



To sign up for MW KIDS lunch service for Mondays and Fridays starting on Monday, September 11th, 2017 please use the following link:

www.ezparentcenter.com

Parent Code for Fox Meadow School: FM2017

Please follow attached instructions for easy registration:

(Please add funds to account before placing any orders)

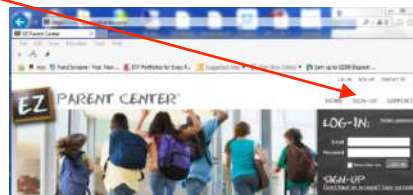
EZ Parent Center Directions

Parent create accounts with Meal Preordering + Required Payment

Below are the instructions for parents to create an account and request access to one or multiple students. After a successful sign-up you will be able to login right away and create or connect to your students. Some of the pages below may or may not exist in your account depending on the access the school gives to the parents.

Parent Sign-up

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.)

Parent Sign-up

Choose School:

6. Fill in the code the school created for you. Please contact the school if you do not know the code.

To view this school you must put in the school code. This should have been given to you by the school.

7. If the code is successful the below screen will appear. Type in your First Name in the box, the Last Name in the box, and your Email address in the box.

Parent Sign-up

Choose School:

Parent First Name:

Parent Last Name:

Parent Phone Number: - -

Email Address:

Create Password:

Confirm Password:

8. Type in a password in the Create Password box. Then type in your password a second time in the Confirm Password box.
9. Click Submit. (Your registration is successful if you see this box.)



Parent Login

1. Go to www.ezparentcenter.com.
2. Login using your email address and password.



- Click the Request change to student list button

Name:

[Request change to student list](#)

- Type in the student last name and click Search button.

Search for Student

Please type in last name of the student you wish to add and click search.

Last Name:

[Search](#) [Close](#)

- Click the Add button next to the student if you student is showing.
- Click My student does not show on this list button if you do not see your student.

Add Student

Click Add button for the student to connect them to your account.

Student Name	School Name	Homeroom	Grade	Add
Stockbridge, Matt	Test School 1	Test Homeroom 2	1st Grade	Add
Stockbridge, Dan	Test School 1	Test Homeroom 1	1st Grade	Add
Stockbridge, Tom	Test School 1	Test Homeroom 1	1st Grade	Add

[My student does not show on this list](#) [Close](#)

- Put in Student information and click Create Student

Create New Student

No students were found so please create student.

First Name:

Last Name:

School:

Homeroom:

Grade:

[Create Student](#) [Close](#)

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

- Click on the Credit Cards tab.

Credit Card Setup

Type of Credit Card	Last 4 Digits	Expiration Date	Cardholder
No Record Found			

[Add Credit Card](#)

- Click on Add Credit Card.

Add Credit Card

Credit Card Information

Card Holder Name:

Card Number:

Expiration Date (MM/YY): /

CVV:

Phone Number:

3. Add the above information about your credit card.
4. Click Save Credit Card. (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 student's name. **IMPORTANT:** If you have more than one student in the school use the dropdown to select the correct student.
4. You can change months by clicking on the month before or after.

Meal Preorder

Name: Alexander Burke

August September 2017 October

Mon	Tue	Wed	Thu	Fri
				1

- 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

Meal Preorder

Print Purchased Meals to PDF Name: Alexander Burke

Request change to student list

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

Current Student Balance : \$ 60.00

Preorder Amount : \$ -47.75

Owed Amount : \$ 0.00

Save/Pay

Hi Parents, 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.

- Under the menu it automatically provides you with the amount of money in the Current Student Bank.
- It automatically provides you with the amount of money for the preorder.

8. It automatically provides you with Owed Amount (combination of Current Student Balance and Preorder).
9. You will need to add additional money if there are not sufficient funds in the Current Student 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

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.

13. Click on Add Amount if you only want to add the amount for your current order.
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.

OR

15. Click on 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

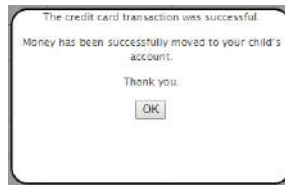
Convenience Charge: \$ 2.04

Total Amount: \$ 62.04

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.

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

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



19. 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 not be paid by us, and you may be billed for fines by the school.

Transaction History

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

