

A Matter Of Taste

Lunch Account Instructions

A step-by-step guide to help you create a lunch account, add your students, and add payment.

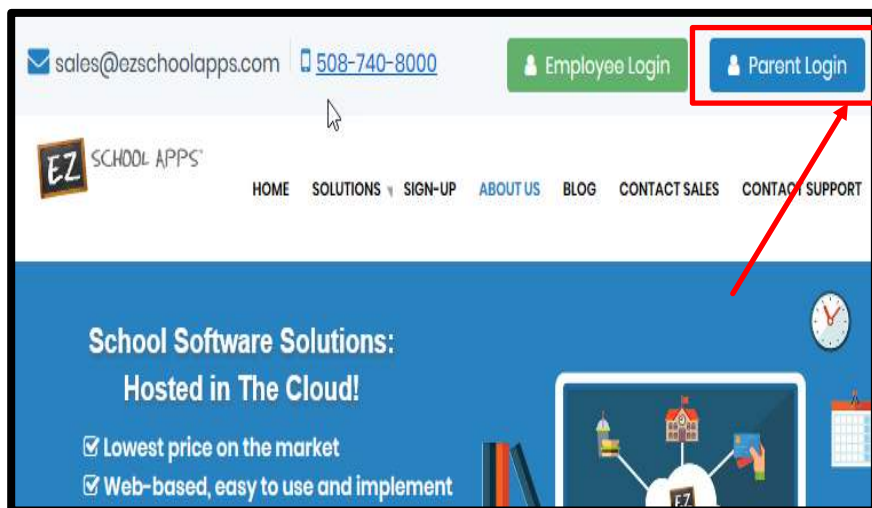
For questions or issues setting up your account:

- Please email Nicole MacMillan: nmacmillan@castlehills.school

For help with canceling your child's lunch or any financial issues and questions with your lunch account:

- Please email: mbarowski@aol.com

1. In a web browser, go to: <https://www.ezschoollapps.com>
2. You will need to create a new account. At the top, click **Parent Login**.



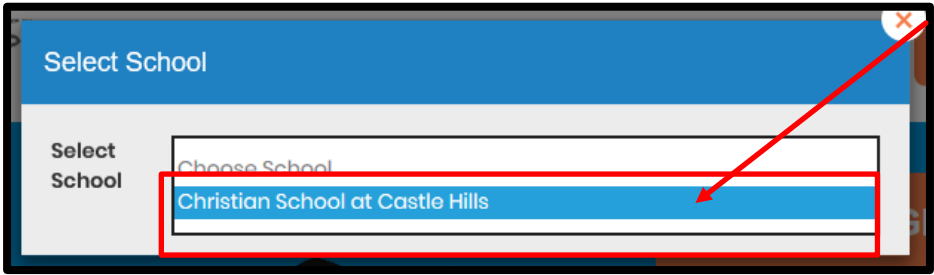
3. The **Parent Login** appears. Click **Sign-up today!**.

A screenshot of the 'PARENT LOGIN' form. The form has an orange header with the text 'PARENT LOGIN'. Below the header are two input fields: 'Email' (with an envelope icon) and 'Password' (with a lock icon). Below the password field is a checkbox labeled 'Remember me' which is checked. To the right of the checkbox is a link that says 'Forgot Password?'. Below the checkbox and link is a red-bordered box containing the text 'Don't have an account? Sign-up today!'. A red arrow points from the right to this box. At the bottom right of the form is an orange button labeled 'LOGIN'.

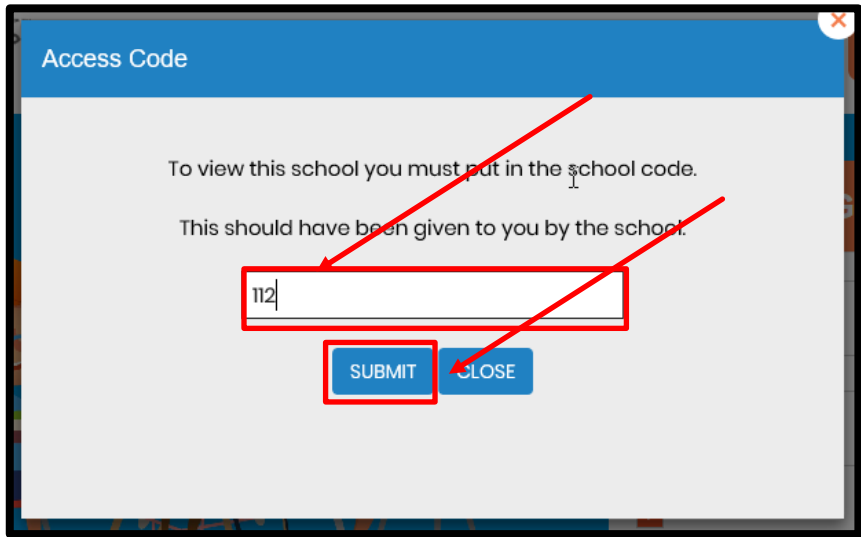
4. Next, enter **78213** into the Zip Code field, then click **SUBMIT**.

