



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 **Thursday by 8:00 PM**, 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, <https://www.ezschoolapps.com/login>
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 <https://www.ezschoolapps.com/login>

1- Type your email address. (See Image-1).

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

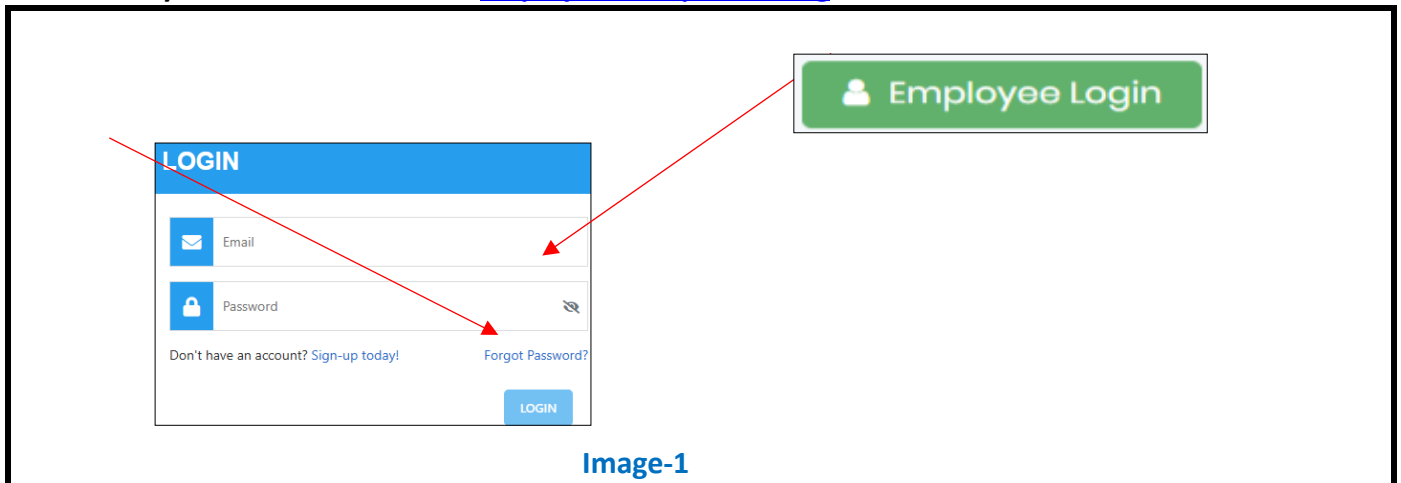
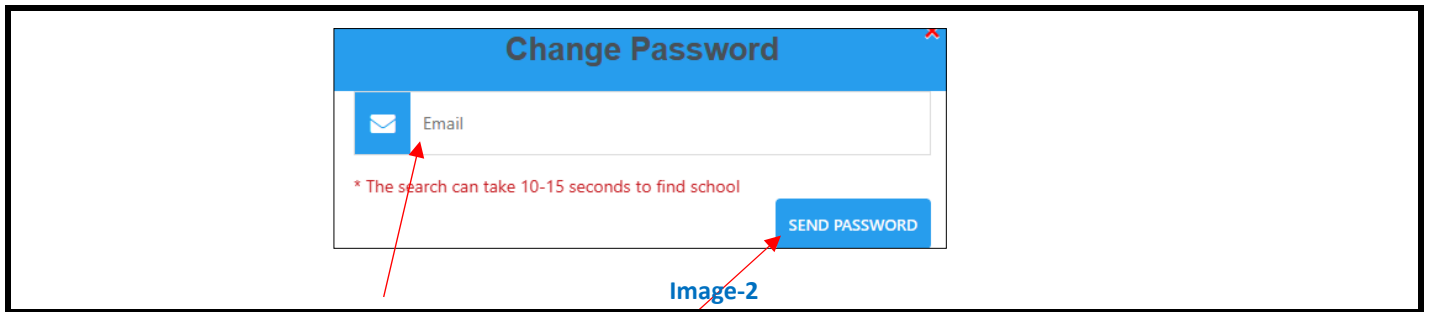


