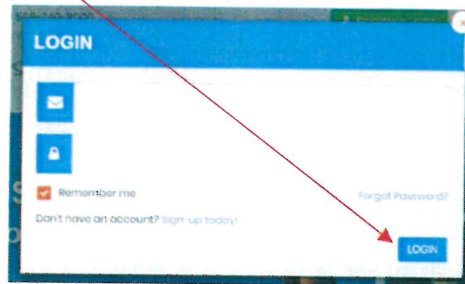


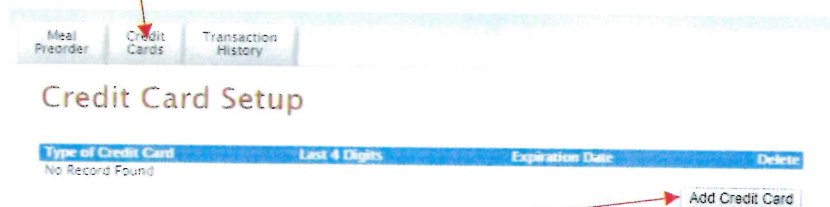
## Login

1. Go to [www.ezschoollapps.com](http://www.ezschoollapps.com).
2. Login with your username and password.

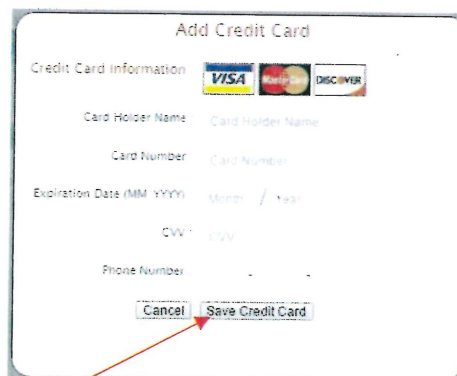


## Adding a Credit Card

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.



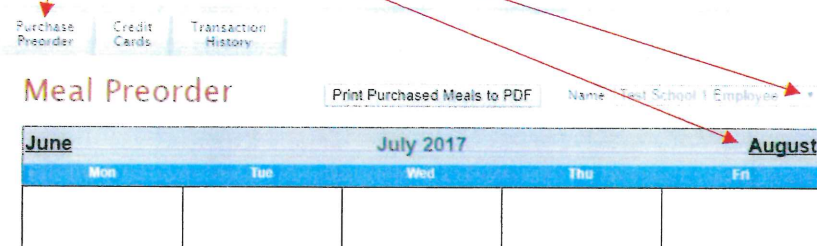
3. Click on Add Credit Card



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.

## Preorder Meals and Add Money

1. When you preorder meals you will be required to pay the balance. If you do not pay the balance your order will not be placed.
2. Click on Purchase Preorder to view the available lunches.
3. This box should show your employee name.
4. You can change months by clicking on the month before or after.



The screenshot shows the 'Meal Preorder' interface. At the top, there are three buttons: 'Purchase Preorder', 'Credit Cards', and 'Transaction History'. Below these is the title 'Meal Preorder' in red. To the right of the title is a button 'Print Purchased Meals to PDF' and a dropdown menu for 'Name' showing 'Test School 1 Employee'. Below this is a calendar for 'July 2017'. The calendar has tabs for 'June', 'July 2017', and 'August'. The days of the week are listed as 'Mon', 'Tue', 'Wed', 'Thu', and 'Fri'. The calendar grid shows empty boxes for each day. Red arrows from the numbered list point to the 'Purchase Preorder' button (arrow 2), the 'Name' dropdown (arrow 3), and the 'June' and 'August' tabs (arrow 4).

5. Begin to select lunches for the different days by click on the circle in front of the correct choice. (There is a slight delay before choosing an item for the next day.)

[Purchase Preorder](#)
[Credit Cards](#)
[Transaction History](#)

[Print Purchased Meals to PDF](#)

Name:

[Request change to student list](#)

