



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.

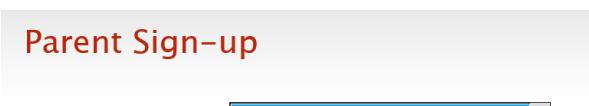


3. Type in the school's zip code: **20815**

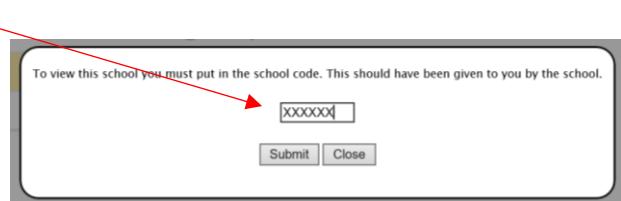


4. Click Search.

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.

Parent Sign-up

Choose School:

Parent First Name:

Parent Last Name:

Parent Phone Number: - -

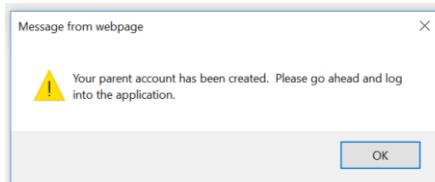
Email Address:

Create Password:

Confirm Password:

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.)



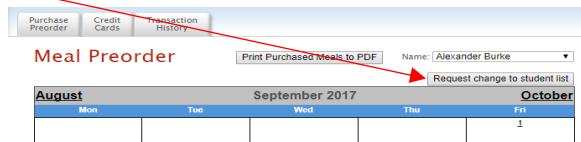
PARENT LOG-IN

1. Go to www.ezparentcenter.com

2. Login using your email address and password.



3. Click the Request change to student list button

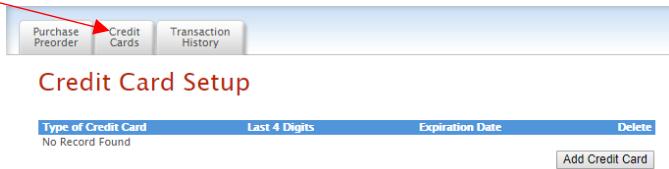


4. Type in **your child's last name** and click Search button.



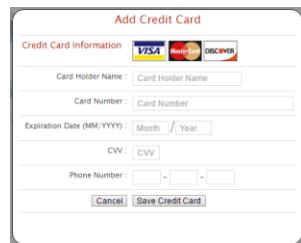
ADDING A CREDIT CARD

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.



The screenshot shows a top navigation bar with three tabs: 'Purchase Preorder', 'Credit Cards' (which is highlighted in blue), and 'Transaction History'. Below the tabs is a section titled 'Credit Card Setup' with a sub-section header 'Type of Credit Card' and a message 'No Record Found'. At the bottom right is a button labeled 'Add Credit Card'.

3. Click on Add Credit Card

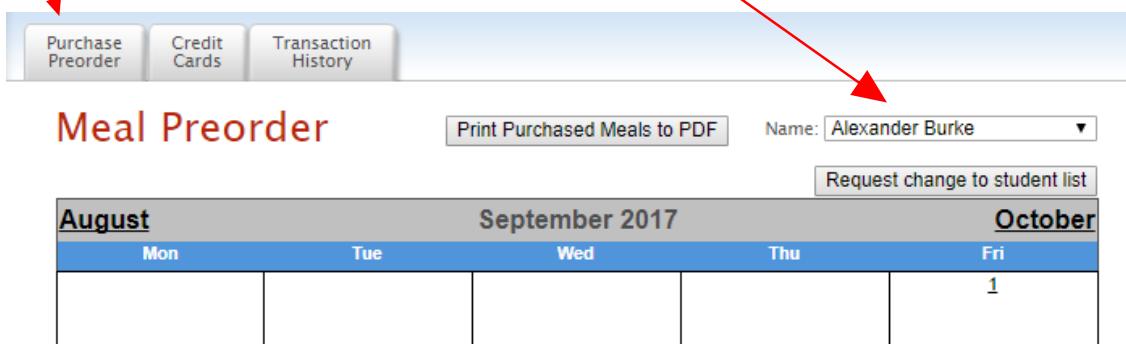


The dialog box is titled 'Add Credit Card' and contains a 'Credit Card Information' section with fields for 'Card Holder Name' (with placeholder 'Card Holder Name'), 'Card Number' (with placeholder 'Card Number'), 'Expiration Date (MM/YYYY)' (with placeholder 'Month / Year'), 'CVV' (with placeholder 'CVV'), and 'Phone Number' (with placeholder 'Phone Number'). At the bottom are 'Cancel' and 'Save Credit Card' buttons.

