

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.

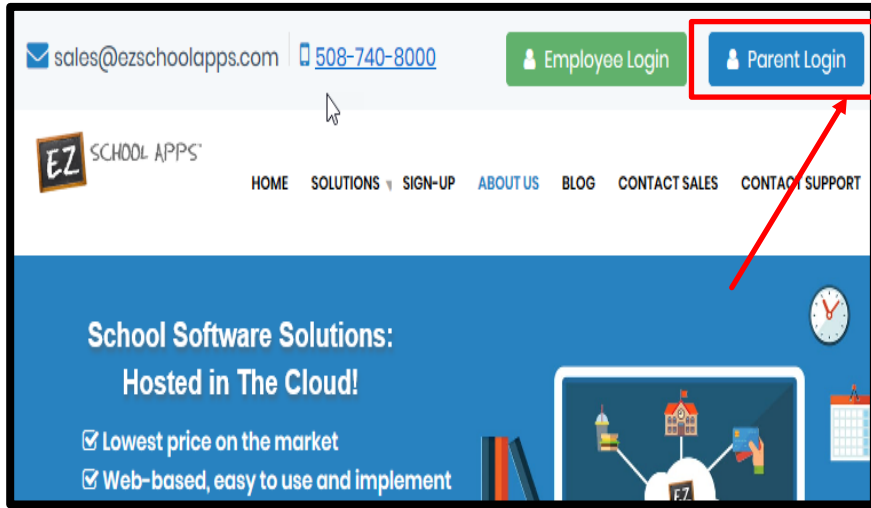
For questions or issues setting up your account:

- 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

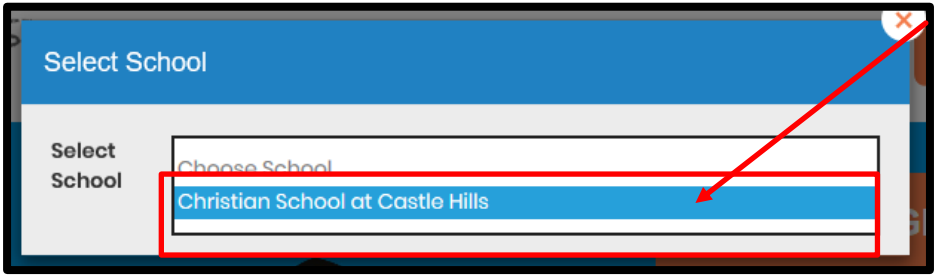
1. In a web browser, go to: <https://www.ezschoolapps.com>
2. You will need to create a new account. At the top, click **Parent Login**.



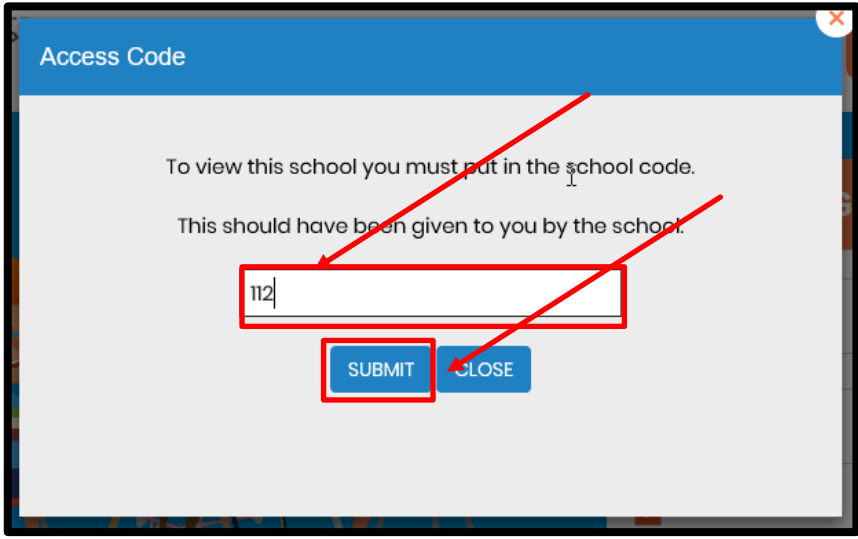
3. The **Parent Login** appears. Click **Sign-up today!**.

