



UAP School Lunch Program

EZSchool Apps Instructions for Employees

Please Remember:

- You may preorder meals online for the entire month in advance
 - All orders must be placed at least 3 days in advance.
- The System locks weekly on <u>Thursday by 8:00 PM</u>, and you will not be able to order lunch, or edit/change your selection for the upcoming week.

To Access the Account

- A. Click on the link, <u>https://www.ezschoolapps.com/login</u> or
- B. Go to uapschool.org and click on the "Programs" tab, select "Lunch Program" tab. Click on the "EZ School App for Lunches" Please remember to select Employee button). This will take you to <u>https://www.ezschoolapps.com/login</u>
- 1- Type your email address. (See Image-1).

Note: Use your UAP email address: employee1@uapschool.org

	💄 Employee Login
LOGIN	
Password Don't have an account? Sign-up today! Forgot Password?	
LOGIN	mage-1

2- Click on Forgot Password. (See image-1)





3. A popup box will appear. (See image-2)

	Change Password
	Email * The search can take 10-15 seconds to find school
l	Image-2

- 4. Type in your email address again and click Send Password.
- 5. You will see the following box. (See image-3)

	Success The link has been sent to your email address. If you do not receive the email in your inbox then please check your spam or junk folder.			
Image-3				

- 6. You will get an email containing a link. If it does not appear in your email, please check you Junk Mail.
- 7. Click on the link that says "Reset your password." (See image-4)

	11:06 AM	EZ School Apps	EZ School Apps Reset Password		
	Image-4				





8. A box will appear that allows you to change your password. (See image-5)

9. The following box will appear. (See image-6). Click Login

ne-740-8000	
The password has been saved.	LOGIN
Image-6	

Login

Login into <u>www.ezschoolapps.com</u> using your email address and password.(See image-7)

	LOGIN				
	Email Email				
	A Password 💘				
	Don't have an account? Sign-up today! Forgot Password?				
	LOGIN				
Image-7					





Adding a Credit Card

The credit card information that you will be submitting here will be stored and processed by PayPal. You do not need to create an account with PayPal to use.

1. Click on Credit Card on the left, then click Add Credit Card. (See Image-8)

	APPLICATIONS C Z School Lunch POS Meal Payment Credit Card Transaction History			
CREDIT CARD SETUP			Add Credit Card	
Card Type	Last 4 Digits	Expiration Date	Actions	
Please add a Credit Card.				
Image-8				

2. Add the information about your credit card and click on Save Credit Card. (See Image-9)

			1
¥1		Add Credit Card	
Accepte	oted Cards:	VISA DECEMB	
Name:	ĸ	Enter the card holder name	
Card Nu	Number:	Enter the Credit Card number	
Expiratio	ition Date:	мм / уу	
CVV:		CVV	
Phone N	e Number:	Please enter a Phone Number	
Street A	Address:	Please enter a Street Address	
Postal C	Code:	Please enter a Postal Code	
		Save Credit Card Cancel	
	Imag	e-9	

3. For safety and security, the only numbers saved on our site are the last four digits of the credit card.

Preorder Meals and Add Money

- 1. When you preorder meals you will be required to pay the balance. If you do not pay the balance your order will not be placed.
- 2. Click on Purchase Preorder on the left to view the available lunches.
- 3. This box should show your employee's name.
- 4. You can change months by clicking the left and right arrows.

APPI	LICATIONS
"	EZ School Lunch POS
	Purchase Preorder
	Credit Card/ACH
	Transaction History





5. Begin to select lunches for the different days by click on the circle in front of the correct choice. (See image-10) (There is a slight delay before choosing an item for the next day)





- 6. Under the menu it automatically provides you with the Employee's Current Balance.
- 7. It automatically provides you with the amount of money for the preorder.
- 8. It automatically provides you with Amount Owed (combination of Current Balance and Preorder).
- 9. You will need to add additional money if there are not sufficient funds in the Current Balance.
- 10. Click on Save/Pay. (Even if you don't owe any money, you must still click on Save/Pay)
- 11. When your order has been placed, the items you ordered will turn blue. This indicates the order wassuccessfully completed.

Purchase	ase Prece meals and	order /or add money to your bala	ince.	Teacher Admin 👻 Download In	nstructions Print Orders as PDF
			January 2023		>
Mon		Tue	Wed	Thu	Fri
	2		3	4	5
		Lunch	Lunch	Lunch	Lunch
		O No Lunch	O No Lunch	 No Lunch 	O No Lunch
		Ham Sandwich I I I	O Hot Option 🔚	Hamburger- \$5.00	○ Pizza 1 Slice
		- Ham	Sandwich I≡	=	Pizza 2 Slices III
		- Lettuce		○ Hot Option :=	

12. Click on Print Orders as PDF to print out calendars of your purchases.





13. If you owe money the following popup will appear

44	Add Money	
Payment Option:	MasterCard 🖊 🗸 🗸	
Amount to Add:	50.00 🗸	
	Choose specific amount	
Convenience Fee:	\$ 2.50	
Total Amount:	\$ 52.50	
	Add Amount Cancel	

- 14. Use the dropdown to choose the credit card. Click on Amount to Add if you only want to add the amount for your current order. You can add more funds than just for the foods you are ordering at this time by clicking on "Choose Specific Amount" to indicate a different amount from the dropdown list. Then click "Add Amount".
- 15. You will get the following popup box when the transaction is successful. (See image-11)

Payment successful! Your payment was successfully applied to the account. If you ordered meals and want to keep a record of what you ordered please click on the "Print Orders as PDF" button at the top of this screen.	
Image-11	

- **16.** 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 is the issue.
- 17. 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 imposed by the bank may go to the school.

Transaction History

Click on Transaction History on the left to see a current history of your employee payments and purchases. (See image-12)

APPLICATIONS		Trans	saction History transactions for the School Lunch program.	□ s 12.50	test test 🗸	
"	EZ School Lunch POS		The lunch key	r for test is 1111111 . Please tell or remind test of this number :	so they can type this in when they get their lunch	n. This will speed up the
	Purchase Preorder		lunch line.			
	Credit Card/ACH		Payment Date	Description	Change Amount (\$)	Previous Amount (\$)
			12/19/2022	Cash Payment - Cash	20.00	-7.50
	LEODCOCTION MICTOR/		10/10/0000	Pizza I 1 Slice – PrePay	-3.50	-4.00
	Iransaction History		12/19/2022			
	Iransaction History		12/19/2022	French Toast – PrePay	-2.00	-2.00