EZ Parent Center Directions
Parent Sign Up and Meal Payments

Parents should contact your school (or caterer) when any type of support is needed. You can use the following link https://www.ezparentcenter.com/Site/EZParentCenter_Contact.aspx to reach them.

Follow the instructions below to determine if your parent account has been setup for you.

Parent Password Setup or Returning Parent Who Used EZ School Lunch POS the Previous School Year

1. Go to www.ezparentcenter.com .

2. If you are a returning parent and remember your email address and password just login. If not…
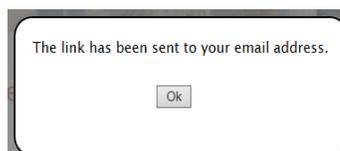
3. Click on Forgot Password.

4. Enter your email address uploaded by the school or from the previous year. If for any reason it states that there is no such email, you can scroll down to New Parent Sign Up.

5. Click on Send Password.

6. If you see the following pop, click OK and scroll down to New Parent Sign Up.

The email address could not be found in the system. Please try a different email address or signup for an account.

Ok

7. If you get this popup, click OK and simply go to your email account.

The link has been sent to your email address.

Ok

8. Click on the link to reset your password.
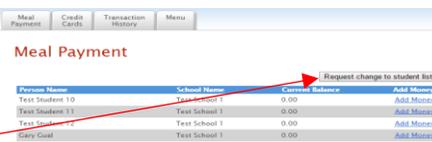
Login

1. Go to www.ezparentcenter.com .

2. Login using your email address and password.

Adding an Additional Student

1. Click on Meal Payments.

2. Click on Request Change to Student List.

3. The following box will appear.

4. Use the dropdown to choose your school.

5. Type in the first and last name of your new student.

6. Click Send Email.

7. The school must link your additional student(s) to your account. The time to complete this process can vary.

(If this process worked, you scroll down to Adding a Credit Card for Remaining Directions)

New Parent Sign Up When Email Failed

Below are the instructions for parents to create an account and request access to one or multiple students. After a successful sign-up an email will be sent to the school to approve your account and connect your students to the account. They will contact you shortly after the account has been created. Some of the pages below may or may not exist in your account depending on the access the school gives to the parents.
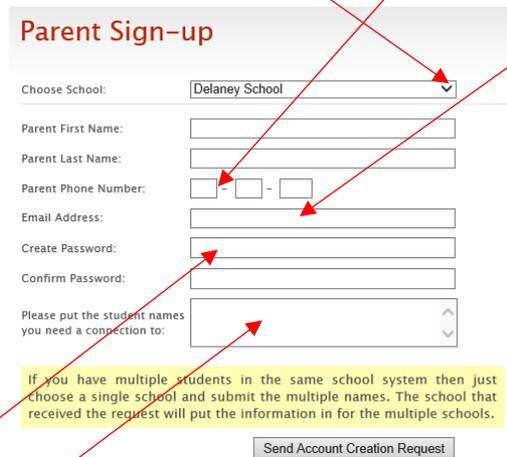
1. Go to www.ezparentcenter.com .

2. Click on SIGN-UP.

3. Type in the school's zip code in the box.

4. Click Search.

5. Use the dropdown to select your school. (If you have multiple students in the same school system then just choose a single school and submit the multiple student names. The school that receives the request will put the information in for the multiple schools.)

6. Type in your First Name in the box, the Last Name in the box, your Phone Number and your Email address in the box.

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

8. Put in the first and last name of each of your students in the final box.

9. Click Send Account Creation Request. (Your registrations is successful if you see this box.)
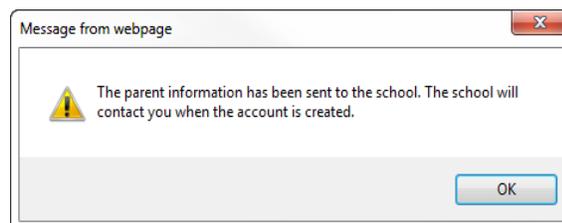
10. You do not immediately have access to the system.

