



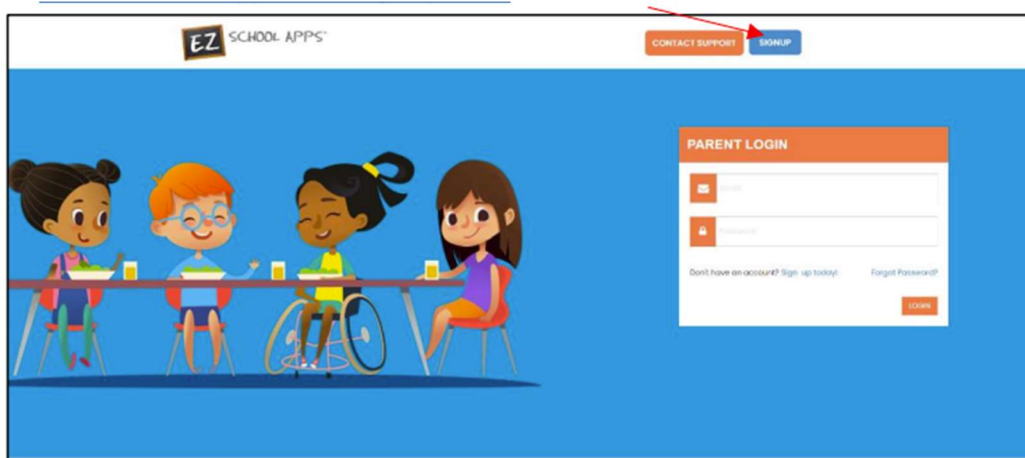
COUSINS MIKE'S School Lunch PROGRAM



New Parent Sign-Up Instructions

How to Sign-Up

- 1) Go to cousinsmike12.com/schoollunchprogram#sps
- 2) Click the "Order Here" button
- 3) Click Sign-Up



- 4) Type in the school's zip code in the box and click Submit.

Enter the School's Zip Code

** Please enter a Zip Code*

- 5) Use the dropdown to select your school.

Select Your School

- 6) If the code is successful or the school does not require an access code, then the below screen will appear. Type in the required information in the boxes below:

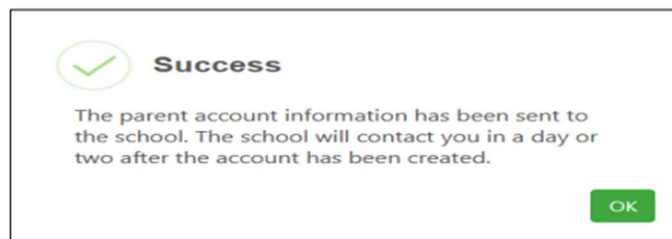
Parent Sign Up Form

Parent First Name	First Name
<i>* Please fill out the first name field.</i>	
Parent Last Name	Last Name
Parent Number	<input style="width: 100%;" type="text"/>
Email Address	Email Address
Create Password	Create Password
Confirm Password	Confirm Password

Sign Up Cancel

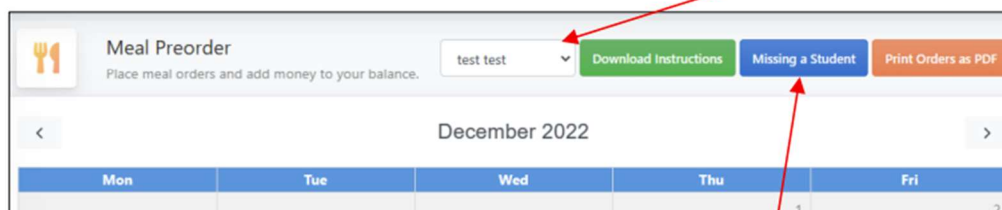
Please remember to create a password with **letters** and **numbers** only

- 7) Click Send Account Creation Request. (Your registration is successful if you see the box below.)



How to Request a Student Connection

Once you log in you can check your student connections in the dropdown menu



If you find that you are missing a student, please click the “Missing a Student” and follow these steps:

1. In the following popup please select your school and type the student name(s) in the box below

No student found!

