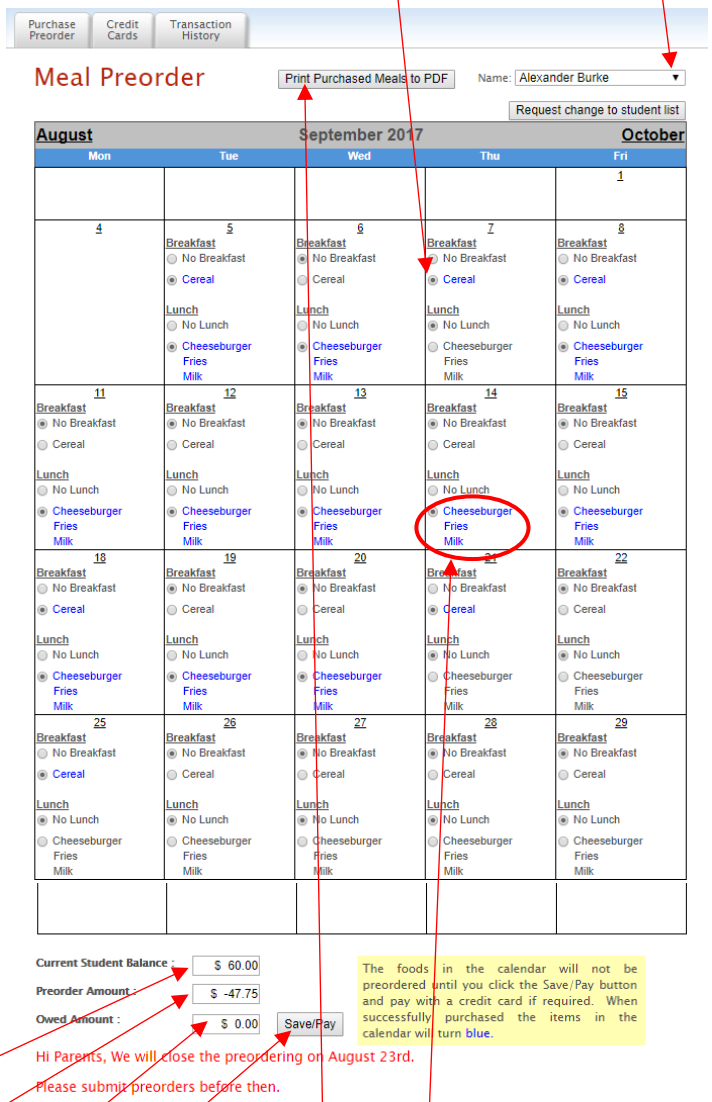
PRE-ORDER MEALS & ADD FUNDS

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. 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.



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.

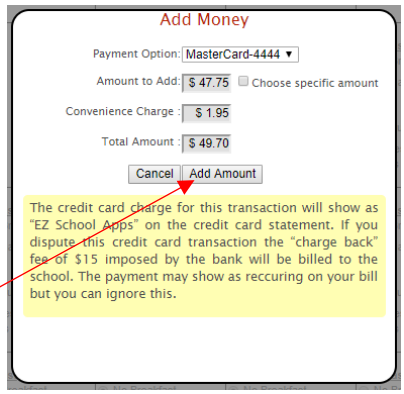
9. It automatically provides you with Owed Amount (combination of Current Student Balance and Preorder).

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

11. Click on Save/Pay. (Even if you don't owe any money, you must still click on Save/Pay)

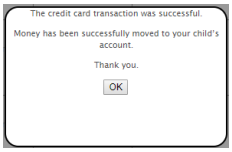
12. **When your order has been placed the items you ordered will turn blue. This indicates the the order was successfully completed.**

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



14. Click on Add Amount if you only want to add the amount for your current order. You can add more funds than just for the foods you are ordering at this time. Go to the section right below starting with **OR** to read the instructions.

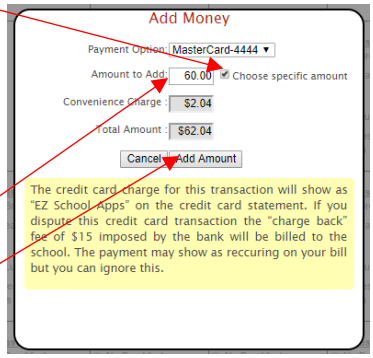
15. You will get the following popup box when the transaction is successful.



16. **If your credit card is declined, there is nothing we can do. We suggest you try a different credit card or call your cred card company to discover what is the issue.**

OR

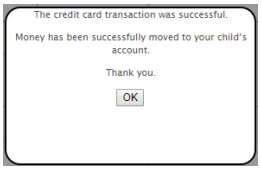
17. Click on Choose specific amount if you want to add additional funds to your student's account.



18. Type in the specific amount you want to add.

19. Click Add Amount.

20. You will get the following popup box when the transaction is successful.

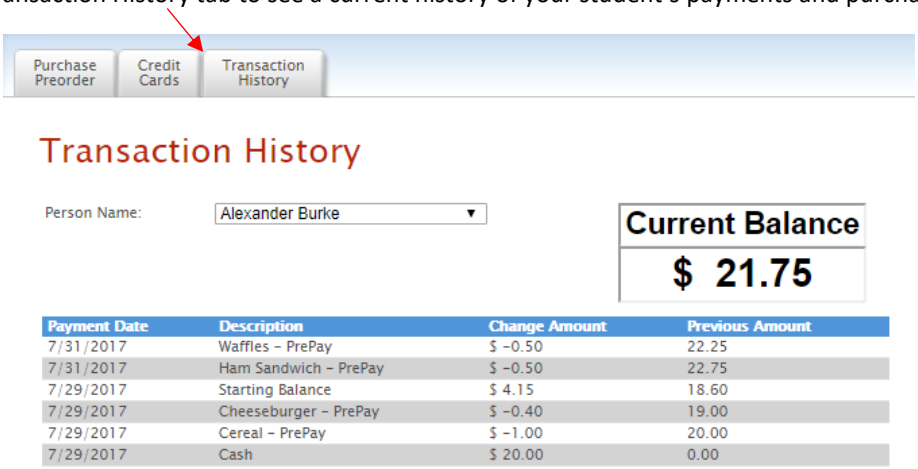


21. **If your credit card is declined, there is nothing we can do. We suggest you try a different credit card or call your credit card company to discover what is the issue.**

22. The credit card charge for this transaction will show as "EZ School Apps or EZ School Lunch or EZ School Payment" on the credit card statement. If you dispute this credit card transaction the "charge back" fee of $15 imposed by the bank may go to the school.

TRANSACTION HISTORY

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



Payment Date	Description	Change Amount	Previous Amount
7/31/2017	Waffles - PrePay	$ -0.50	22.25
7/31/2017	Ham Sandwich - PrePay	$ -0.50	22.75
7/29/2017	Starting Balance	$ 4.15	18.60
7/29/2017	Cheeseburger - PrePay	$ -0.40	19.00
7/29/2017	Cereal - PrePay	$ -1.00	20.00
7/29/2017	Cash	$ 20.00	0.00