### Meal Preorder

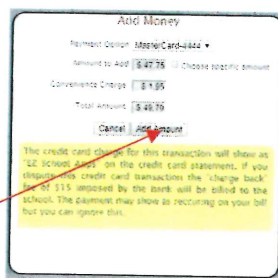
August		September 2017			October
Mon	Tue	Wed	Thu	Fri	
				1	
4	5 <a href="#">Student Lunch</a> <input type="radio"/> No Student Lunch <input checked="" type="radio"/> Cheeseburger Fries Milk	6 <a href="#">Student Lunch</a> <input type="radio"/> No Student Lunch <input checked="" type="radio"/> Cheeseburger Fries Milk	7 <a href="#">Student Lunch</a> <input type="radio"/> No Student Lunch <input checked="" type="radio"/> Cheeseburger Fries Milk	8 <a href="#">Student Lunch</a> <input type="radio"/> No Student Lunch <input checked="" type="radio"/> Cheeseburger Fries Milk	
11 <a href="#">Student Lunch</a> <input type="radio"/> No Student Lunch <input checked="" type="radio"/> Cheeseburger Fries Milk	12 <a href="#">Student Lunch</a> <input type="radio"/> No Student Lunch <input checked="" type="radio"/> Cheeseburger Fries Milk	13 <a href="#">Student Lunch</a> <input type="radio"/> No Student Lunch <input checked="" type="radio"/> Cheeseburger Fries Milk	14 <a href="#">Student Lunch</a> <input type="radio"/> No Student Lunch <input checked="" type="radio"/> Cheeseburger Fries Milk	15 <a href="#">Student Lunch</a> <input type="radio"/> No Student Lunch <input checked="" type="radio"/> Cheeseburger Fries Milk	
18 <a href="#">Student Lunch</a> <input type="radio"/> No Student Lunch <input checked="" type="radio"/> Cheeseburger Fries Milk	19 <a href="#">Student Lunch</a> <input type="radio"/> No Student Lunch <input checked="" type="radio"/> Cheeseburger Fries Milk	20 <a href="#">Student Lunch</a> <input type="radio"/> No Student Lunch <input checked="" type="radio"/> Cheeseburger Fries Milk	21 <a href="#">Student Lunch</a> <input type="radio"/> No Student Lunch <input checked="" type="radio"/> Cheeseburger Fries Milk	22 <a href="#">Student Lunch</a> <input type="radio"/> No Student Lunch <input checked="" type="radio"/> Cheeseburger Fries Milk	
25 <a href="#">Student Lunch</a> <input type="radio"/> No Student Lunch <input checked="" type="radio"/> Cheeseburger Fries Milk	26 <a href="#">Student Lunch</a> <input type="radio"/> No Student Lunch <input checked="" type="radio"/> Cheeseburger Fries Milk	27 <a href="#">Student Lunch</a> <input type="radio"/> No Student Lunch <input checked="" type="radio"/> Cheeseburger Fries Milk	28 <a href="#">Student Lunch</a> <input type="radio"/> No Student Lunch <input checked="" type="radio"/> Cheeseburger Fries Milk	29 <a href="#">Student Lunch</a> <input type="radio"/> No Student Lunch <input checked="" type="radio"/> Cheeseburger Fries Milk	

Current Student Balance :   
 Preorder Amount :   
 Owed Amount :

Hi Employees, We will close the preordering on August 23rd.  
Please submit preorders before then.

The foods in the calendar will not be preordered until you click the Save/Pay button and pay with a credit card if required. When successfully purchased the items in the calendar will turn blue.

6. Under the menu it automatically provides you with the amount of money in the Current Employee Bank.
7. It automatically provides you with the amount of money for the preorder.
8. It automatically provides you with Owed Amount (combination of Current Employee Balance and Preorder).
9. You will need to add additional money if there are not sufficient funds in the Current Employee Bank.
10. Click on Save/Pay. **(Even if you don't owe any money, you must still click on Save/Pay)**
11. **When your order has been placed the items you ordered will turn blue. This indicates the the order was successfully completed.**
12. Click on Print Calendar as PDF to print out calendars for your student(s).



**Add Money**

Payment Option: **MasterCard-4444**

Amount to Add: **\$47.75** Choose specific amount

Convenience Charge: **\$1.95**

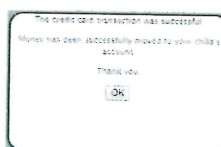
Total Amount: **\$49.70**

**Cancel** **Add Amount**

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 added to the school. The payment may show as recurring on your bill but you can ignore this.

13. Click on Add Amount if you only want to add the amount for your current order. You can add more funds than just for the foods you are ordering at this time. Go to the section right below starting with **OR** to read the instructions.

14. 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.

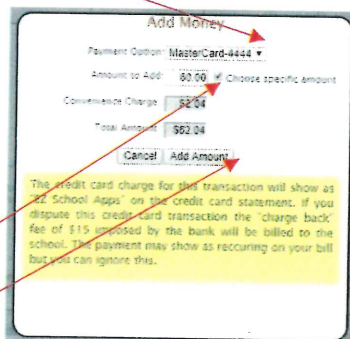
Thank you.

**OK**

15. **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**

16. Click on the box before Choose specific amount if you want to add additional funds to your student's account.



**Add Money**

Payment Option: **MasterCard-4444**

Amount to Add: **60.00** Choose specific amount

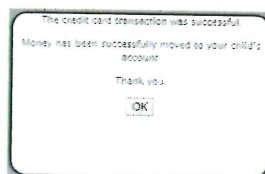
Convenience Charge: **\$2.04**

Total Amount: **\$62.04**

**Cancel** **Add Amount**

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 added to the school. The payment may show as recurring on your bill but you can ignore this.

17. Type in the specific amount you want to add.
18. Click Add Amount.
19. 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.

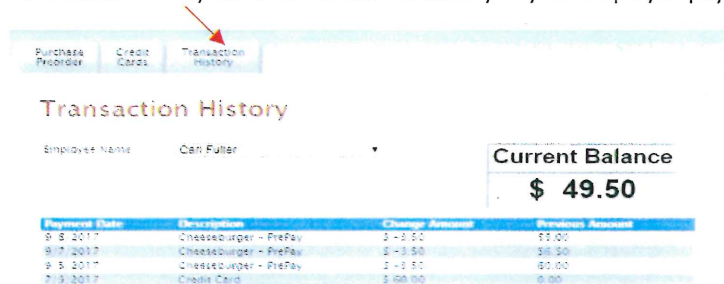
Thank you.

**OK**

20. 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.
21. 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.



**Transaction History**

Employee Name: **Cari Fuller**

**Current Balance**  
**\$ 49.50**

Payment Date	Description	Charge Amount	Payment Amount
8/8/2017	Cheesecakeur - PrePay	\$ 15.00	\$0.00
8/1/2017	Cheesecakeur - PrePay	\$ 15.00	\$0.00
9/5/2017	Cheesecakeur - PrePay	\$ 15.00	\$0.00
7/3/2017	Cheesecakeur - PrePay	\$ 15.00	\$0.00