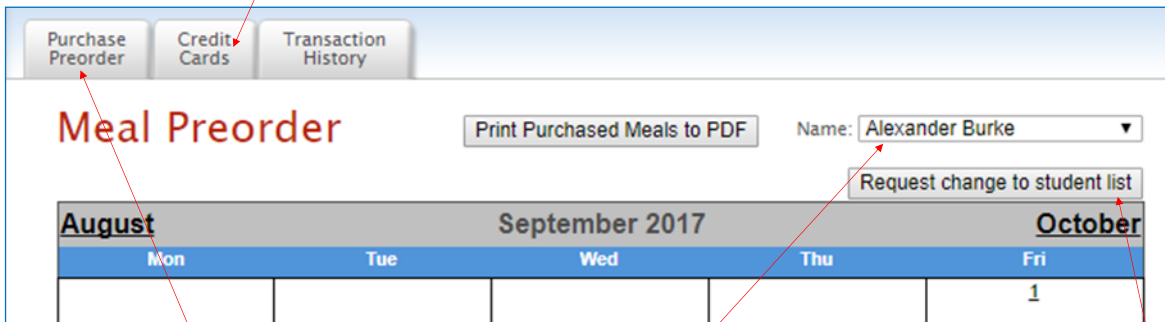## The Geneva School Lunch Program

Returning parents may log in to EZ School Apps using the same credentials used last year. When you log in for the first time this school year, please follow the "Payment Setup" steps to confirm that your payment method is still valid and then proceed with your order(s). If you need a reminder of how to order, please see "Ordering Meals and Adding Money" below. If your email address has changed, or you have forgotten the password, please begin with the "Parent Password Setup" instructions below.

Parent Password Setup (new families and those who forgot their password)

1. Go to www.ezschoolapps.com parent login and click on "Forgot Password?"

2. Enter your email address and click "send password". If you do not receive an email, please check your trash and spam folders, and then email Christy Herzog at LCHerzog@genevaschool.org for assistance.

3. Check your email and click on the link to reset your password. Note: Passwords may only contain letters and numbers (special characters are not accepted).

Payment Setup (all users)

1. Go to www.ezschoolapps.com parent login and login using your email address and the password you entered above.

2. Click on the "Credit Cards" tab, and then click "add credit card".

3. When you have finished adding your credit card information, click "Save Credit Card". (The credit card information that you submit will be stored and processed by PayPal. You do not need to create an account with PayPal to use this system. For safety and security, the only numbers saved on the EZ School Apps site are the last four digits of the credit card.)

Ordering Meals and Adding Money

1. Click on the "Purchase Preorder" tab to view the available lunches.

2. Select the recipient name from the name box at the right. If you have more than one family member at TGS, use the dropdown to select the correct recipient. Note: Your list of recipients should include family members that are attending or employed by TGS. If there are names missing from your list of recipients, please click the "Request change to student list" button and complete the associated form.

3. Select lunches for different days by clicking on the circle in front of the correct choice. (There is a slight delay before choosing an item for the next day.)

4. Your total amount due is calculated at the bottom of the screen below the menu. When you have finished selecting items, click on Save/Pay to submit your order.

5. If you want to pay only the current amount due, then click on "Add Amount". If you want to place additional funds in the recipients bank for future orders, click on "Choose Specific Amount" and type the specific amount you want to add, and then click "Add amount". Note: The "specific amount" you add must <u>exceed</u> the amount due.

6. When the transaction is complete, you will receive a popup box indicating success, and the items you ordered will turn blue. The credit card charge for this transaction will show as "EZ School Apps" on your credit card statement.

7. Click on "Print Calendar as PDF" (at the top center of the screen) to print out calendars for your students.

8. Repeat this process for additional recipients.