EZ School Apps Instructions for
Parent Sign Up and Meal Preordering

Please email cafe@stjosephimperial.org with any questions!

Parent Password Setup

Go to www.ezschoolapps.com/ParentLogin.aspx

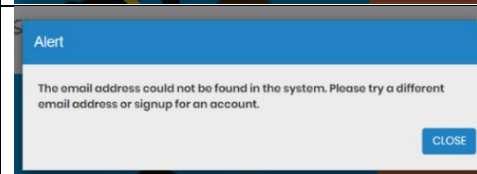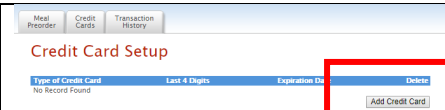|	
1. Click on *Forgot Password.*	
2. Enter your email address (the one on file with the school)	
3. Click on *Send Password.*	
4. If you get this popup, please try another email or contact the school office, since the email we have on file is already linked to your children's account. We can change the email in the system.	
5. Please check your email for the message with instructions for setting your password.	
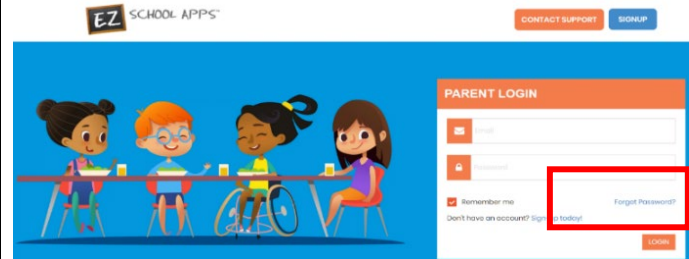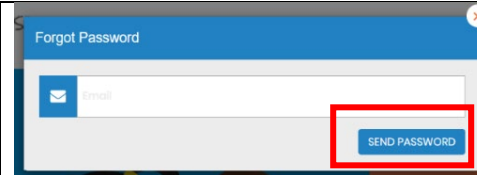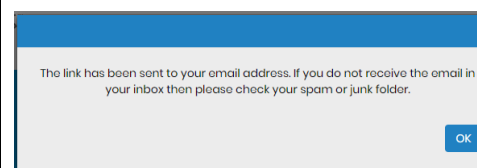
Payment Methods

You may add funds to pay for school lunches by either of the following means:

- You may set up a credit card in the EZ School Lunch system and add funds at any time. If you add $50 or less, there will be a $1.95 convenience charge. If you add more than $50, the convenience charge will be 2.9% + $.30.
- You may send cash or check into the office in a sealed envelope; be sure to note the students' names and amount being added, especially if you have more than one child in the school. Please make the checks payable to **Chris' Pancake**

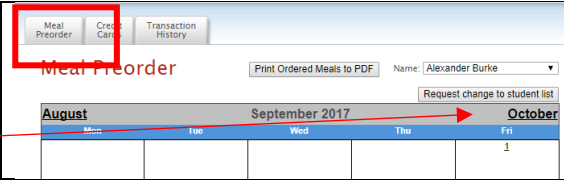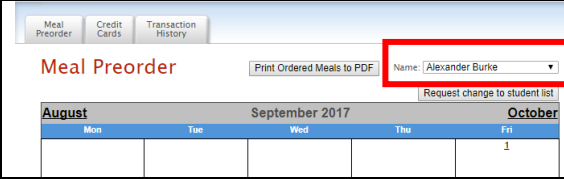|	
1. If you choose to setup a credit card, the credit card information that you submit will be stored and processed by Paypal. You do not need to create an account with Paypal to use this.	
2. Click on the Credit Cards tab. Then click on *Add Credit Card*.	
3. Enter the information about your credit card and click Save Credit Card. For safety and security, EZ School Apps only saves the last four digits of the credit card on our site.	
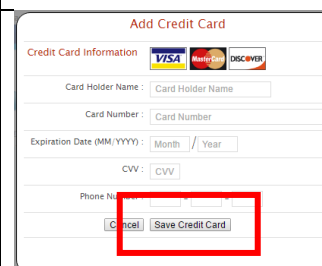
Preorder Meals and Add Money

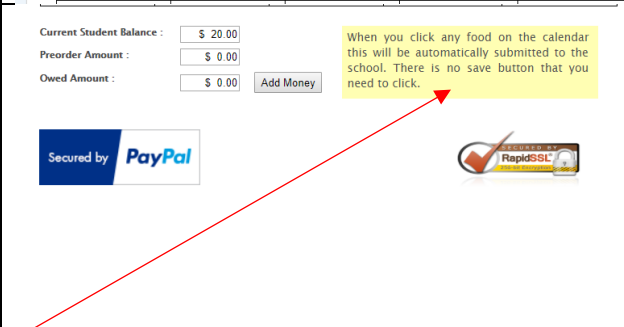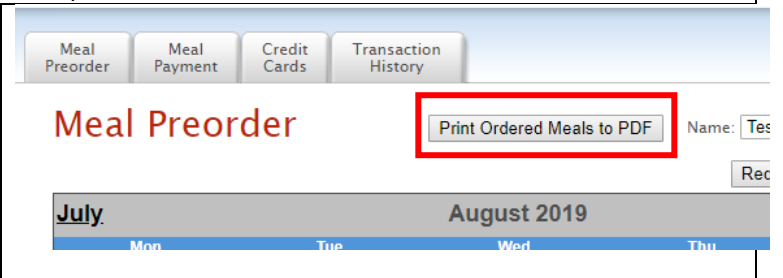|	
1. To browse the menu and order lunches, click on *Meal Preorder* to view the available lunches and show your student's name. You can change months by clicking on the month before or after.	
2. This box should show your student's name. **IMPORTANT:** If you have more than one student in the school use the dropdown to select the correct student.	
3. Begin to select lunches for the different days by clicking on the circle in front of the correct choice. (There is a slight delay before choosing an item for the next day.) **Your choices are automatically saved when you choose them.**	
4. Under the menu it automatically provides you with the amount of money in the *Current Student Bank*. 5. It automatically provides you with the *Preorder Amount*. 6. It automatically provides you with *Owed Amount* (combination of *Current Student Balance* and *Preorder*). 7. If the *Student Balance* amount is insufficient to pay for the order, you may click on the "Add Money" button to add funds by credit card, or else please plan to send cash or check to school.	When you click any food on the calendar this will be automatically submitted to the school. There is no save button that you need to click.
8. Please note: there is no SAVE button; your order is automatically saved.	
9. Click on *Print Ordered Meals to PDF* to print out calendars for your student(s).	
10. Students may also give a lunch order to their homeroom teacher.	