Image-1

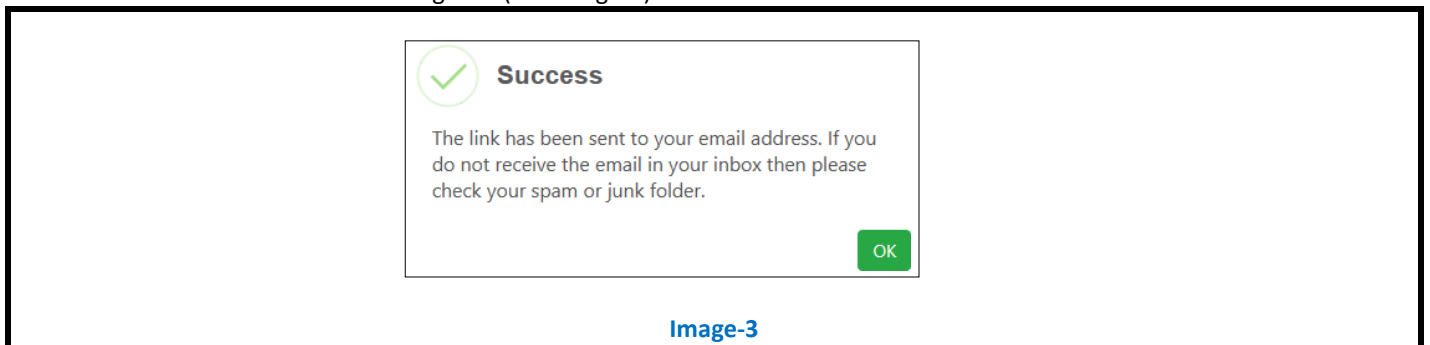
2- Click on Forgot Password. (See image-1)

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



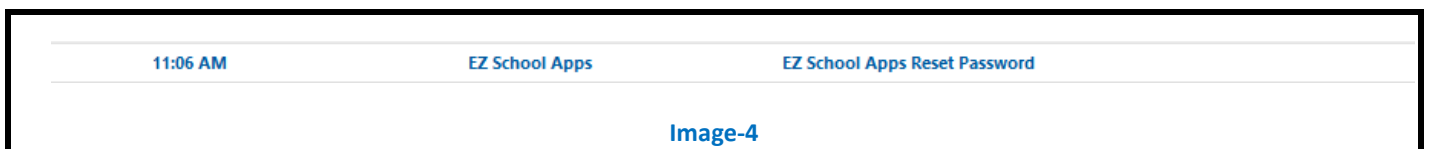
4. Type in your email address again and click Send Password.

