

EZ School Lunch POS Directions Employee Create Account and use Meal Payment

Sign Up for Returning Employees Who Used EZ School Lunch POS the Previous Year

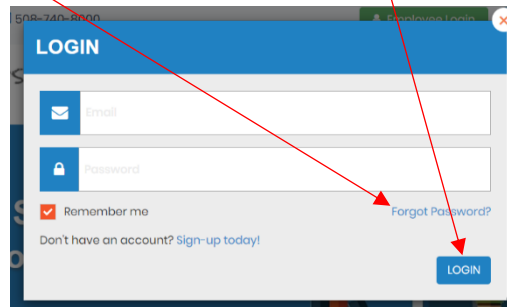
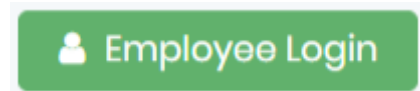
(All others scroll down to New Employee Sign Up)

Employees should contact your school (or caterer), if any type of support is needed.

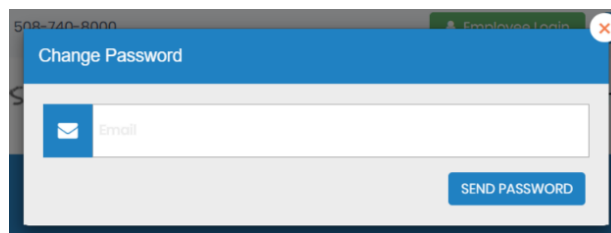
Follow the instructions below if you are a returning employee who used EZ School Lunch POS the previous year. New employees will scroll down to New Employee Sign Up to create an account.

Returning Employee Login

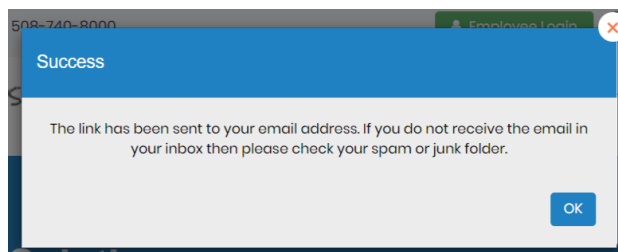
1. Go to www.ezschoollunch.com, click on “Employee Login” at the top.
2. If you are a returning employee and remember your email address and password just login. If not...
3. Click on Forgot Password.



4. Enter your email address from the previous year or your email address that was uploaded by your school.



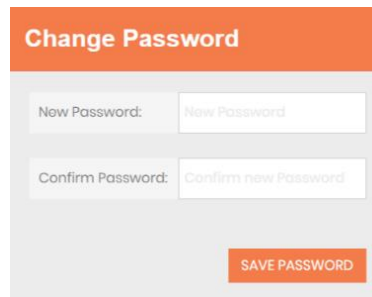
5. Click on Send Password and you will see the following screen.



6. Go to your email account and click on the link to reset your password.
7. You will get an email containing a link. If it does not appear in your email, please check you Junk Mail.

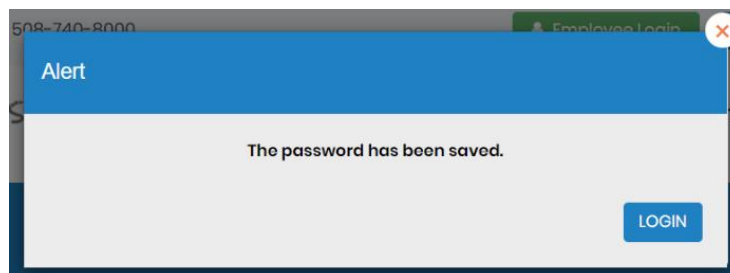
 [info](#) EZ School Apps Reset Password - Hi, Below is the link to reset your password for EZ School Apps. If you did not request this then please ignore. Click here to reset your password. Thanks, EZ School Apps Support

8. Click on the link that says “Click here to reset your password.”
9. A box will appear that allows you to change your password.