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

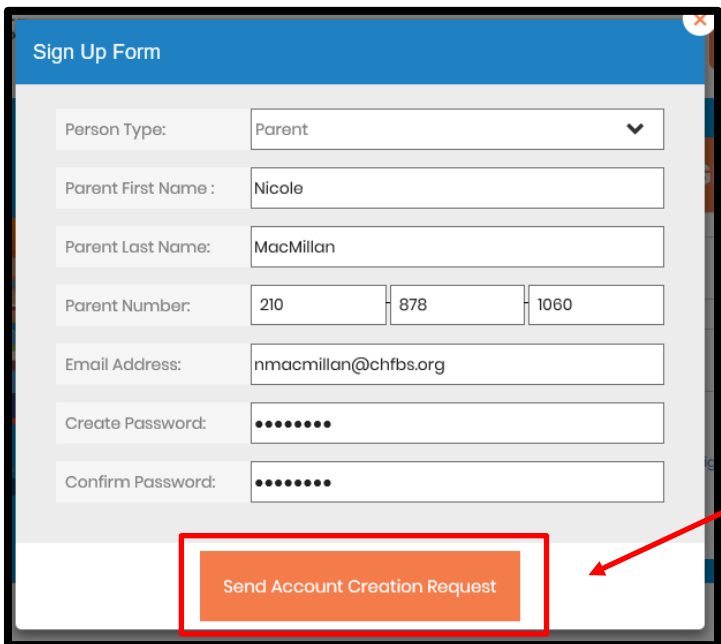
5. Select **Christian School at Castle Hills** from the list.



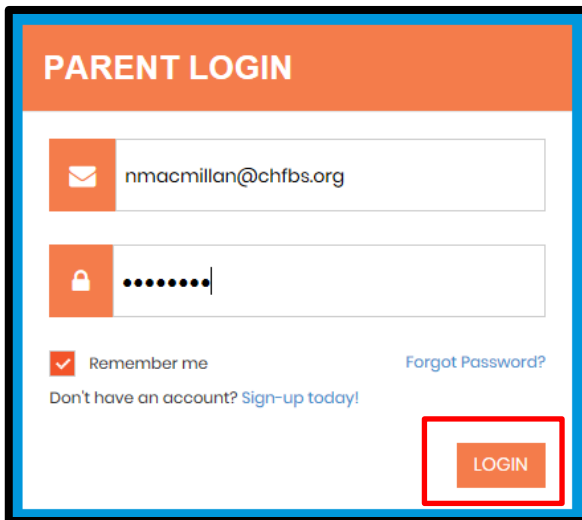
6. Next, enter in **112** into the access code field, then click **SUBMIT**.




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



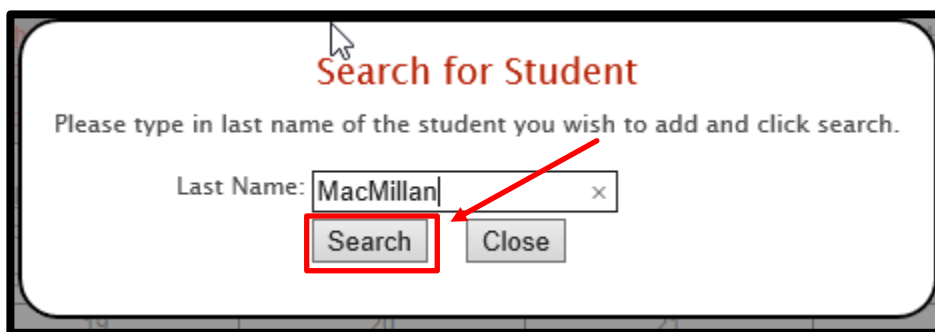
8. Once your account has been created, go back to the login screen, enter your credentials, then click **LOGIN**.



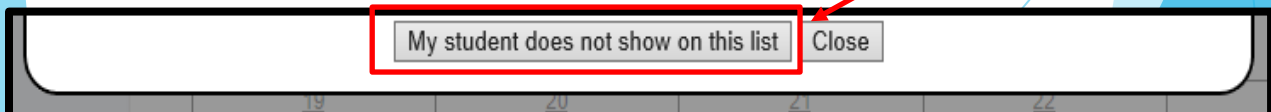
9. Towards the top of the screen, click **Request change to student list**.



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



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



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**.

