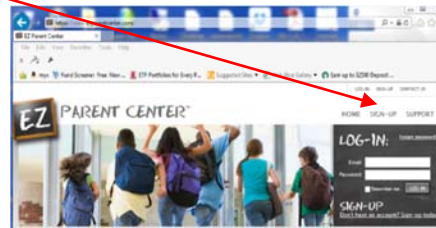


## EZ School Lunch POS Directions First Time Parent Sign Up

### Parent Registration

1. Go to [www.ezparentcenter.com](http://www.ezparentcenter.com).
2. Click on SIGN-UP.



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

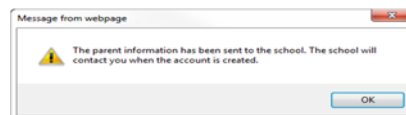


4. Click Search.
5. Use the dropdown to select your school.
6. Type in your First Name in the box, the Last Name in the box, and your Email address in the box.



Chose any Seton campus and add all your students to a single campus - the program knows which campus they attend

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 name(s) of your student(s) in the final box.
9. Click Submit. (Your registrations is successful if you see this box.)

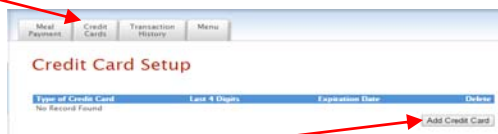


10. You do not immediately have access to the system.
11. The school must activate your account and link your student(s) to that account. The time to complete this process can vary.

Adding a credit card is optional - You may continue to send payments into the school as you have in the past

### Adding a Credit Card (A Paypal account is not required.)

1. Click on the Credit Cards tab.



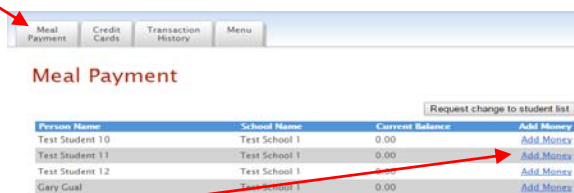
2. Click on Add Credit Card.



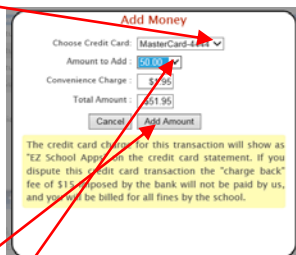
3. Add the above information about your credit card.
4. Click Save Credit Card.
5. For safety and security, the only numbers saved on our site are the last four digits of the credit card.

### Using Your Credit Card to Add Money

1. Click on the Meal Payment tab.



2. Click on Add Money for the correct student name.
3. Use the dropdown to choose the credit card.

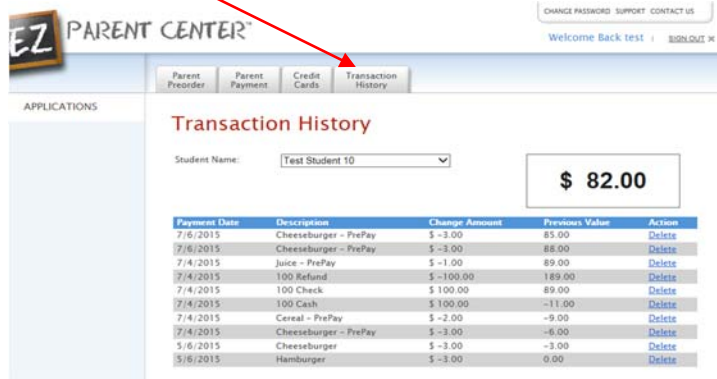


4. Use the dropdown to choose the Amount to add.
5. The Convenience Charge and Total Amount will automatically be calculated.
6. Click Add Amount.
7. **The credit card charge for this transaction will show as "EZ School Apps" on the credit card statement.**

If you dispute this credit card transaction, the "charge back" fee of \$15.00 imposed by the bank will not be paid by EZ School and you will be billed for administrative cost incurred by the school.

## Transaction History

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



CHANGE PASSWORD SUPPORT CONTACT US  
Welcome Back test | SIGN OUT X

Parent Preorder Parent Payment Credit Cards **Transaction History**

APPLICATIONS

Transaction History

Student Name:

**\$ 82.00**

Payment Date	Description	Change Amount	Previous Value	Action
7/6/2015	Cheeseburger - PrePay	\$ -3.00	85.00	Delete
7/6/2015	Cheeseburger - PrePay	\$ -3.00	88.00	Delete
7/4/2015	Juice - PrePay	\$ -1.00	89.00	Delete
7/4/2015	100 Refund	\$ -100.00	189.00	Delete
7/4/2015	100 Check	\$ 100.00	89.00	Delete
7/4/2015	100 Cash	\$ 100.00	-11.00	Delete
7/4/2015	Cereal - PrePay	\$ -2.00	-9.00	Delete
7/4/2015	Cheeseburger - PrePay	\$ -3.00	-6.00	Delete
5/6/2015	Cheeseburger	\$ -3.00	-3.00	Delete
5/6/2015	Hamburger	\$ -3.00	0.00	Delete