EZ School Apps
Guide

Your account can do the following:

- Order for your student(s)
- Put money onto your student's lunch account*****
- **Please note**: Online ordering closes at 8:00 AM each morning. The system locks at 8:00 AM and you will not be able to order for your student(s) for that day.
- Lunch is $6.00-$7.00
- If students order at school, there is an additional $1.00 Administrative Fee
- If students are going to be absent, please Cancel/Delete any orders that have been preordered for that day by 8:00 AM
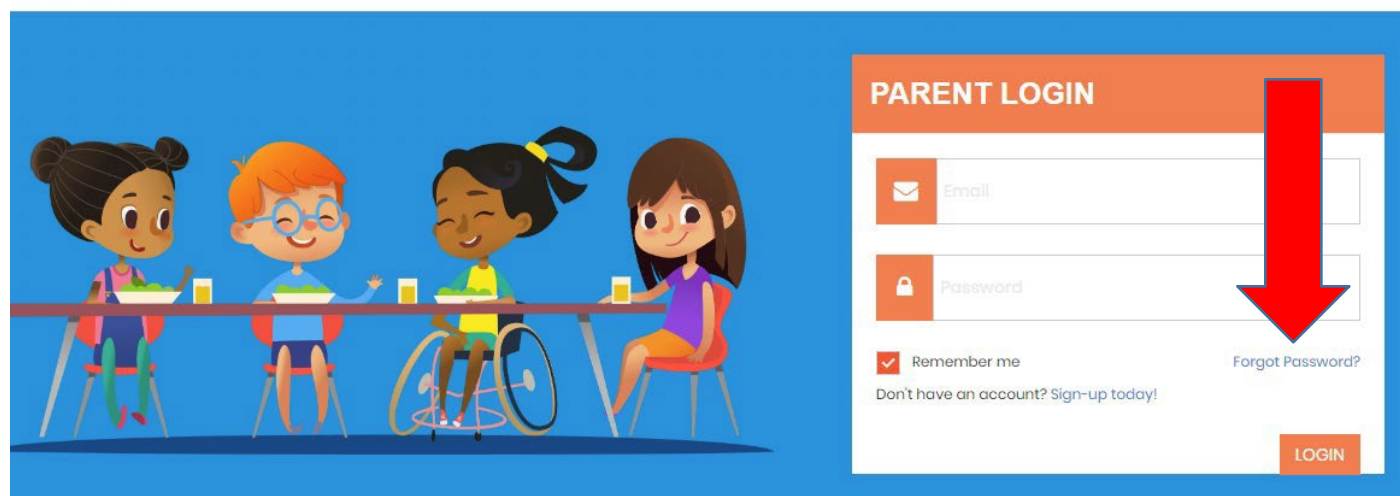
*Money for your lunch account can only be added ONLINE

How to Log-In to Your Account

Go to **myflec.com** and click on the **"Lunch Program"** box. This will take you to **ezschoolapps.com/ ParentLogin.aspx**

- **Username**: Your primary email address for ParentsWeb/Renweb
- **Returning Parent Password**: Same password as last year. If password was forgotten, click on "Forgot Password?" and follow the steps to set up a new password
- **New Parent Password:** Select "Forgot Password?" link and follow the steps to set up a password.
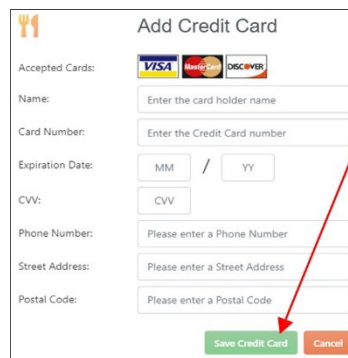
How to Add a Credit Card

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 the Credit Card link on the left. Then click Add Credit Card.

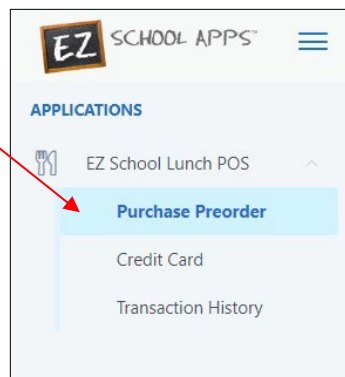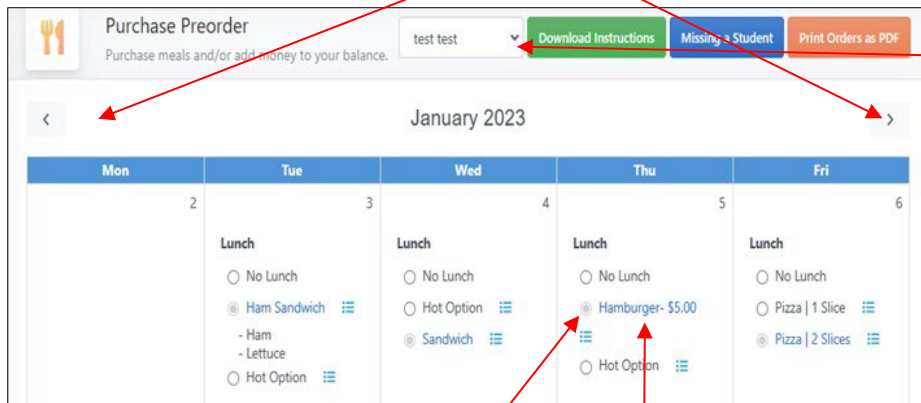2. Add information about your credit card and click on Save Credit Card.

