

Great News!

Parent Preordering of Meals and Online Meal Payments Now Available

Dear Parent/Guardian,

Jackson Academy has selected EZ School Apps for your school lunch management software. This product offers a safe and secure way to pay for student meals online from any browser using www.ezschoollapps. It also provides a parent and students the opportunity to discuss meal options and then preorder meals online.

Orders can be placed starting Friday before the upcoming lunch week and close at midnight on Sunday. If you forget to preorder, your child will be served an alternate meal. According to Jackson Academy school policy, lunchroom charges (negative balances) may not exceed \$100 dollars per family. If this occurs, the administration will lock your account until the charges are paid. Break items cannot be preordered and you must add extra money to the account for break items. This service will charge a convenience fee (rates vary with dollar amount) each time money is loaded into the system. If you have multiple children, add money to one child and then transfer it to each student to only be charged the one fee. The school office will not accept money for snacks and lunches, parents must pay online.

Our online meal system will begin the week of October 16. Students must type in the last four digits of their social security number unless they have been given an alternate number.

Jackson Academy asks for your patience while implementing our online lunch payment system. This system will allow the school to operate more efficiently in the future.

After signing up you will have the opportunity to:

- Select and order meals for your student online.
- Track your student's orders.
- View the school's menu options.

Please follow the attached directions to set up your account today. Enjoy the convenience of online ordering, online payments, and the view of your student's account 24/7.

Sincerely,

Joe Jones
Headmaster
Jackson Academy

EZ School Apps

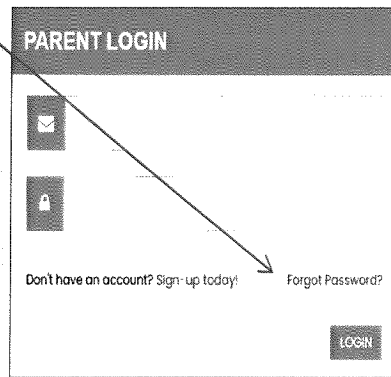
Parent Signup Instructions

Overview

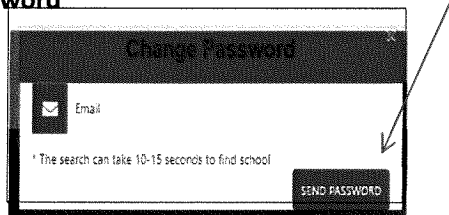
If you have received this document, your school needs you to reset your password.

How to Reset Your Password:

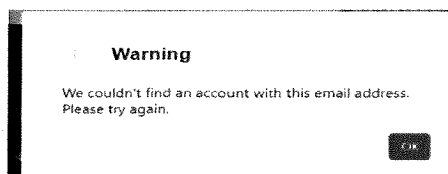
1. Please Start by going to www.ezschoollapps.com/login/parent
2. Click on **Forgot Password**



3. When prompted enter your email address and click **Send Password**



4. Lastly check your email for the link to set your password.
5. If you get this popup, click close and please call the school.



EZ School Apps

Purchase Pre-Order Guide

Overview

Within this guide, you will find the following information:

[How to add a Credit Card](#)

[How to Pre-Order Meals](#)

[How to Make a Payment or Save Your Order](#)

[How to Print Your Final Order](#)

[Transaction History](#)

[How to Request a Student Connection](#)

