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.
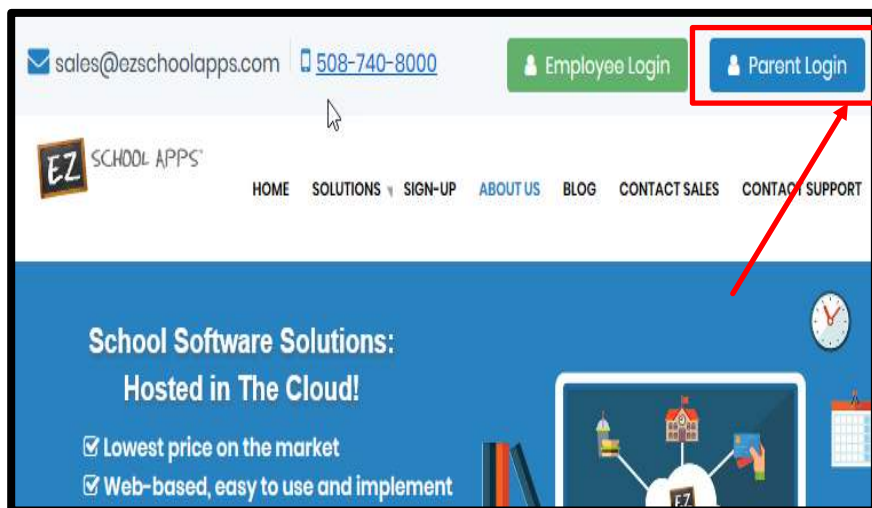

For questions or issues **setting up your account**:

- 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**.
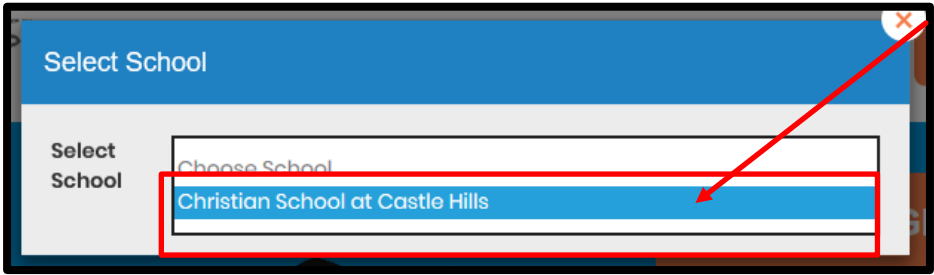
3. The **Parent Login** appears. Click **Sign-up today!.**
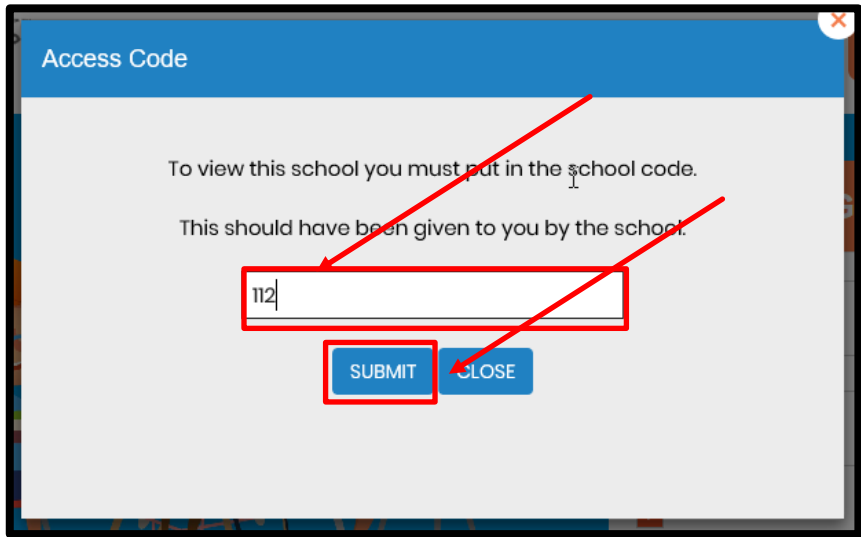
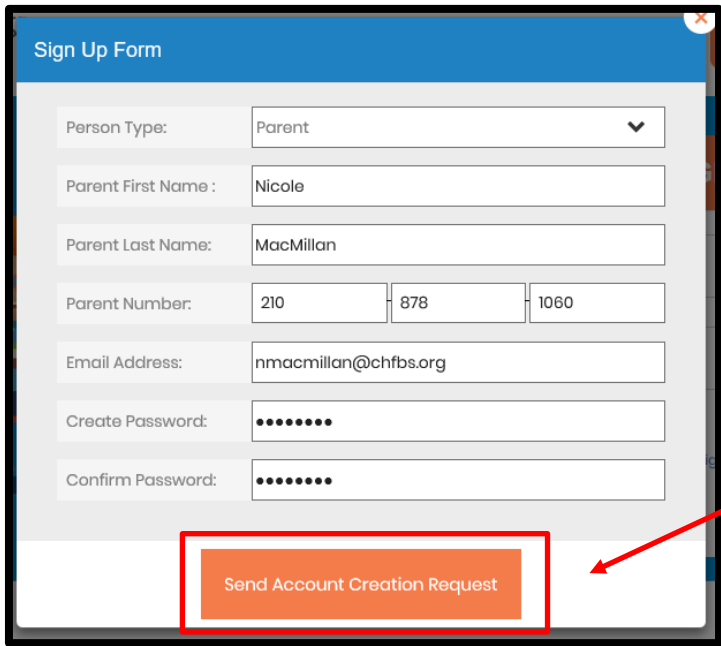4. Next, enter **78213** into the Zip Code field, then click **SUBMIT**.

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.

13. Click **OK** to accept.

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

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

16. Click **Add Credit Cards**.

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

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

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

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

⚠ **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.**