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

How to Pre-Order Meals

1. Click on the Purchase Preorder link on the left.

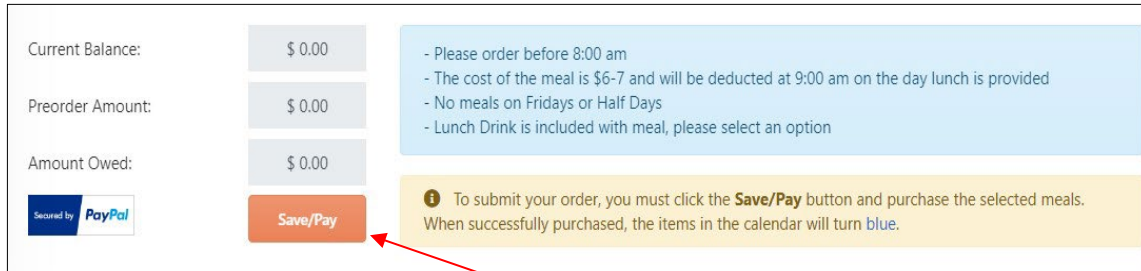2. You can change the month by clicking on the left or right arrows.

IMPORTANT: If you have more than one student, use the drop-down to select the student you're ordering for.

3. Select lunches by clicking on the button in front of your food item of choice. <u>You must select a lunch and a drink.</u> Your order is not submitted yet.
4. **IMPORTANT:** When you pre-order meals, you will be required to pay the balance before 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. If the lunch items aren't **blue**, your lunch order has **not** been submitted.

How to Make a Payment or Save Your Order

5. If you scroll down, at the bottom of Purchase Preorder page, you should see the following:
    a. **Current Balance:** How much money you currently have available
    b. **Preorder Amount:** Total amount of preordered meals.
    c. **Amount Owed:** Current Balance minus the Preorder Amount

Current Balance:	$ 0.00
Preorder Amount:	$ 0.00
Amount Owed:	$ 0.00
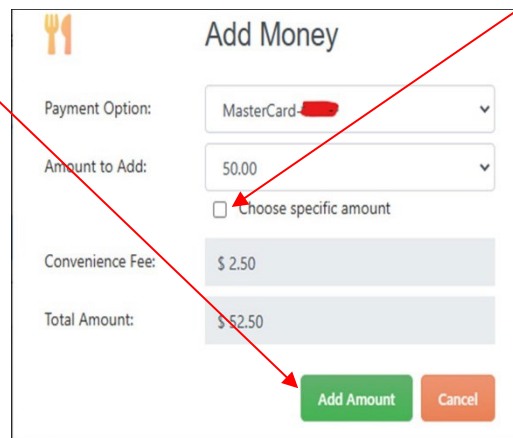
Secured by PayPal   Save/Pay

- Please order before 8:00 am
- The cost of the meal is $6-7 and will be deducted at 9:00 am on the day lunch is provided
- No meals on Fridays or Half Days
- Lunch Drink is included with meal, please select an option

ⓘ To submit your order, you must click the **Save/Pay** button and purchase the selected meals. When successfully purchased, the items in the calendar will turn blue.

6. Once you are done choosing your meals, click on **"Save/Pay"** to save and submit your selections. If the Current Balance doesn't cover the Amount Owed, you will get a popup to add money before submitting your order.

7. All the fields will be pre-populated for you. All you need to do is review the details and click **"Add Amount"**

8. If you also want to add additional funds, click the check box before "Choose specific amount". This will let you edit the "Amount to Add"

Add Money

|	
Payment Option:	MasterCard-
Amount to Add:	50.00
	☐ Choose specific amount
Convenience Fee:	$ 2.50
Total Amount:	$ 52.50

Add Amount   Cancel

IMPORTANT: If you have multiple students, please add funds for each student specifically in separate transactions.
**Example**: If you want to add $100 to your family's lunch account and have two students, choose the first student, and add $50 to their account. Once the transaction is completed, repeat the same process under the second student's account to add the other $50. This requires two separate transactions onto a credit/debit card.