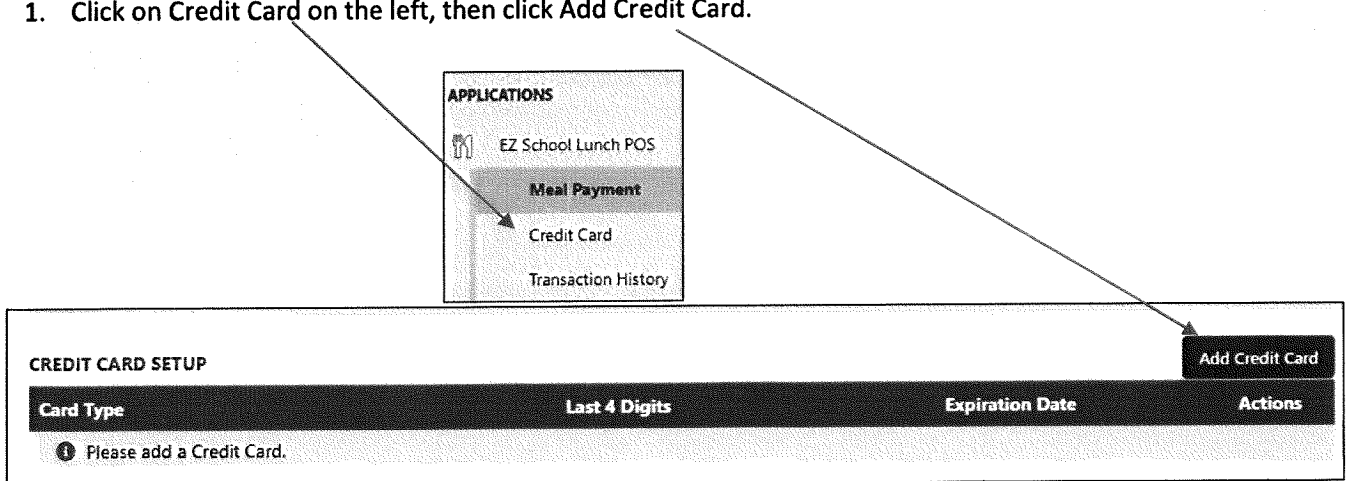
[\(Returning Parents\) Setup Student Homeroom and Grade for the New School Year](#)

[Other Important Notes](#)

How to Add a Credit Card

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.

1. Click on Credit Card on the left, then click Add Credit Card.



2. Add the information about your credit card and click on Save Credit Card.

3. For safety and security, the only numbers saved on our site are the last four digits of the credit card.



How to Pre-Order Meals

1. If you have multiple accounts to order for, use the dropdown to select the correct one
2. You can change the month by clicking on the left or right arrows.

3. Select lunches by clicking on the button in front of your food item of choice.
4. **IMPORTANT:** When you pre-order meals, you will be required to pay the balance before submitting your order. Once your payment is completed, all paid items will turn blue and be sent to the school. If you can't make a payment at this time, your selections will **not** be submitted.

How to Make a Payment or Save Your Order

5. If you scroll down, at the bottom of the calendar/menu, you should see the following:
 - a. **Current Student Balance:** How much money you currently have available
 - b. **Pre-order Amount:** total amount of money on pre-ordered meals.
 - c. **Owed Amount:** Current Student Balance minus the Pre-order Amount

Current Balance:	\$ 62.50	test ⓘ To submit your order, you must click the Save/Pay button and purchase the selected meals. When successfully purchased, the items in the calendar will turn blue.
Preorder Amount:	\$ 32.00	
Amount Owed:	\$ 0.00	
		

6. Once you are done choosing your meals, click on **“Save/Pay”** to save your selections. If the Current Balance doesn’t cover the Owed Amount, you will get a popup to add money before submitting your order.
7. All the fields will be pre-populated for you, all you need to do is review the details and click **“Add Mount”**
8. If you also wanted to add additional funds, click the on the button before **“Choose specific amount”**. This will let you edit the **“Amount to Add”**. Then click Add Amount.

Add Money

Payment Option: MasterCard ▼

Amount to Add: 50.00 ▼

Choose specific amount

Convenience Fee: \$ 2.50

Total Amount: \$ 52.50

Add Amount Cancel

9. You will get the following popup box if the transaction is successful.

✓ **Payment successful!**

Your payment was successfully applied to the account. If you ordered meals and want to keep a record of what you ordered please click on the **“Print Orders as PDF”** button at the top of this screen.

How to Print Your Final Order

You can print your order by clicking on **Print Orders as PDF** right above the calendar.

Purchase Preorder
Purchase meals and/or add money to your balance.

test test

Download Instructions Missing a Student **Print Orders as PDF**

January 2023

Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
	Lunch	Lunch	Lunch	Lunch
	<input type="radio"/> No Lunch	<input type="radio"/> No Lunch	<input type="radio"/> No Lunch	<input type="radio"/> No Lunch
	<input checked="" type="radio"/> Ham Sandwich	<input type="radio"/> Hot Option	<input checked="" type="radio"/> Hamburger- \$5.00	<input type="radio"/> Pizza 1 Slice
	- Ham	<input checked="" type="radio"/> Sandwich		<input checked="" type="radio"/> Pizza 2 Slices
	- Lettuce		<input type="radio"/> Hot Option	
	<input type="radio"/> Hot Option			

Transaction History

You can check your history of current transactions in **Transaction History** on the left.