Purchase Preorder | Meal Payment | **Credit Cards** | Transaction History

Transaction History

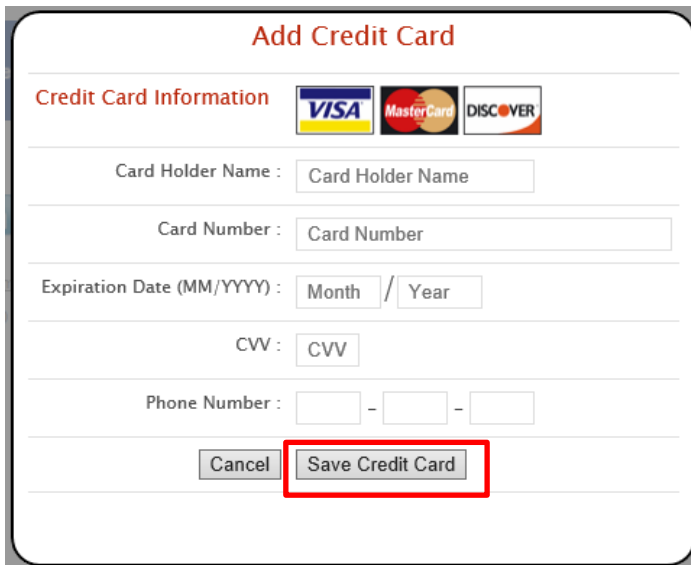
Person Name:

16. Click **Add Credit Cards**.



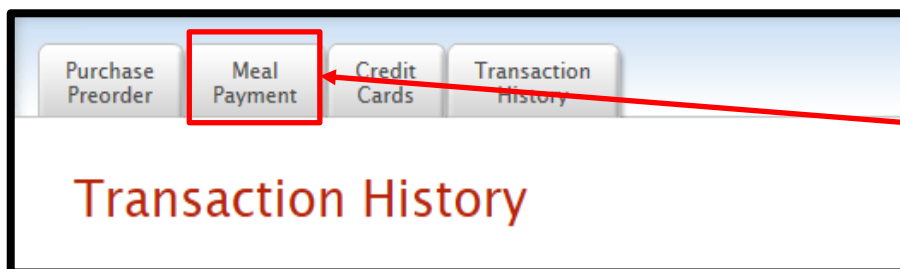
The screenshot shows a 'Credit Card Setup' page with a table header containing 'Type of Credit Card', 'Last 4 Digits', 'Expiration Date', and 'Delete'. Below the header, it says 'No Record Found'. A red box highlights the 'Add Credit Card' button in the bottom right corner.

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



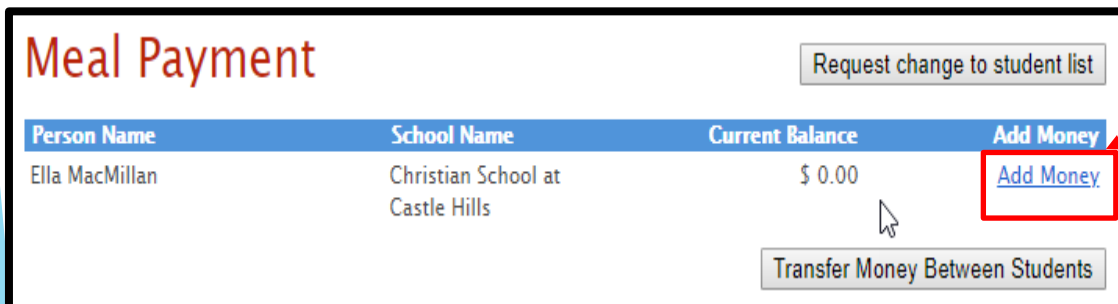
The screenshot shows the 'Add Credit Card' form. It includes fields for 'Card Holder Name', 'Card Number', 'Expiration Date (MM/YYYY)' (with 'Month' and 'Year' sub-fields), 'CVV', and 'Phone Number'. There are logos for VISA, MasterCard, and DISCOVER. At the bottom, there are 'Cancel' and 'Save Credit Card' buttons, with the latter highlighted by a red box.

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



The screenshot shows a navigation bar with buttons for 'Purchase Preorder', 'Meal Payment', 'Credit Cards', and 'Transaction History'. The 'Meal Payment' button is highlighted with a red box. Below the navigation bar, the text 'Transaction History' is displayed.

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



The screenshot shows the 'Meal Payment' page. It features a table with columns for 'Person Name', 'School Name', 'Current Balance', and 'Add Money'. The first row lists 'Ella MacMillan' at 'Christian School at Castle Hills' with a 'Current Balance' of '\$ 0.00'. A red box highlights the 'Add Money' link in the 'Add Money' column. Other elements include a 'Request change to student list' button at the top right and a 'Transfer Money Between Students' button at the bottom.

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

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

Add Money

Payment Option: ▾

Amount to Add : ▾ Choose specific amount

Convenience Fee

Total 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

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