# EZ School Apps

## *Purchase 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 Make a Payment or Save Your Order

How to Print Your Final Order

Transaction History

How to Create and Connect a Student

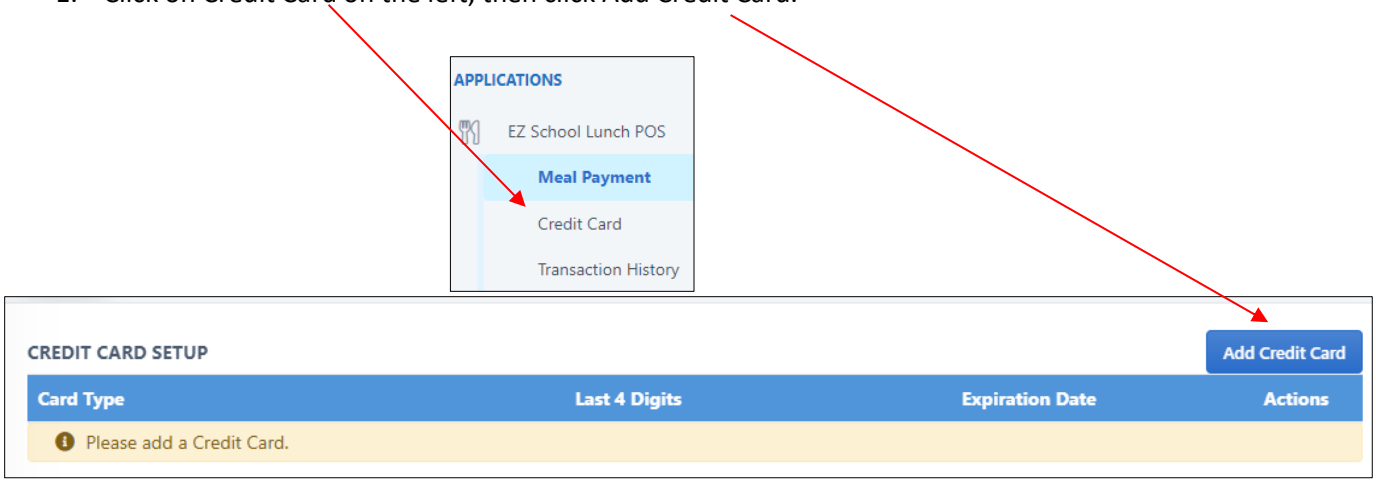
(Returning Parents) Setup Student Homeroom and Grade for the New School Year