5. You will see the following box. (See image-3)

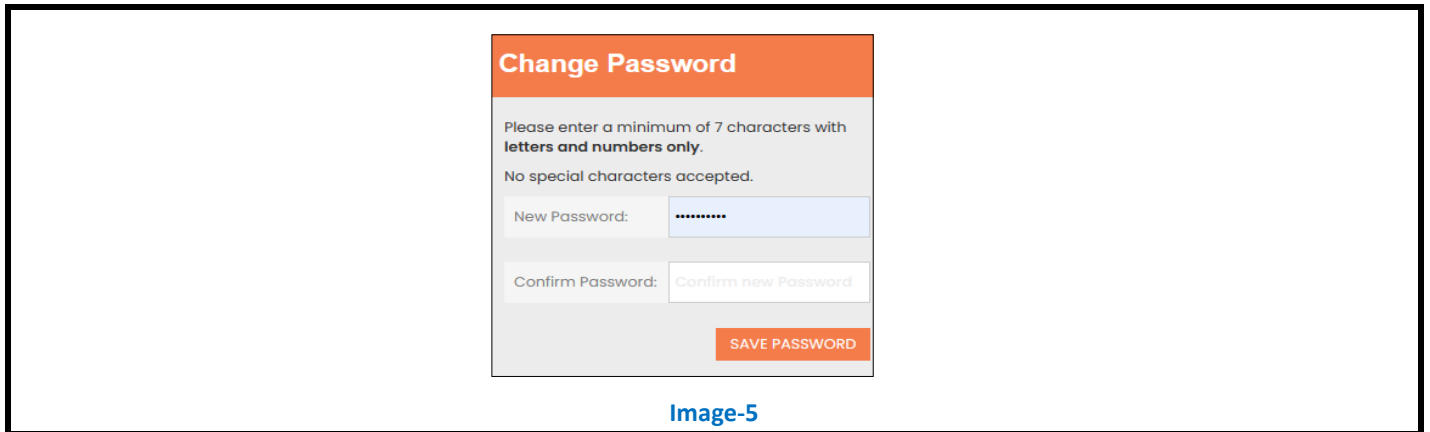


6. You will get an email containing a link. If it does not appear in your email, please check you Junk Mail.

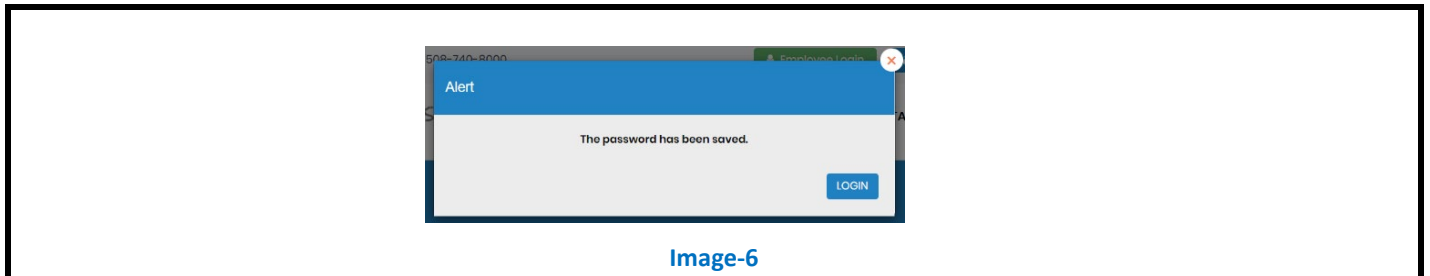
7. Click on the link that says "Reset your password." (See image-4)



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

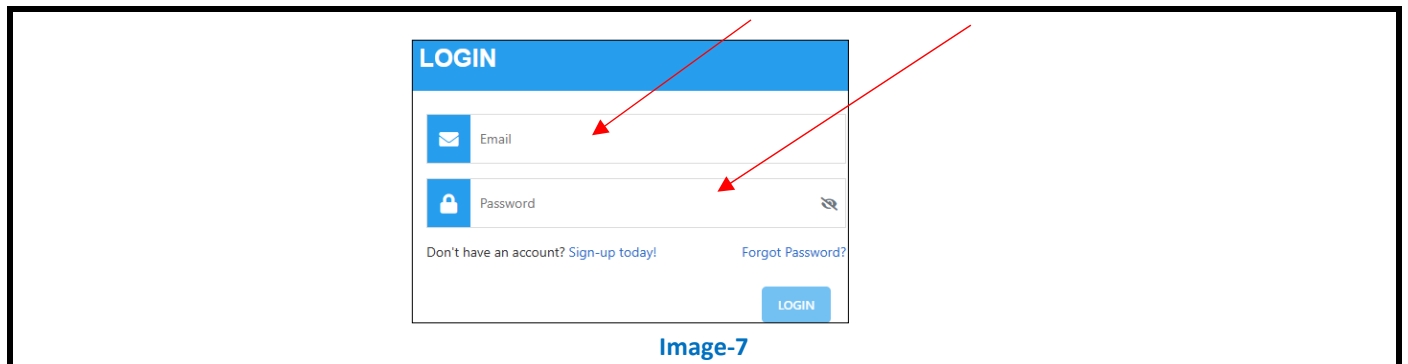


9. The following box will appear. (See image-6). Click Login



Login

Login into www.ezschoollapps.com using your email address and password.(See image-7)