APPLICATIONS

- EZ School Lunch POS
- Meal Payment
- Credit Card/ACH
- Transaction History**

Transaction History
List of transactions for the School Lunch program.

\$ 12.50 test test

The lunch key for test is (111111) - Please tell or remind test of this number so they can type this in when they get their lunch. This will speed up the lunch line.

Payment Date	Description	Change Amount (\$)	Previous Amount (\$)
12/19/2022	Cash Payment - Cash	20.00	-7.50
12/19/2022	Pizza 1 Slice - PrePay	-3.50	-4.00
12/19/2022	French Toast - PrePay	-2.00	-2.00
12/19/2022	Cookies - PrePay	-2.00	0.00

How to Request a Student Connection

Once you log in you can check your student connections in the dropdown menu

Meal Preorder
Place meal orders and add money to your balance.

test test

Download Instructions **Missing a Student** Print Orders as PDF

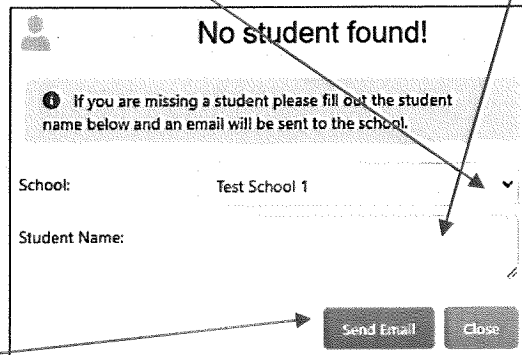
December 2022

Mon Tue Wed Thu Fri

1 2

If you find that you are missing a student, please click the "Missing a Student" and follow these steps:

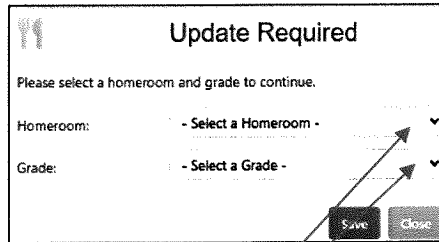
1. In the following popup please select your school and type the student name(s) in the box below



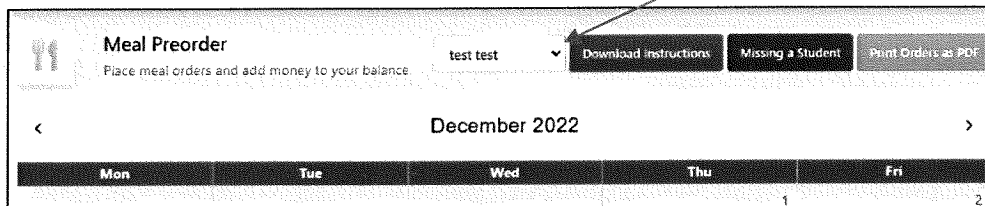
2. Then click "Send Email", this will inform the school that they need to adjust the student connection
3. Lastly all you must do is wait. Your school will connect your child for you

(Returning Parents) Setup Student Homeroom and Grade for the New School Year

1. If your student(s) has **not** been setup with a Grade and Homeroom for the new school year, you will see the popup below as soon as you navigate to the preorder page (or when switching between students). If the pop-up does not appear then you can skip this setup since the school or caterer may have put in the homeroom and grade for you.



2. Use the Homeroom dropdown to select your student's homeroom.
3. Use the Grade dropdown to select your student's grade and click Save.
4. If you have more than one student in the school, switch between them here to set their Homeroom and Grade



5. You will see the same popup for each of your students.
6. Follow the same directions above to choose the homeroom and grade.
7. If you need to add an additional student, please follow the steps from **How to Connect/Create a Student**.

Other Important Notes

The credit card charge for these transactions will show as “EZ School Apps”, “EZ School Lunch” or “EZ School Payment” on your credit card statement. If you dispute this transaction a “chargeback” fee of \$15 may be imposed by the bank to your school since they are the recipient of the funds.

If your credit card is declined, we recommend trying a different card or calling your credit card company to find out more.

If you find yourself in need of support, you can use the ‘Contact Support’ link at the top or the “Contact Support” link on the login page. This will send a support request to the school (or caterer) since we only provide the software and are not authorized to make any changes without the direct request from one of the administrators. They are in full control accounts. They should be able to provide you with anything you may need.