Great News! Online Meal Payments Now Available!

Dear Parent/Guardian,

St. John's Hot Lunch has selected EZ School Apps for their school lunch management software. This product offers a safe and secure way to pay for student meals online from any browser using EZ Parent Center (www.ezparentcenter.com). We ask that **ALL FAMILIES SIGN UP.** After signing up you will have the opportunity to:

*Use your credit card to deposit money into your student(s) account anytime from anywhere using the browser.
*View your student's account balances 24/7.
*Track your student's payments and purchases.
*Receive notifications when your student's account balance is low.

The convenience fees for the use of a credit card or debit card are:
-$1.95 for any deposits $50 or under
-2.90% plus $0.30 for any deposits over $50

Please follow the attached directions to setup your account today. Enjoy the convenience of online payments and the ability to view your student's account 24/7.

If you would rather pay with **check or cash** you do not have to fill out the credit card form. Send cash or check in an envelope clearly marked "Hot Lunch". Do not send one check for multiple school items as the Hot Lunch Program is a separate entity of St. John's School.

Thank you,
Heather Bursch and Lynn Schutte

Parent Sign Up:
1. Go to www.ezparentcenter.com
2. Click on Sign Up
3. Enter the zip code of St. John's – 55340
4. Click on the arrow to pull down to find St. John's School
5. Fill out the sign up form

Login:
1. Go to www.ezparentcenter.com
2. Enter Email and Password
3. If you do not see any of your children listed under **Person Name** or not all of your children are listed click request change to student list. List your children's names and the lunch program administrator will connect parents to children.

Parents should contact St. John's Hot Lunch Program (hotlunch@stjlutheran.org) when any type of support is needed.

Adding a Credit Card:
1. The credit card information that you will be submitting 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 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.

Using Your Credit Card to Add Money:
1. Click on the Meal Payment tab.
2. Click on Add Money.
3. Use the drop-down to choose the Credit Card.
4. Use the drop-down to choose the amount to add.
5. Click on Add Amount.
6. You will get a popup box when the transaction is successful.

OR:
8. Click on Choose Specific Amount if you want to add a specific amount to your student's account.
9. Type in the specific amount you want to add.
10. Click Add Amount.
11. You will get a popup box when the transaction is successful.

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 the issue is.

12. 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 $15.00 imposed by the bank may go to the school.

13. If using a credit card, and you have more than one child, you will need to transfer funds to all of your children. Example: You have 3 children, Bill, Mary, and Sally. You add money ($60.00) to Bill then click Transfer Money Between Students. A popup box asks - "Transfer From" (that would be Bill) then "Transfer To" (that would be Mary) then choose the amount – you will give Mary $20.00. Do the same thing for Sally – Transfer money from Bill to Sally ($20.00) In the end each student will have 20.00 in their account. This way you do not have to use a credit card 3 times to add money to each account.

If you send a check or cash for your family's account, the lunch administrator will credit all your children when the funds are received. Those monies will be divided equally among your children unless specific amounts are designated for each child.

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