

# EZ School Apps

## Meal Payment Guide

### Overview

Within this guide, you will find the following information:

[How to add a Credit Card](#)

[How to Use Meal Payment](#)

[How to Check Transaction History](#)

[How to View the Menu](#)

[How to Request a Student Connection](#)

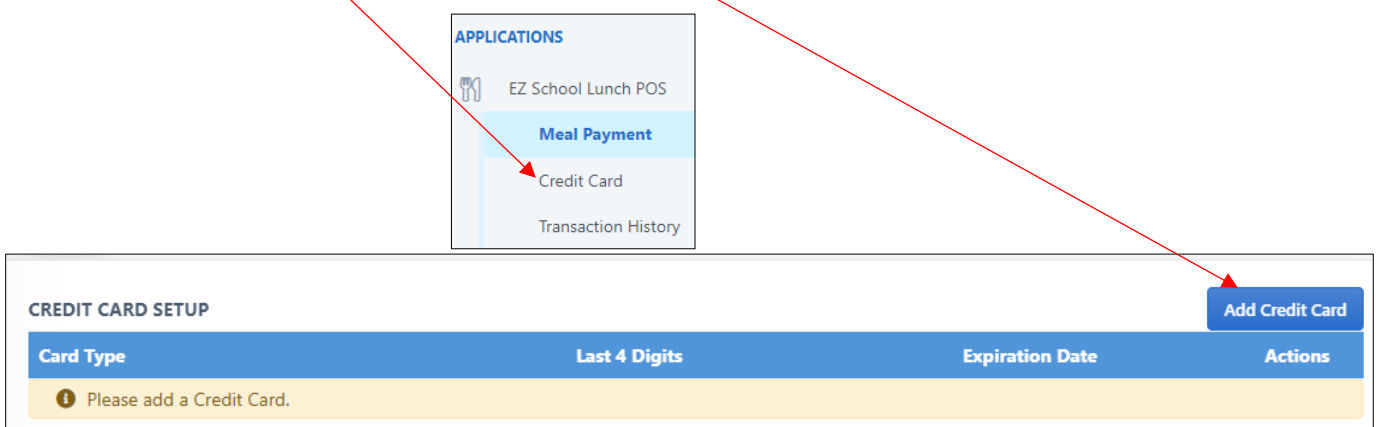
[\(Returning Parents\) Setup Student Homeroom and Grade for the New School Year](#)

[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.

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



The screenshot shows the 'APPLICATIONS' menu on the left with options: EZ School Lunch POS, Meal Payment, Credit Card, and Transaction History. The 'Credit Card' option is highlighted. A red arrow points from this option to the 'Add Credit Card' button in the 'CREDIT CARD SETUP' section. The 'CREDIT CARD SETUP' section includes a table with columns: Card Type, Last 4 Digits, Expiration Date, and Actions. A yellow banner at the bottom of the setup section contains the message: 'Please add a 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.

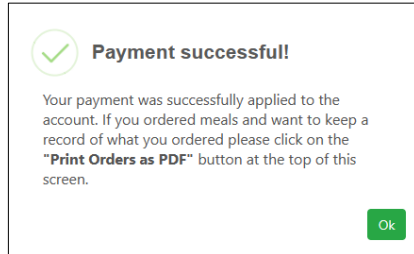
## How to Use Meal Payment

1. Click on Meal Payment on the left.

Person Name	School Name	Current Balance	Actions
test test	TestSchool-001	\$ 0.00	Add

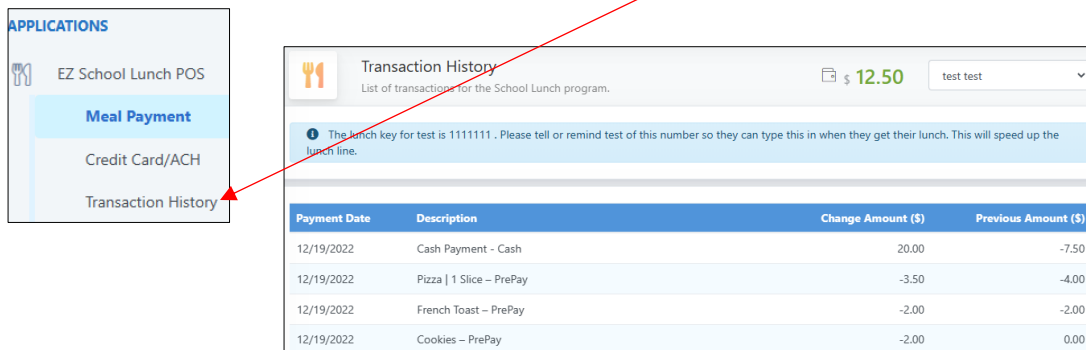
2. Click on Add. If you have more than one student, make sure you choose the correct student's name.
3. Use the dropdown to choose the credit card.