9. You will get the following popup box if the transaction is successful.
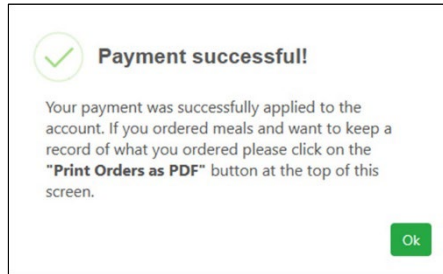
How to Print Your Final Order

You can print your order by clicking on **Print Orders as PDF** right above the calendar.
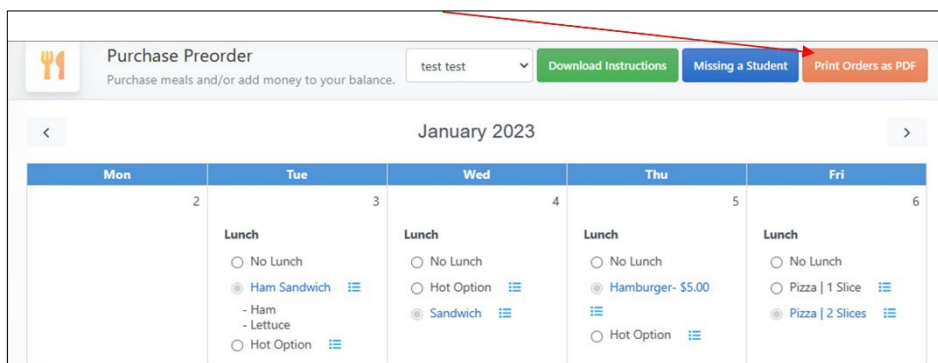

How to Cancel/Delete Orders

If your student(s) will be absent, please cancel any pre-ordered lunch(es) <u>before 8:00 AM</u> on the day of the order(s).

Note: If you have multiple students that are going to be absent, you must select each student separately and cancel the <u>Lunch</u> and <u>Lunch Drink</u> for each student.

1. Select the correct **Student** account for the preordered meals that you are planning on canceling/deleting
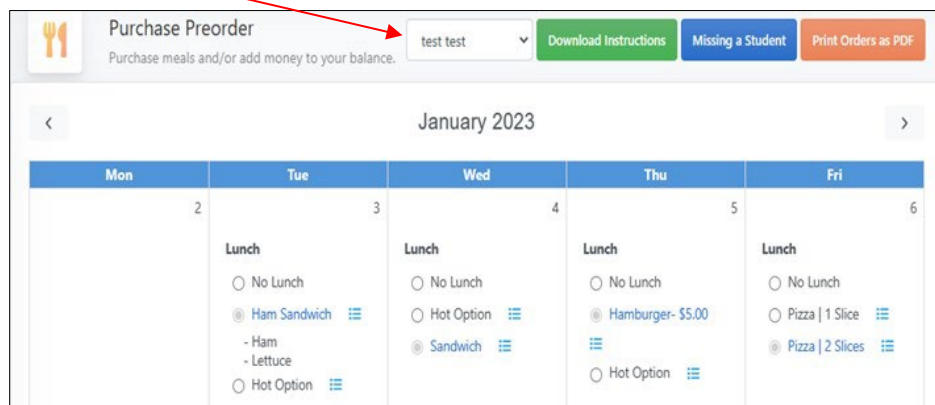
2. On the day that you are canceling/deleting a lunch, select "**No Lunch**" for the <u>Lunch</u> option, and "**No Lunch Drink**" for the <u>Lunch Drink</u> option

3. The **Preorder Amount** and the **Amount Owed** have been credited and the lunch has been canceled/deleted.

Transaction History

You can check your history of current transactions on the **Transaction History** link on the left.

Other Important Notes
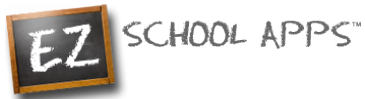
The credit card charge for these transactions will show as "EZ School Apps", "EZ School Lunch" or "EZ School Payment" on your credit card statement. If you dispute this transaction a "chargeback" fee of $15 may be imposed by the bank to your school since they are the recipient of the funds.

If your credit card is declined, we recommend trying a different card or calling your credit card company to find out more.

If you find yourself in need of support, you can use the 'Contact Support' link at the top of the web page or the "Contact Support" link on the login page. This will send a support request to the school since we only provide the software and are not authorized to make any changes without the direct request from one of the administrators. They should be able to provide you with anything you may need.