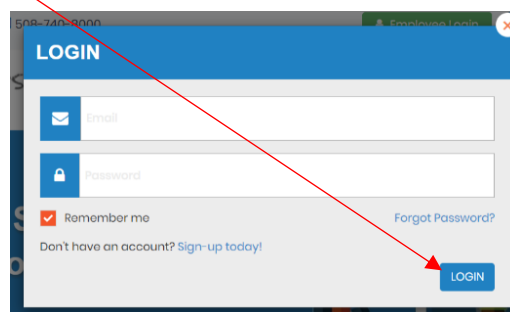
The image shows a 'Change Password' form with an orange header. It contains two input fields: 'New Password' and 'Confirm Password'. Below the fields is an orange 'SAVE PASSWORD' button.

10. The following box will appear. Click OK.



Login

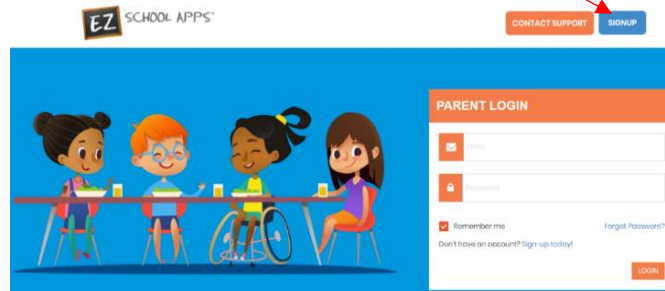
1. Go to www.ezschoolapps.com.
2. Login with your username and password.



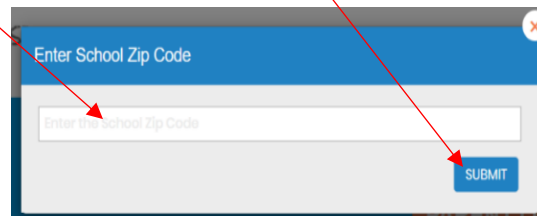
The image shows a 'LOGIN' form with a blue header. It contains two input fields: 'Email' and 'password'. There is a 'Remember me' checkbox checked, a 'Forgot Password?' link, and a 'LOGIN' button. A red arrow points to the 'LOGIN' button.

New Employee Sign Up

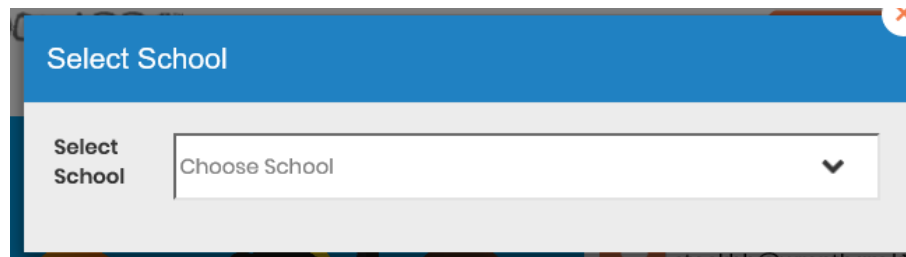
1. Go to www.ezschoolapps.com/ParentLogin.aspx and click on SIGNUP.



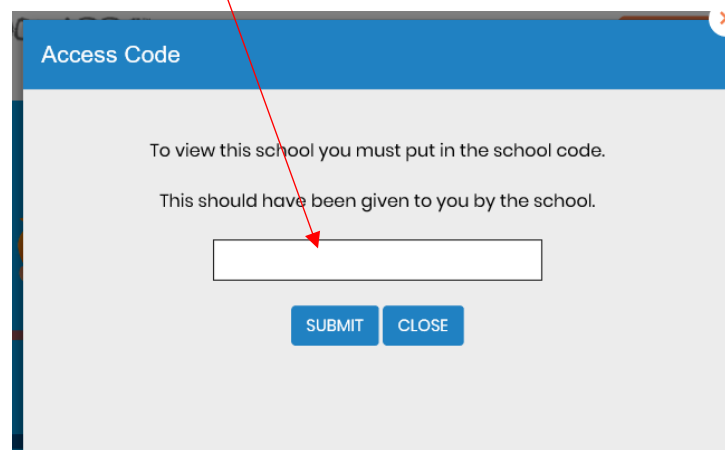
2. Type in the school's zip code in the box and click Submit.



