

# EZ School Apps

## *EZ School Payment (Parent Request Student)*

### Overview

Within this guide, you will find the following information:

[How to add a Credit Card](#)

[How to Use School Payment](#)

[How to Check Transaction History](#)

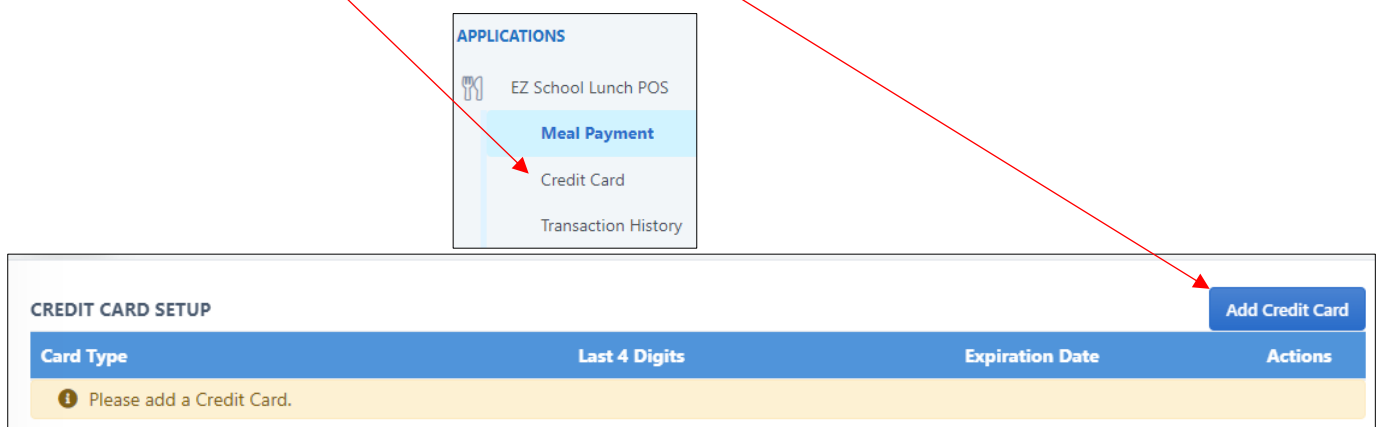
[How to Request a Student Connection](#)

[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.



**APPLICATIONS**

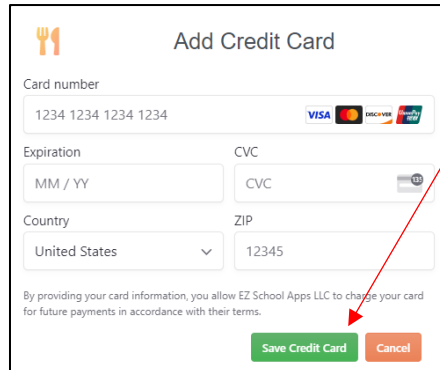
-  EZ School Lunch POS
- Meal Payment**
- Credit Card
- Transaction History

**CREDIT CARD SETUP**

[Add Credit Card](#)

Card Type	Last 4 Digits	Expiration Date	Actions
<i>ⓘ</i> Please add a Credit Card.			

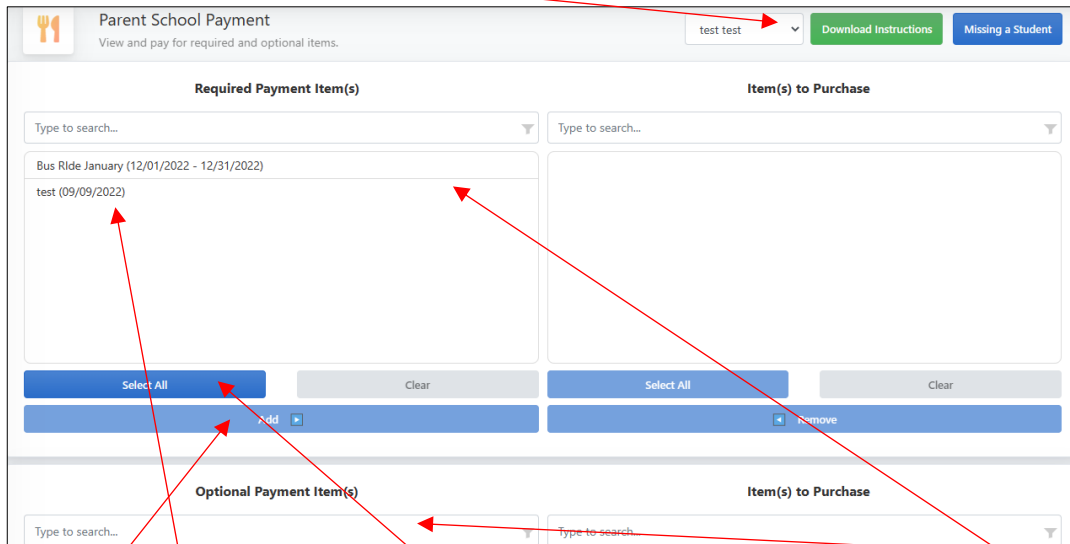
2. Add the information about your credit card and click on Save Credit Card.