4. Use the dropdown to choose the amount to add **or** click on the “Choose Specific Amount” to indicate a different amount from the dropdown list.
5. Finally click on Add Amount.
6. You will get the following popup box when the transaction is successful.



## How to Check Transaction History

To view the history of all your transactions, click on the Transaction History on the left.



**APPLICATIONS**

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

**Transaction History**

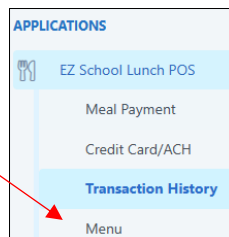
List of transactions for the School Lunch program. \$ 12.50 test test

The lunch key for test is 11111111. 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 View the Menu

Use Menu on the left to see what meals are available each day at the school. (Some schools don't use this feature.)

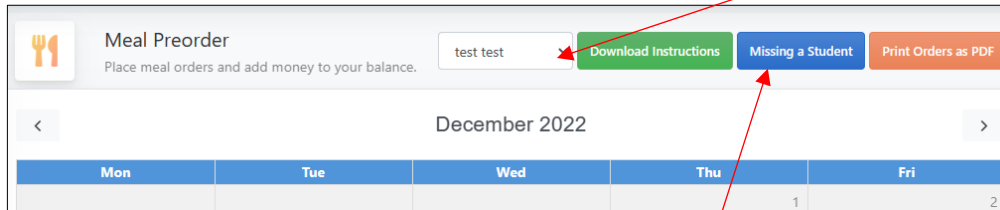


**APPLICATIONS**

- EZ School Lunch POS
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- Menu

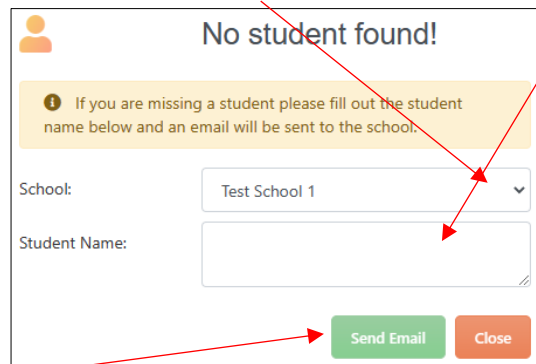
## How to Request a Student Connection

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



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

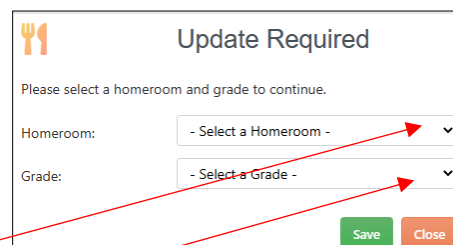


The popup is titled 'No student found!' and contains an information icon and text: 'If you are missing a student please fill out the student name below and an email will be sent to the school.' Below this, there is a 'School:' dropdown menu with 'Test School 1' selected, and a 'Student Name:' text input field. At the bottom, there are two buttons: 'Send Email' (green) and 'Close' (orange).

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

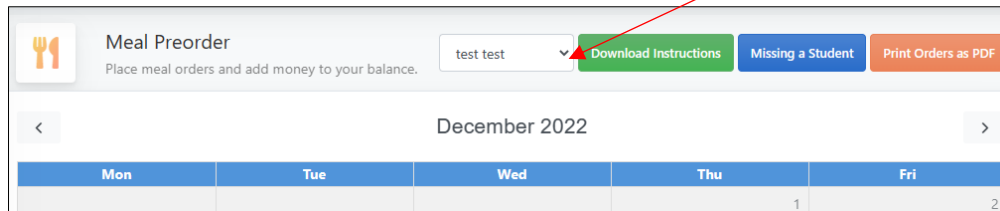
## (Returning Parents) Setup Student Homeroom and Grade for the New School Year

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.



The popup is titled 'Update Required' and contains the text: 'Please select a homeroom and grade to continue.' Below this, there are two dropdown menus: 'Homeroom:' with '- Select a Homeroom -' and 'Grade:' with '- Select a Grade -'. At the bottom, there are two buttons: 'Save' (green) and 'Close' (orange).

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



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.