

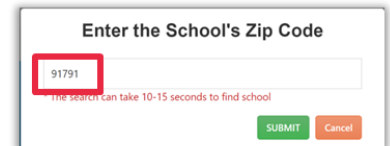
LUNCH ORDERING 3 STEP GUIDE



This document is designed to help parents' setup their accounts to order lunch for their children in 3 easy steps:

STEP 1: Create Parent Profile

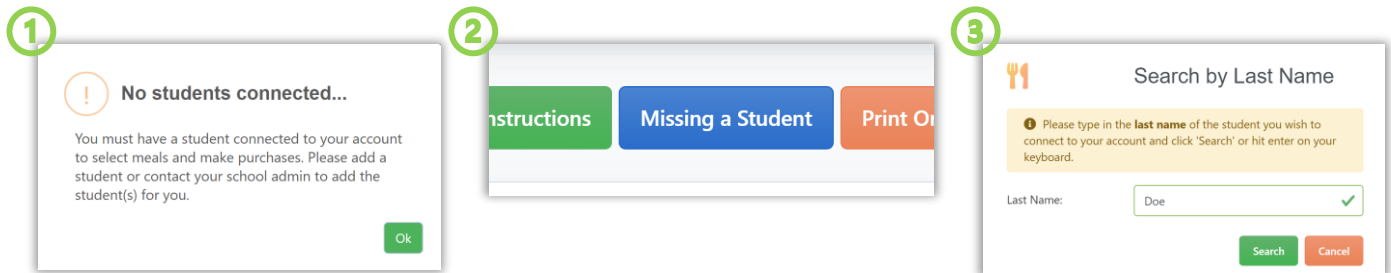
- Go to "ezschoolapps.com/login/parent" and click "SignUp" in top right corner of page
- Enter "[91791](#)" in the Zip Code to find South Hills Academy
- Select "[South Hills Academy](#)" from the dropdown menu & complete the Parent form to proceed



STEP 2: Create Student Profile

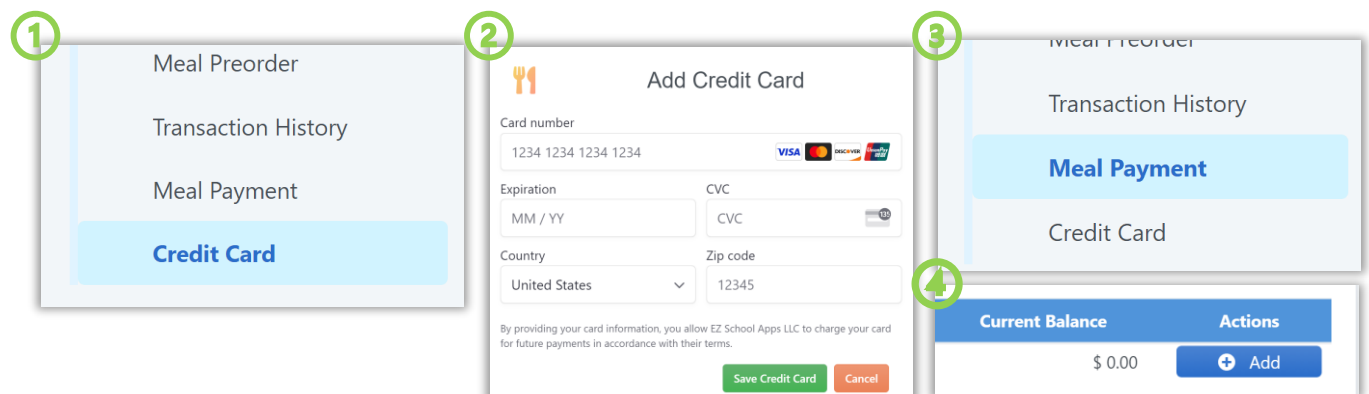
- Once you have completed the parent form, you will receive the below message stating a student must be connected to your account. Click on "Missing a Student" and fill out the "Search by Last Name" field to create your student profile.

*** Note: If you are unable to locate your student profile after adding your child, refresh your browser and your child will appear ***



STEP 3: Add Payment Method

- After adding your child(ren) to your account, link your payment to your account by clicking on "[Credit Card](#)"
- After linking your payment method to your account, you can then load funds to your child(ren)'s account by going to "Meal Payment" and selecting "+ Add" to the appropriate child(ren)
- When adding funds to your child's account, there is a flat fee of \$2.50 for transactions under \$50.00 and a 3.75% charge for all other transactions. If you have more than one child and wish to avoid multiple transaction fees, you can load one child's account to cover all of your children's fees and process a balance transfer between student accounts
- IMPORTANT:** When you pre-order meals, you will be required to pay the balance submitting your order. Once your payment is completed, all [paid items will turn blue](#) and be sent to the school. If you can't make a payment at this time, your selections will **not** be submitted.



Your account is now ready to begin selecting your food orders!