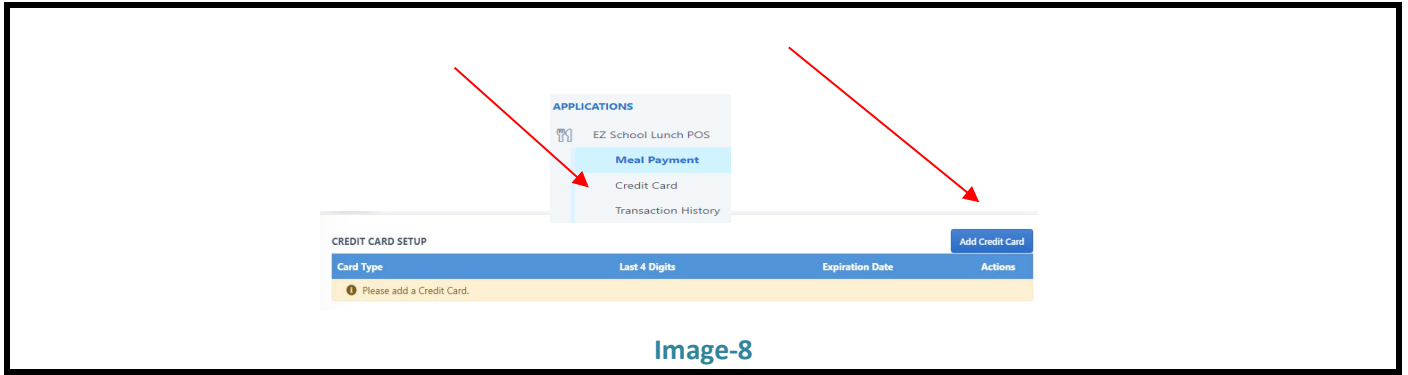




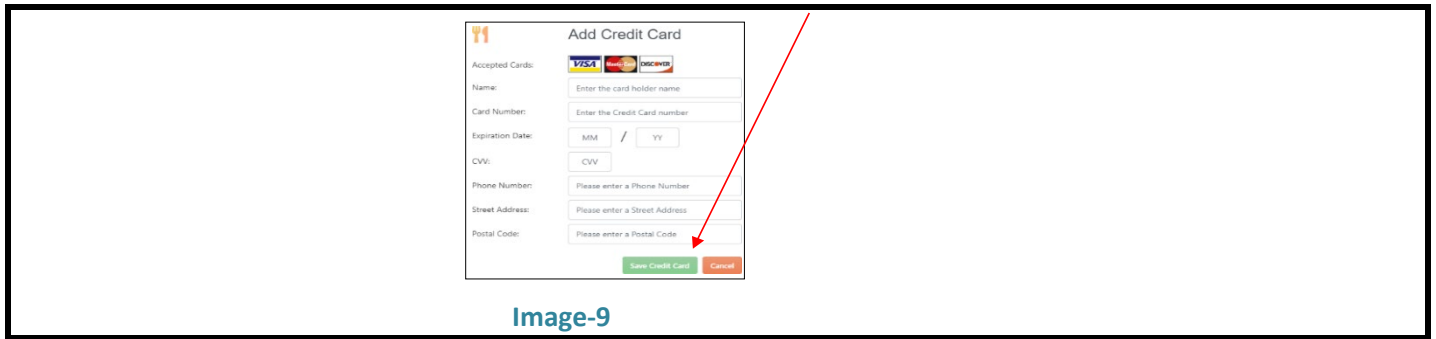
Adding a Credit Card

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)