Other Important Notes

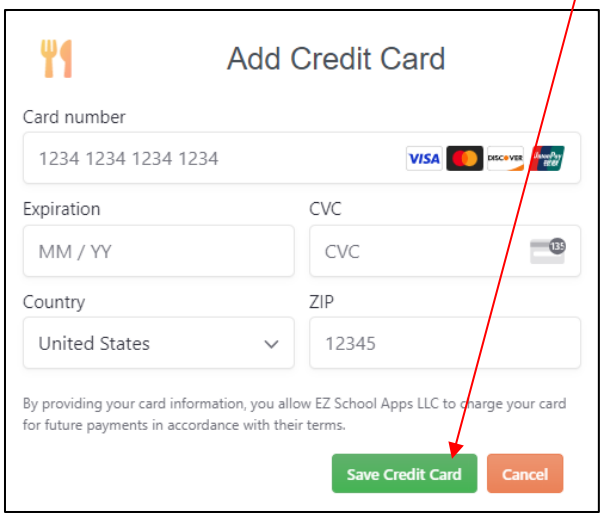

## How to Add a Credit Card

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

1. Click on Credit Card on the left, then click Add Credit Card.



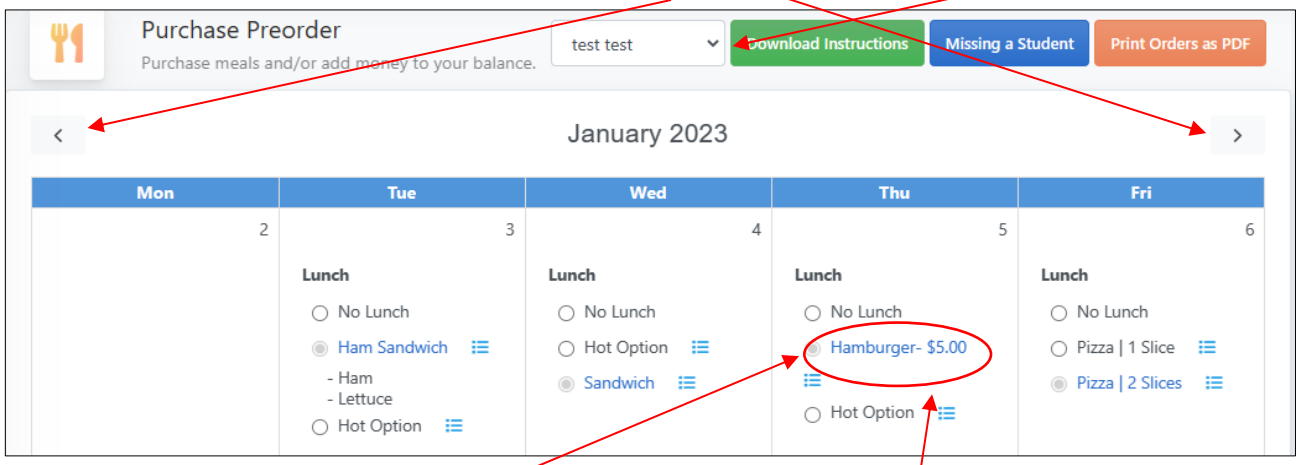
2. Add the information about your credit card and click on Save Credit Card.




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

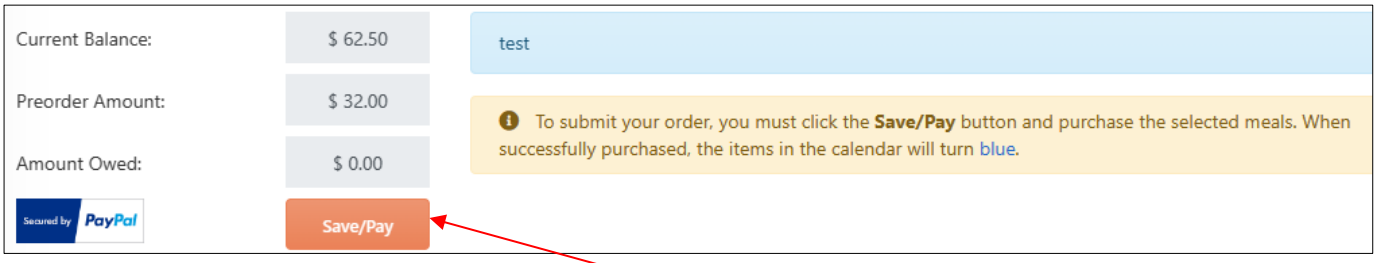
- If you have multiple accounts to order for, use the dropdown to select the correct one
- You can change the month by clicking on the left or right arrows.




1. Select lunches by clicking on the button in front of your food item of choice.
2. **IMPORTANT:** When you pre-order meals, you will be required to pay the balance before submitting your order. Once your payment is completed, all **paid items will turn blue** and be sent to the school. If you can't make a payment at this time, your selections will **not** be submitted.

# How to Make a Payment or Save Your Order

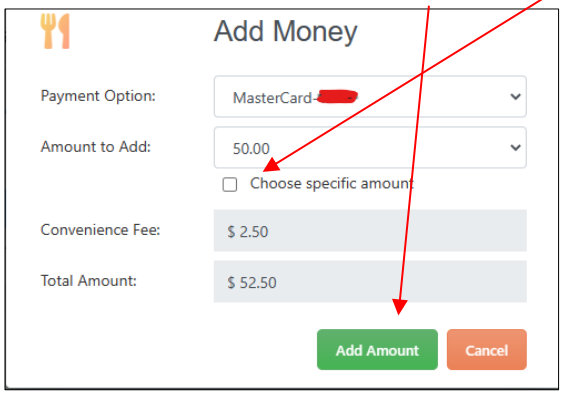
3. If you scroll down, at the bottom of the calendar/menu, you should see the following:
    a. **Current Student Balance:** How much money you currently have available
    b. **Pre-order Amount:** total amount of money on pre-ordered meals.
    c. **Owed Amount:** Current Student Balance minus the Pre-order Amount



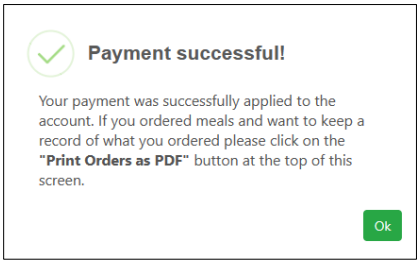

4. Once you're done choosing your meals, click on **"Save/Pay"** to save your selections. If the Current Balance doesn't cover the Owed Amount, you will get a popup to add money before submitting your order.

5. All the fields will be pre-populated for you, all you need to do is review the details and click **"Add Money"**

6. 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.