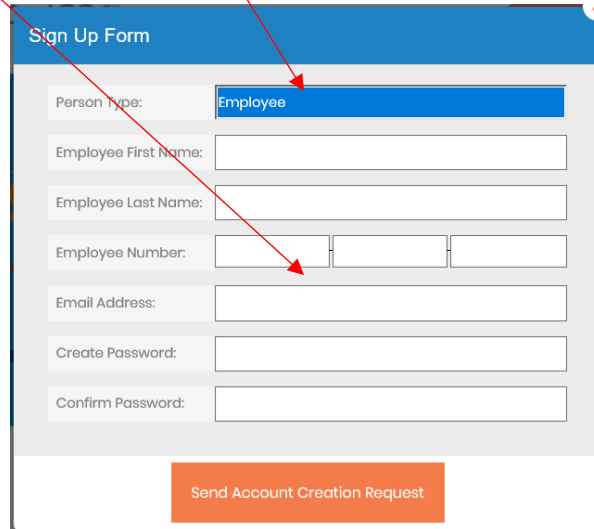
3. Use the dropdown to select your school.



4. Put in the code that was sent by the school. Please contact the school if you do not have the code.



5. Use the Person Type dropdown to choose Employee.
6. Fill out the information below.



Sign Up Form

Person Type:

Employee First Name:

Employee Last Name:

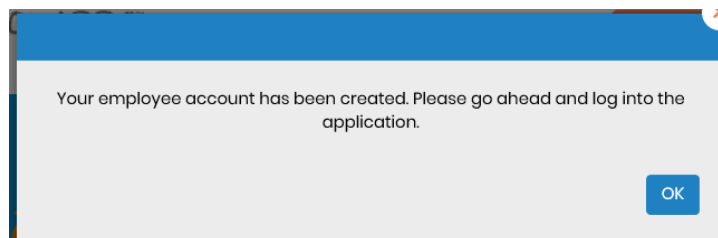
Employee Number:

Email Address:

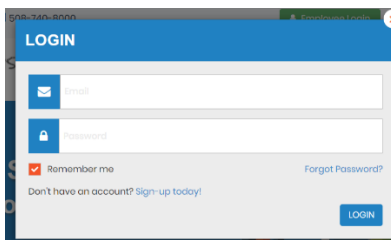
Create Password:

Confirm Password:

7. Click the Send Account Creation Request button.
8. If successful the pop-up below will show. You can go ahead and login.



9. Go to www.ezschoolapps.com to login
10. Login to the site using the email and password you just created.

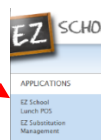


LOGIN

Remember me [Forgot Password?](#)

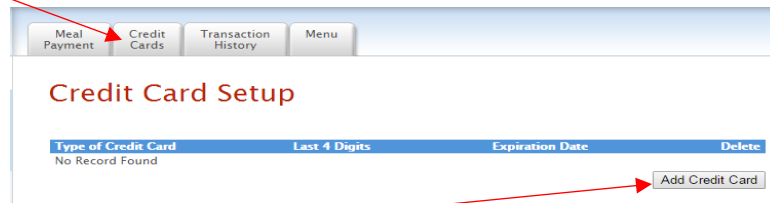
Don't have an account? [Sign-up today!](#)

11. In the left hand column click on EZ Lunch POS.

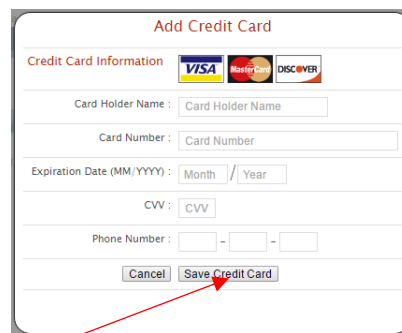


Adding a Credit Card

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.