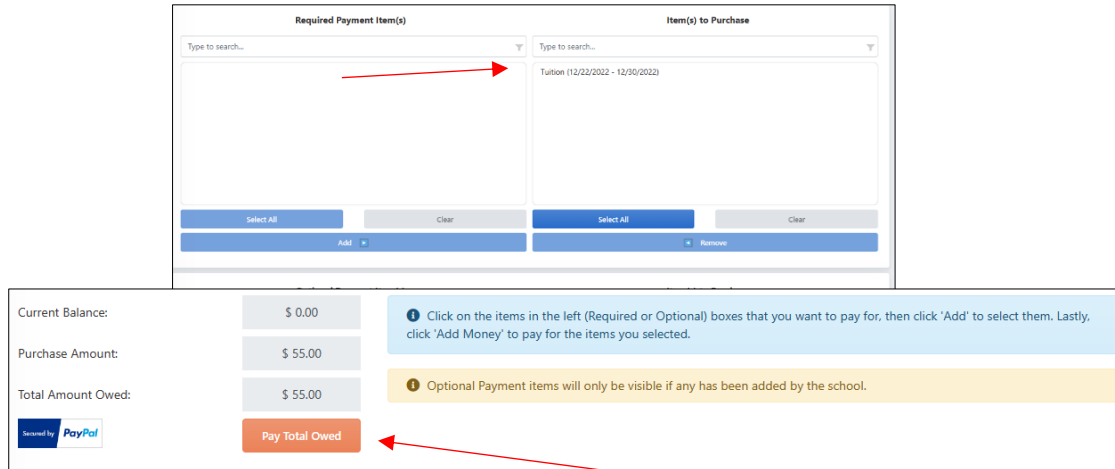
3. For safety and security, the only numbers saved on our site are the last four digits of the credit card.

## How to Use School Payment

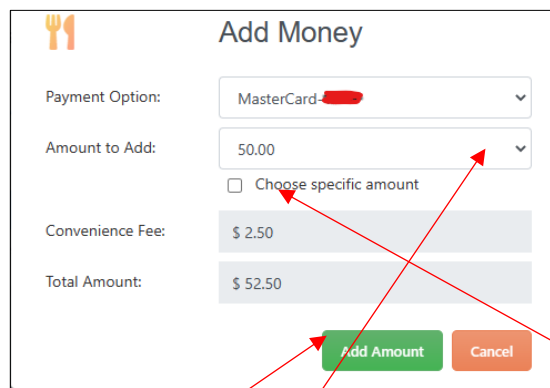
- Start by clicking on **School Payment** on the left.
- Click on the Dropdown to select which Student you want to pay for



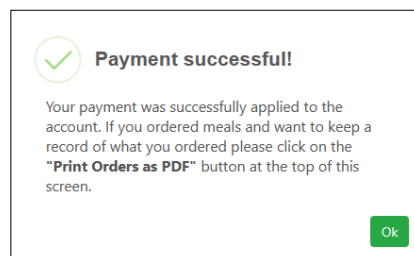
- All of your Payments (Required and Optional) will Populate on the list to the left
- Click on a "Payment Item" or click "Select All" (you can choose to pay for some or all the items). Then click "Add" to move the items to "Items to Purchase".



- Once you have selected all your Payment Items you can click on “Pay Total Owed”
- If your balance is not enough to pay for those items, then you will be prompted to “Add Money”

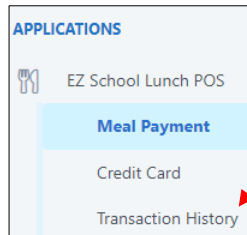


- Use the dropdown to choose the amount to add or click on the “Choose Specific Amount” to indicate a different amount from the dropdown list.
- Finally click on Add Amount.
- You will get the following popup box when the transaction is successful



## How to Check Transaction History

To view the history of all your transactions, click on “Transaction History” on the left.



- You can change which student you are looking at with the “Student Name” Dropdown
- From here you can see your Current Balance

Transaction History

List of transactions for the School Payment program

test test

Transfer Money Between Students

TRANSACTION HISTORY

\$ 5.00

CURRENT BALANCE

\$ -20.00

REQUIRED AMOUNT

\$ -15.00

AMOUNT OWED

PENDING REQUIRED PAYMENTS

Payment Item	Payment Category	Amount (\$)
test (06/24/2022 - 09/30/2022)	Test	20.00


RECENT TRANSACTIONS

Payment Date	Description	Change Amount (\$)	Previous Amount (\$)
12/21/2022	12/1/2022 - Prepay	\$ -25.00	30.00
12/21/2022	9/9/2022 - Prepay	\$ -20.00	50
12/20/2022	Cash - Cash Payment	\$ 50.00	0

- You can see if you have any required payments pending
- You can see your Recent Transactions

## How to Request a Student Connection

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



**Parent School Payment**  
View and pay for required and optional items.

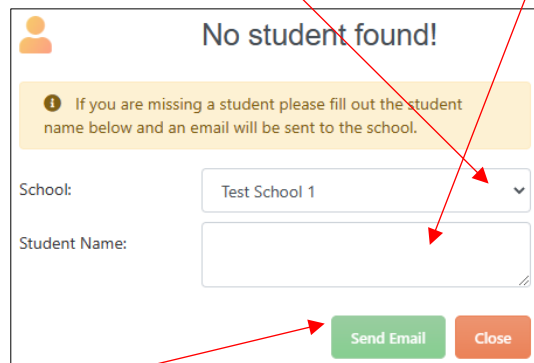
Test Document

Download Instructions

Missing a Student

If you find that you are missing a student, please click “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

## 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 corner 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.