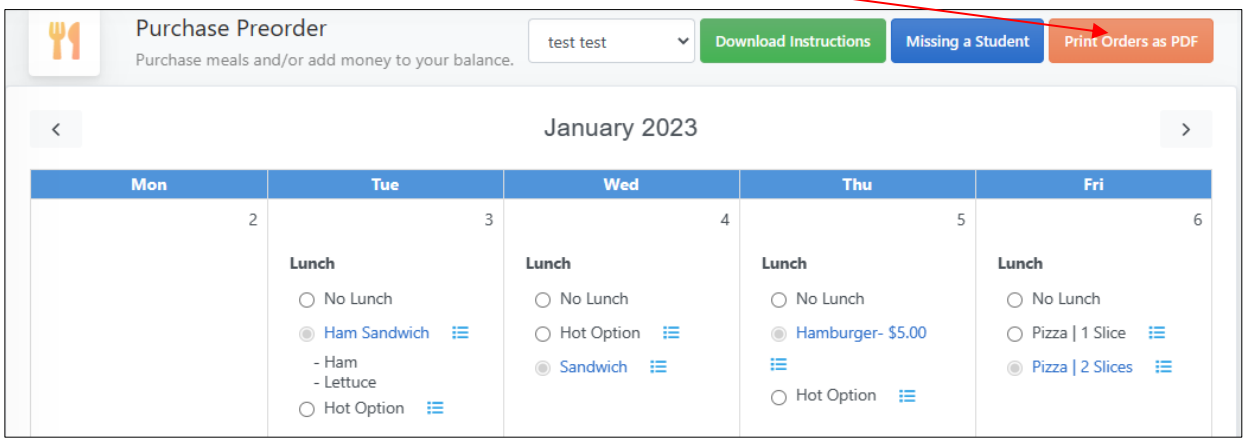



7. You will get the following popup box if the transaction is successful.



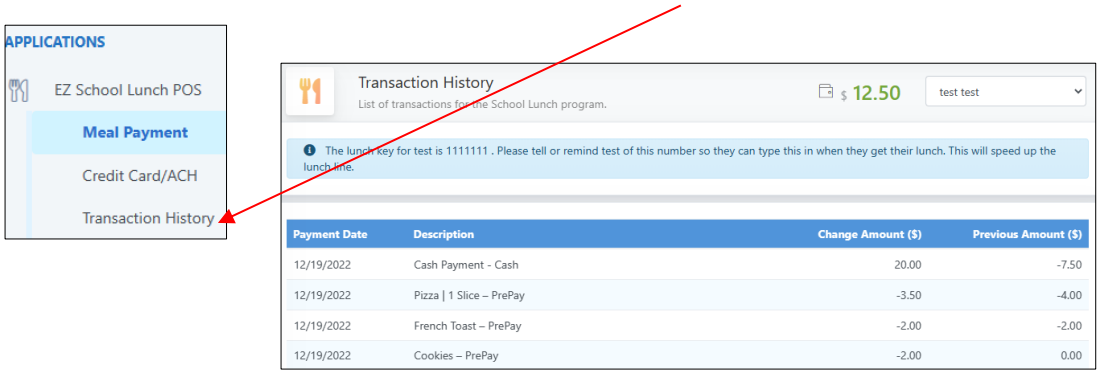
## How to Print Your Final Order

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



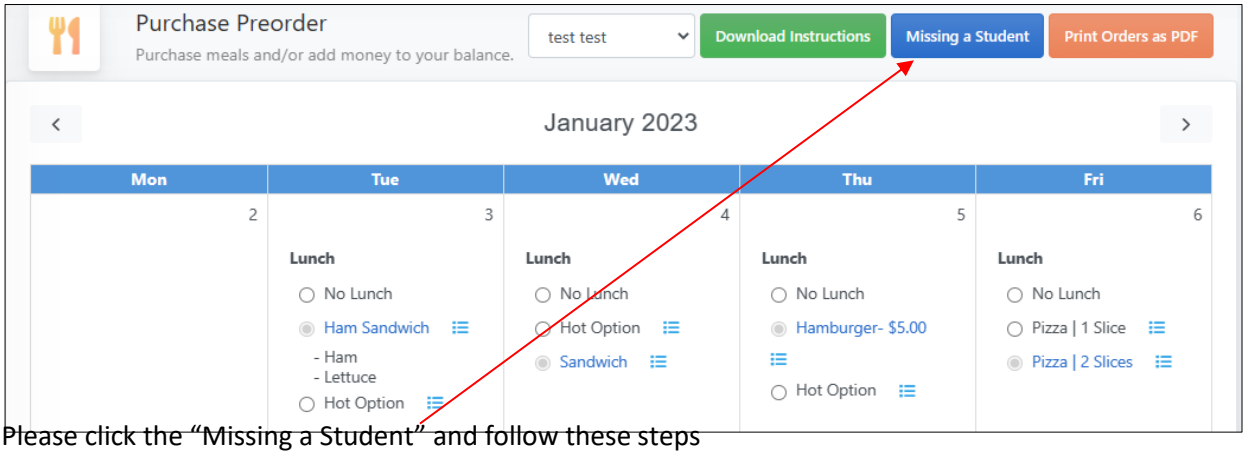

## Transaction History

You can check your history of current transactions in **Transaction History** on the left.



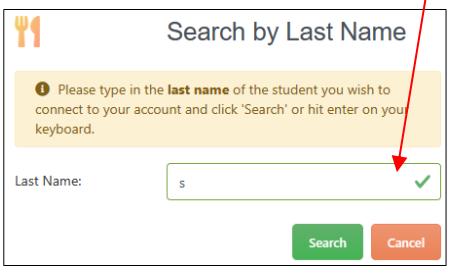

## How to Create and Connect a New Student

Once you log in you will need to connect to your student

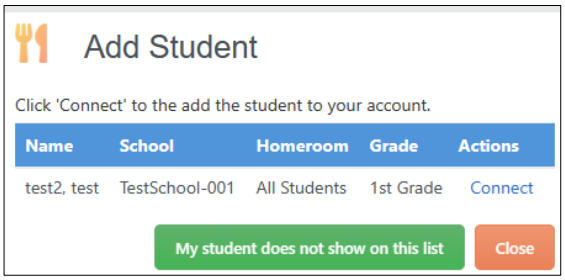



Please click the “Missing a Student” and follow these steps

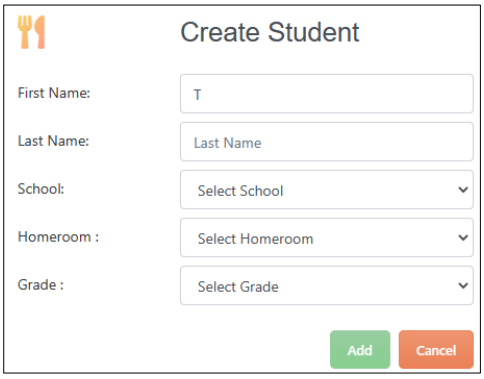
1. In the following popup please Search For your student by **Last Name**




2. Once you "Click" Search you will find the list of students to choose from



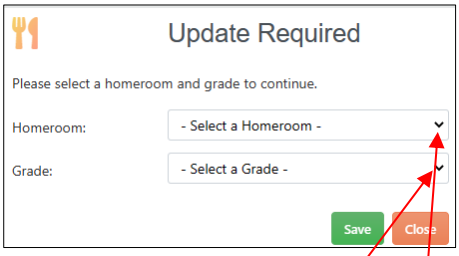