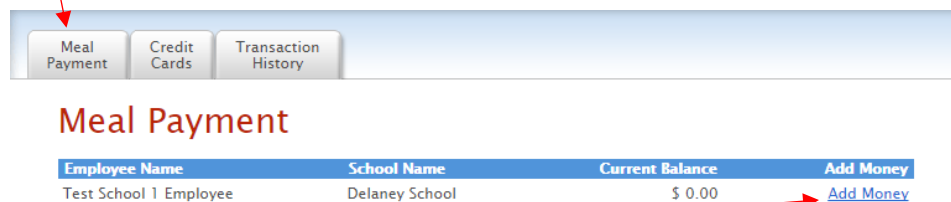
3. Click on Add Credit Card.



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.

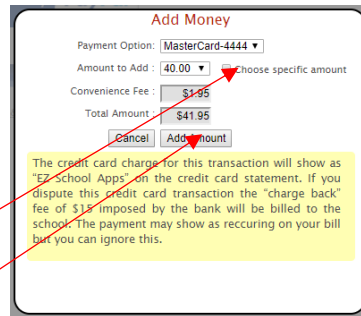
Using Your Credit Card to Add Money

1. Click on the Meal Payment tab.



2. Click on Add Money.

- Use the dropdown to choose the credit card.



Add Money

Payment Option: **MasterCard-4444** ▼

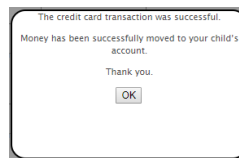
Amount to Add: **40.00** ▼ Choose specific amount

Convenience Fee: **\$1.95**

Total Amount: **\$41.95**

The credit card charge for this transaction will show as "EZ School Apps" on the credit card statement. If you dispute this credit card transaction the "charge back" fee of \$15 imposed by the bank will be billed to the school. The payment may show as recurring on your bill but you can ignore this.

- Use the dropdown to choose the amount to add.
- Click on Add Amount.
- You will get the following popup box when the transaction is successful.



The credit card transaction was successful.

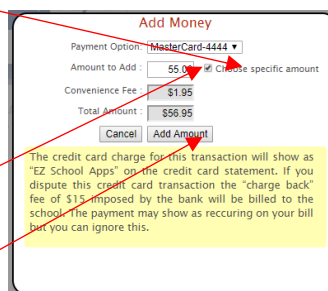
Money has been successfully moved to your child's account.

Thank you.

- 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

- Click on Choose specific amount if you want to add a specific funds to your employee account.



Add Money

Payment Option: **MasterCard-4444** ▼

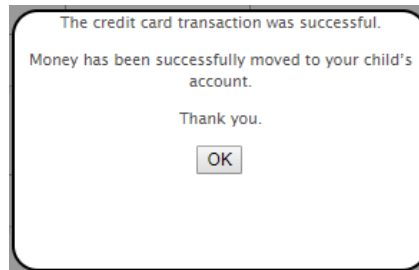
Amount to Add: **55.00** Choose specific amount

Convenience Fee: **\$1.95**

Total Amount: **\$56.95**

The credit card charge for this transaction will show as "EZ School Apps" on the credit card statement. If you dispute this credit card transaction the "charge back" fee of \$15 imposed by the bank will be billed to the school. The payment may show as recurring on your bill but you can ignore this.

- Type in the specific amount you want to add.
- Click Add Amount.
- 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 employee payments and purchases.

Payment Date	Description	Change Amount	Previous Amount
9/6/2017	Cheeseburger – PrePay	\$ -3.50	49.00
9/5/2017	Cheeseburger – PrePay	\$ -3.50	52.50
7/3/2017	Credit Card	\$ 52.50	0.00

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.)

July 2016				
Mon	Tue	Wed	Thu	Fri
				1 Lunch Cheeseburger Fries Milk Included Ham Sandwich
4 Lunch Cheeseburger Fries Milk Included Chicken Nuggets Vegetable Fruit	5 Lunch Chicken Nuggets Vegetable Fruit Ham Sandwich	6 Lunch Cheeseburger Fries Milk Included Ham Sandwich	7 Lunch Cheeseburger Fries Milk Included Chicken Nuggets Vegetable Fruit	8 Lunch Chicken Nuggets Vegetable Fruit Ham Sandwich