A screenshot of a form titled 'Enter School Zip Code'. The form has a blue header with the title. Below the header is a large text input field containing the zip code '78213'. A red arrow points from the left to this field. Below the input field is a note in orange text: '*The search can take 15-30 seconds to find school'. At the bottom right of the form is a blue button labeled 'SUBMIT', which is highlighted with a red rectangle. A red arrow points from the right to this button.

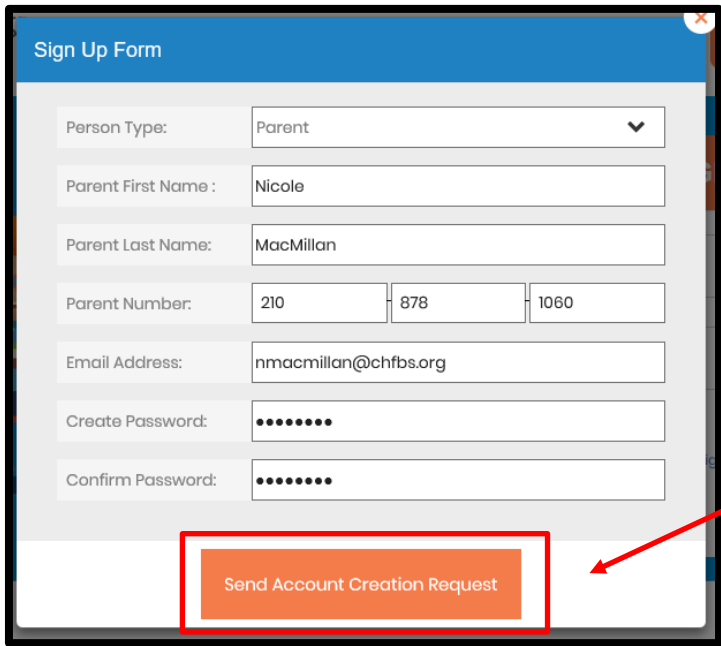
5. Select **Christian School at Castle Hills** from the list.



6. Next, enter in **112** into the access code field, then click **SUBMIT**.



7. Fill in the information in the required fields, then click **Send Account Creation Request**.



8. Once your account has been created, go back to the login screen, enter your credentials, then click **LOGIN**.

PARENT LOGIN

☒ Remember me [Forgot Password?](#)

Don't have an account? [Sign-up today!](#)

LOGIN

9. Towards the top of the screen, click **Request change to student list**.

EZ SCHOOL APPS™

CHANGE PASSWORD CONTACT SUPPORT

Welcome Back Nicole SIGN OUT

Purchase Preorder Meal Payment Credit Cards Transaction History

Meal Preorder Print Purchased Meals to PDF

Name: Jacob MacMillan

Request change to student list

10. The Search for Student screen appears. Enter your child's last name, then click **Search**.

Search for Student

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

Last Name:

Search Close

11. Your student will not be found on the list, so click **My Student does not show on this list**.

My student does not show on this list Close

12. The Create New Student window appears. Enter in your student's information into each field, then click **Create Student**. Please note, for K-6th grade students, please enter your student's homeroom teacher's name into the homeroom field.

Create New Student

First Name:

Last Name:

School:

Homeroom:

Grade:

13. Click **OK** to accept.

This site says...

The student has been connected to your account

14. If you have additional students, please repeat steps 9-13.

15. Next, add your credit card to your account. Click **Credit Cards**.

Transaction History

Person Name:

16. Click **Add Credit Cards**.

Credit Card Setup




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

Add Credit Card

17. Enter your credit card information, then click **Save Credit Card**.

Add Credit Card

Credit Card Information



Card Holder Name :

Card Number :

Expiration Date (MM/YYYY) : /

CVV :

Phone Number : - -

Cancel

Save Credit Card

18. Now add funds to your student's account. Click **Meal Payment**.

Purchase Preorder

Meal Payment

Credit Cards

Transaction History

Transaction History

19. Next to your student's name, click **Add Money**.

Meal Payment

Request change to student list

Person Name	School Name	Current Balance	Add Money
Ella MacMillan	Christian School at Castle Hills	\$ 0.00	<div>Add Money</div>

Transfer Money Between Students

20. The Add Money window appears. Select the amount you would like to add, then click **Add Amount**.

Add Money

Payment Option: Visa-6518

Amount to Add: 100.00

☐ Choose specific amount

Convenience Fee: \$3.20

Total Amount: \$103.20

Cancel

Add Amount

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 may be billed to the school. The payment may show as recurring on your bill but you can ignore this.

- ▲ Please note that currently there is not an option to add a bank account for payment. This should be added in the fall. If you would prefer to pay by check or cash, please send that in with your student, in an envelope with AMOT written on the front.
 - ▲ K-6th grade students: Give money to your teacher.
 - ▲ 7th-12th grade students: Give money to school office.

21. The funds are now added to the account. If you have multiple students and want to share the funds between your students, click **Transfer Money Between Students**.

Meal Payment

Request change to student list

Person Name	School Name	Current Balance	Add Money
Ella MacMillan	Christian School at Castle Hills	\$ 98.50	Add Money

Transfer Money Between Students