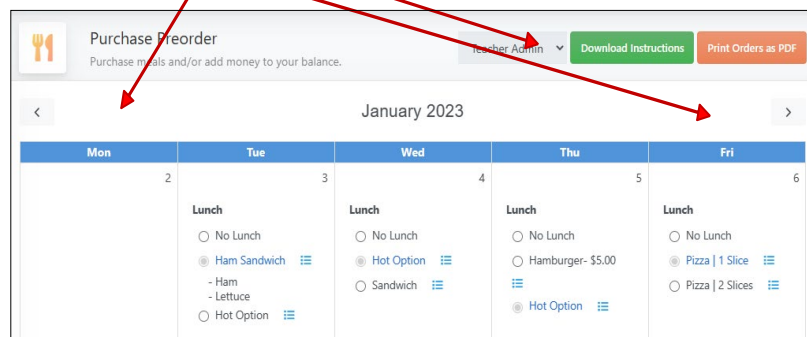
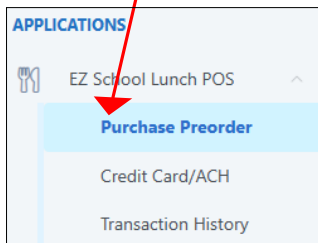
2. Add the information about your credit card and click on Save Credit Card. (See Image-9)



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.



- 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)

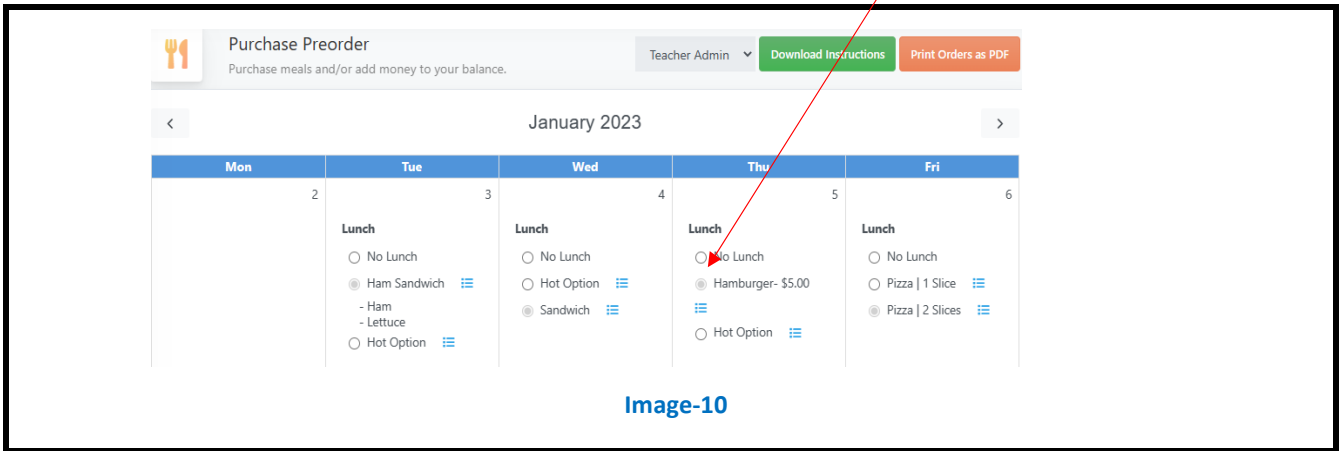
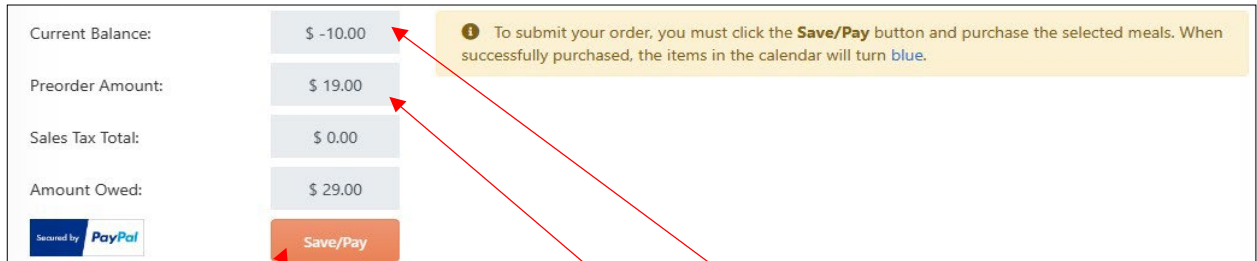
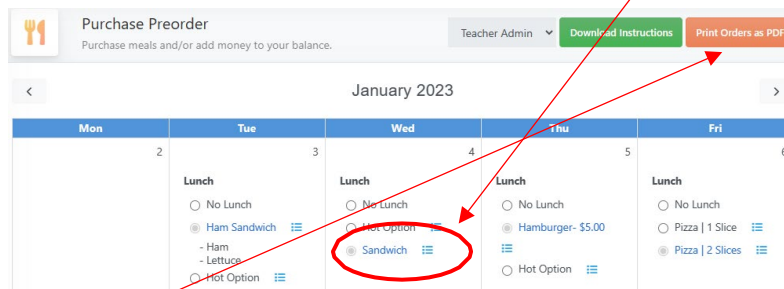