11. The school must activate your account and link your student(s) to that account. The time to complete this process can vary. The school will send an email to you upon completion.
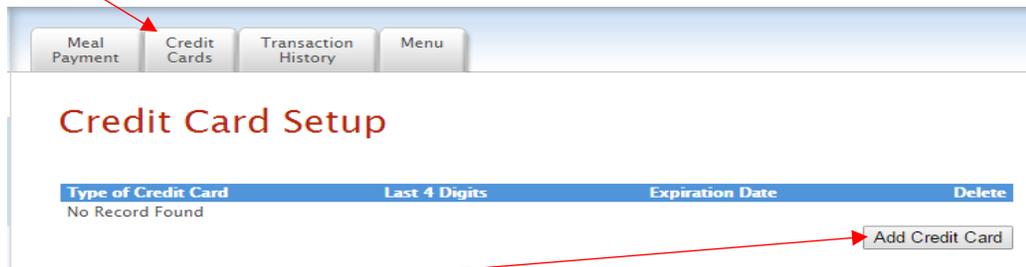
Login

1. Go to www.ezparentcenter.com .

2. Login using your email address and password.

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.

Using Your Credit Card to Add Money

1. Click on the Meal Payment tab.

2. Click on Add Money. If you have more than one student, make sure you choose the correct student name.

3. Use the dropdown to choose the credit card.
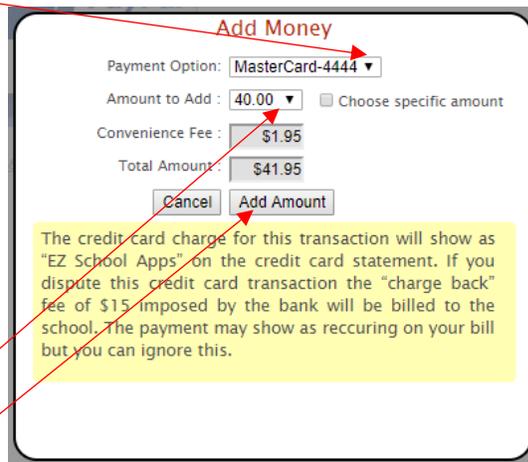
4. Use the dropdown to choose the amount to add.

5. Click on Add Amount.

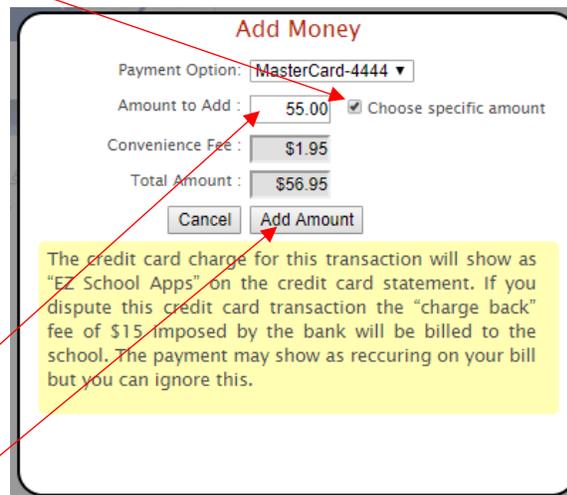6. You will get the following popup box when the transaction is successful.

7. **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

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

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

10. Click Add Amount.

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

12. **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.**
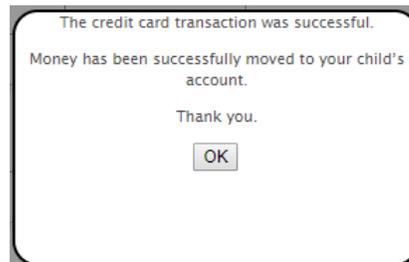
13. The credit card charge for this transaction will show as "EZ School Apps or EZ School Lunch or EZ School Payment" on the credit card statement. If you dispute this credit card transaction the "charge back" fee of $15 imposed by the bank may go to the school.

Transaction History

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

Menu

1. Click on the Menu tab to see what meals are being served each day at the school. (Some schools do not use this feature.)