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.

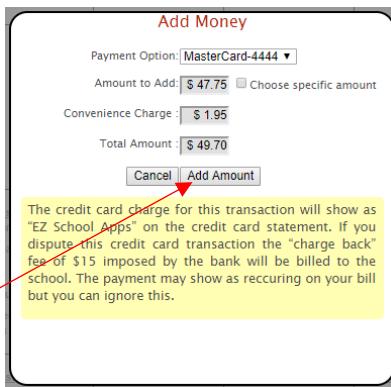


The screenshot shows a top navigation bar with three tabs: 'Purchase Preorder' (selected), 'Credit Cards', and 'Transaction History'. Below the tabs is a section titled 'Meal Preorder' with a 'Print Purchased Meals to PDF' button and a dropdown menu for 'Name: Alexander Burke'. There is also a 'Request change to student list' button. The main area shows a calendar grid for the months of August, September 2017, and October. The month of September is highlighted in grey, while August and October are in white. The days of the week are labeled at the top of each column: Mon, Tue, Wed, Thu, Fri. In the October column, the 1st is marked with a small '1'.

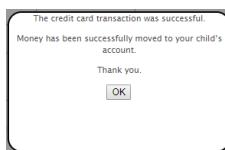
5. Begin to select lunches for the different days by click on the circle in front of the correct choice. (There is a slight delay before choosing an item for the next day.)
6. This box should show your student's name. **IMPORTANT:** If you have more than one student in the school use the dropdown to select the correct student.

Purchase Preorder		Credit Cards		Transaction History	
Meal Preorder					
Print Purchased Meals to PDF		Name: Alexander Burke		Request change to student list	
August		September 2017		October	
Mon	Tue	Wed	Thu	Fri	
					1
4	5	6	7	8	
	Breakfast <input type="radio"/> No Breakfast <input checked="" type="radio"/> Cereal Lunch <input type="radio"/> No Lunch <input checked="" type="radio"/> Cheeseburger Fries Milk	Breakfast <input checked="" type="radio"/> No Breakfast <input type="radio"/> Cereal Lunch <input type="radio"/> No Lunch <input checked="" type="radio"/> Cheeseburger Fries Milk	Breakfast <input type="radio"/> No Breakfast <input checked="" type="radio"/> Cereal Lunch <input type="radio"/> No Lunch <input checked="" type="radio"/> Cheeseburger Fries Milk	Breakfast <input type="radio"/> No Breakfast <input checked="" type="radio"/> Cereal Lunch <input type="radio"/> No Lunch <input checked="" type="radio"/> Cheeseburger Fries Milk	
11	12	13	14	15	
Breakfast <input checked="" type="radio"/> No Breakfast <input type="radio"/> Cereal Lunch <input type="radio"/> No Lunch <input checked="" type="radio"/> Cheeseburger Fries Milk	Breakfast <input type="radio"/> No Breakfast <input checked="" type="radio"/> Cereal Lunch <input type="radio"/> No Lunch <input checked="" type="radio"/> Cheeseburger Fries Milk	Breakfast <input type="radio"/> No Breakfast <input checked="" type="radio"/> Cereal Lunch <input type="radio"/> No Lunch <input checked="" type="radio"/> Cheeseburger Fries Milk	Breakfast <input checked="" type="radio"/> No Breakfast <input type="radio"/> Cereal Lunch <input type="radio"/> No Lunch <input checked="" type="radio"/> Cheeseburger Fries Milk	Breakfast <input checked="" type="radio"/> No Breakfast <input type="radio"/> Cereal Lunch <input type="radio"/> No Lunch <input checked="" type="radio"/> Cheeseburger Fries Milk	
18	19	20	21	22	
Breakfast <input type="radio"/> No Breakfast <input checked="" type="radio"/> Cereal Lunch <input type="radio"/> No Lunch <input checked="" type="radio"/> Cheeseburger Fries Milk	Breakfast <input checked="" type="radio"/> No Breakfast <input type="radio"/> Cereal Lunch <input type="radio"/> No Lunch <input checked="" type="radio"/> Cheeseburger Fries Milk	Breakfast <input type="radio"/> No Breakfast <input checked="" type="radio"/> Cereal Lunch <input type="radio"/> No Lunch <input checked="" type="radio"/> Cheeseburger Fries Milk	Breakfast <input type="radio"/> No Breakfast <input checked="" type="radio"/> Cereal Lunch <input type="radio"/> No Lunch <input checked="" type="radio"/> Cheeseburger Fries Milk	Breakfast <input checked="" type="radio"/> No Breakfast <input type="radio"/> Cereal Lunch <input type="radio"/> No Lunch <input checked="" type="radio"/> Cheeseburger Fries Milk	
25	26	27	28	29	
Breakfast <input type="radio"/> No Breakfast <input checked="" type="radio"/> Cereal Lunch <input checked="" type="radio"/> No Lunch <input type="radio"/> Cheeseburger Fries Milk	Breakfast <input type="radio"/> No Breakfast <input checked="" type="radio"/> Cereal Lunch <input type="radio"/> No Lunch <input type="radio"/> Cheeseburger Fries Milk	Breakfast <input type="radio"/> No Breakfast <input checked="" type="radio"/> Cereal Lunch <input type="radio"/> No Lunch <input type="radio"/> Cheeseburger Fries Milk	Breakfast <input checked="" type="radio"/> No Breakfast <input type="radio"/> Cereal Lunch <input type="radio"/> No Lunch <input type="radio"/> Cheeseburger Fries Milk	Breakfast <input checked="" type="radio"/> No Breakfast <input type="radio"/> Cereal Lunch <input type="radio"/> No Lunch <input type="radio"/> Cheeseburger Fries Milk	
Current Student Balance : \$ 60.00		The foods in the calendar will not be preordered until you click the Save/Pay button and pay with a credit card if required. When successfully purchased the items in the calendar will turn blue.			
Preorder Amount : \$ -47.75					
Owed Amount : \$ 0.00		Save/Pay			
Hi Parents, We will close the preordering on August 23rd!					