3. If your Student is there click "Connect" to connect to your student. However, don't worry if your student isn't there, instead click the "My Student Does Not Show on This List" button (If no student is found with the searched last name you will automatically be asked to create your student)
4. From here fill out the student information. Make sure you select the proper **School, Homeroom,** and **Grade** before you click Create Student



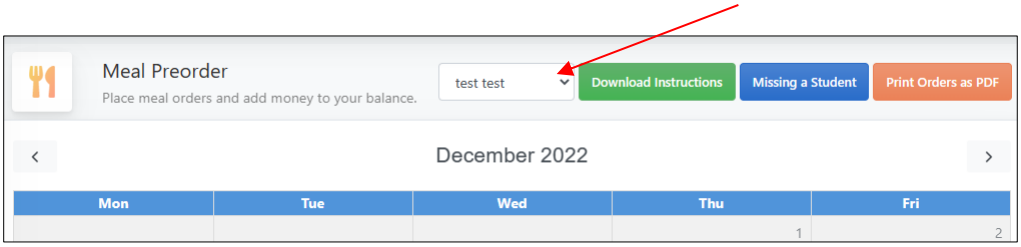

5. Once you are done you should now see your student connected to your account

## (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.




2. Use the Homeroom dropdown to select your student's homeroom.
3. Use the Grade dropdown to select your student's grade.
4. Click Save.
5. If you have more than one student in the school, switch between them here to set their Homeroom and Grade




6. You will the see the same popup for each of your students.
7. Follow the same directions above to choose the homeroom and grade.
8. If you need to add a student, please follow the steps from **How to Create and Connect 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.