Image-10



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



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



13. If you owe money the following popup will appear

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)

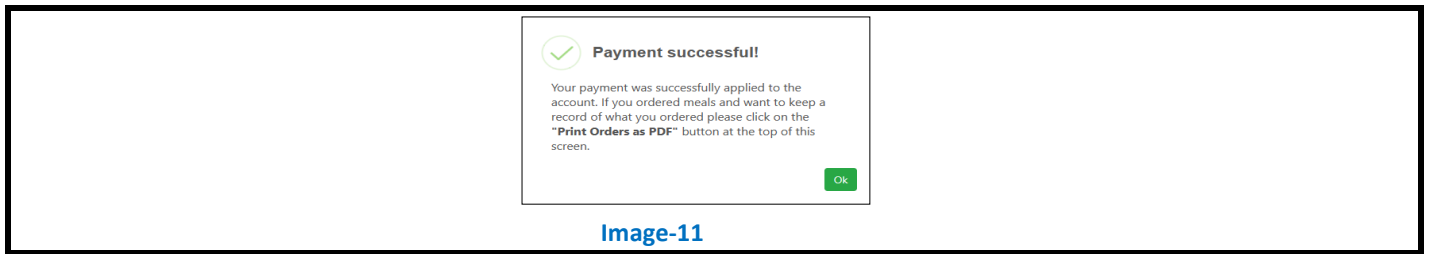


Image-11

16. If your credit card is declined, there is nothing we can do. We suggest you try a different credit card or 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)

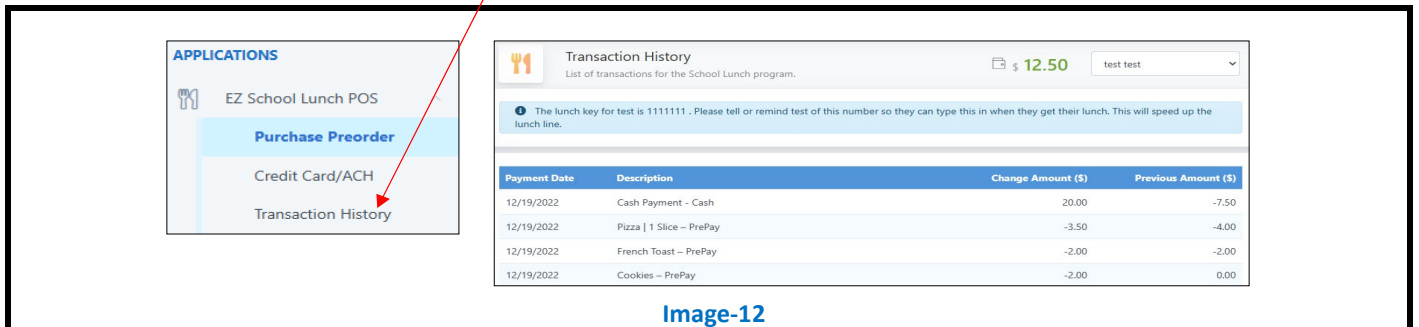


Image-12