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).



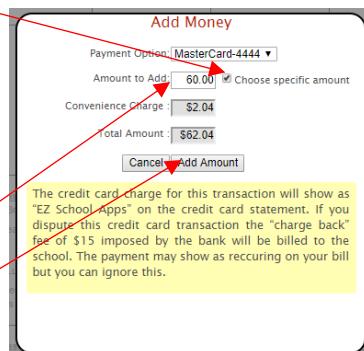
14. Click on Add Amount if you only want to add the amount for your current order. You can add more funds than just for the foods you are ordering at this time. Go to the section right below starting with **OR** to read the instructions.
15. You will get the following popup box when the transaction is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



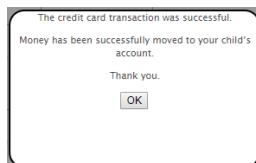
16. **If your credit card is declined, there is nothing we can do. We suggest you try a different credit card or call your credit card company to discover what is the issue.**

OR

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



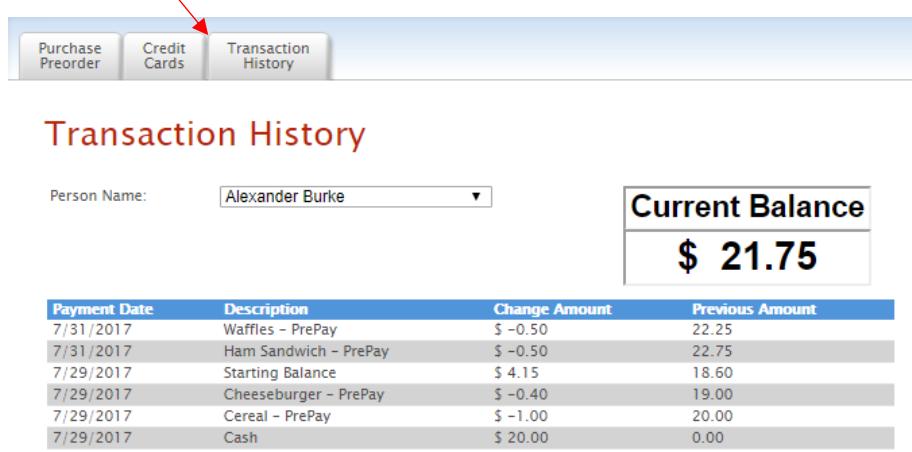
18. Type in the specific amount you want to add.
19. Click Add Amount.
20. You will get the following popup box when the transaction is successful.



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.



Person Name: ▼

Current Balance			
\$ 21.75			
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