

**If your child plans to order hot lunch, you will need to create an account through EZ Pay.** This portal is very easy to use and is compatible with all browsers and devices. Please find the account setup instructions below:

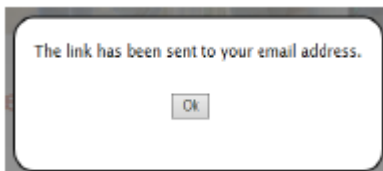
1 - Go to [www.ezparentcenter.com](http://www.ezparentcenter.com)

2 - Click on "Forgot Password" in the top right and enter your email address.

Click on Forgot Password.



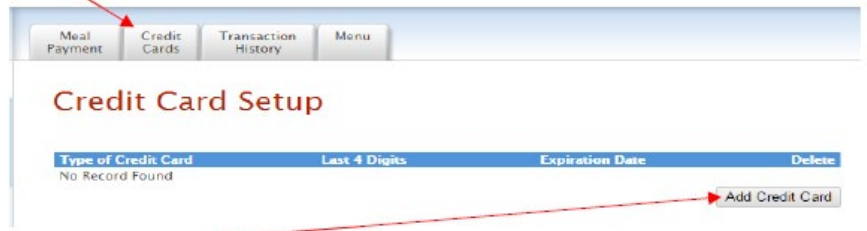
If for some reason, it indicates that the email address is not found, then click OK and scroll down to "New Parent Signup". Enter the school zip code (30354), then select St. John the Evangelist School. Enter your information first (name, phone #, email, create password) then enter your child's/children's names. Click "Send Account Creation Request".



If you receive the popup indicating the link has been sent to your email address, click OK, then login to your email to set your password.

**\*\*If you have a child at Our Lady of Mercy** who already has a hot lunch account, you can just login using your existing credentials. Your SJE child(ren) should appear in your account. If they don't, you may add them.

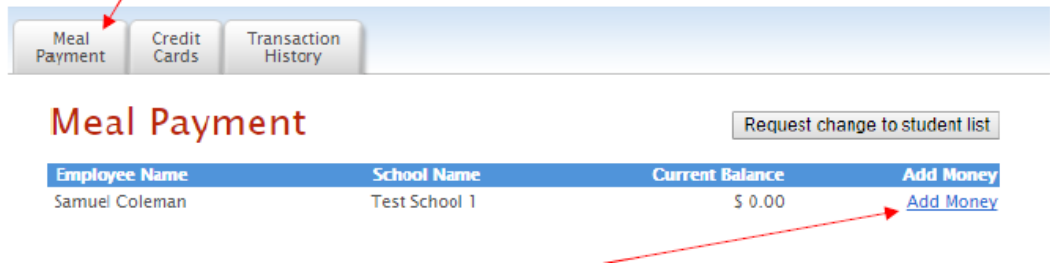
3 – When you have logged into your account, click on the Credit Cards tab at the top of the page to add a Credit or Debit Card.



Be sure to click “Save Credit Card”.

4 – Click on the “Meal Payment” tab at the top of the page, then click on the blue “Add Money” button.

Click on the Meal Payment tab.



5 – You are all set! You can click on the “Transaction History Tab” at the top of the page to see real-time information regarding your cafeteria transactions. You will also find menus in the “Menu” tab beginning in January.