If you are missing a student please fill out the student name below and an email will be sent to the school.

School: Test School 1

Student Name:

Send Email Close

2. Then click "Send Email", this will inform the school that they need to adjust the student connection
3. Lastly all you must do is wait. Your school will connect your child for you

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 Credit Card on the left, then click Add Credit Card.

APPLICATIONS

- EZ School Lunch POS
- Meal Payment**
- Credit Card
- Transaction History

CREDIT CARD SETUP

Card Type	Last 4 Digits	Expiration Date	Actions
Please add a Credit Card.			

Add Credit Card

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

Add Credit Card

Card number: 1234 1234 1234 1234

Expiration: MM / YY

CVC: CVC

Country: United States

ZIP: 12345

By providing your card information, you allow EZ School Apps LLC to charge your card for future payments in accordance with their terms.

Save Credit Card Cancel

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. If you have multiple accounts to order for, use the dropdown to select the correct one
2. You can change the month by clicking on the left or right arrows.

3. Select lunches by clicking on the button in front of your food item of choice.
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.

How to Make a Payment or Save Your Order

5. If you scroll down, at the bottom of the calendar/menu, you should see the following:
 - a. **Current Student Balance:** How much money you currently have available
 - b. **Pre-order Amount:** total amount of money on pre-ordered meals.
 - c. **Owed Amount:** Current Student Balance minus the Pre-order Amount

6. Once you are done choosing your meals, click on **“Save/Pay”** to save your selections. If the Current Balance doesn't cover the Owed Amount, 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 Mount”**

8. If you also wanted to add additional funds, click the on the button before “Choose specific amount”. This will let you edit the “Amount to Add”. Then click Add Amount.

Add Money

Payment Option: MasterCard

Amount to Add: \$0.00

Choose specific amount

Convenience Fee: \$ 2.50

Total Amount: \$ 52.50

Add Amount Cancel

9. You will get the following popup box if the transaction is successful.

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.

Ok

How to Print Your Final Order

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

Purchase Preorder

Purchase meals and/or add money to your balance.

test test

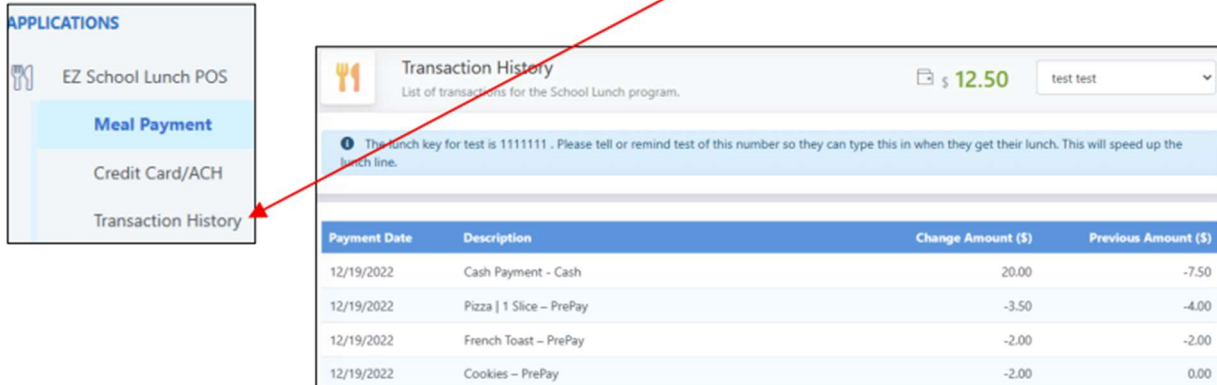
Download Instructions Missing a Student **Print Orders as PDF**

January 2023

Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
	Lunch <input type="radio"/> No Lunch <input checked="" type="radio"/> Ham Sandwich - Ham - Lettuce <input type="radio"/> Hot Option	Lunch <input type="radio"/> No Lunch <input type="radio"/> Hot Option <input checked="" type="radio"/> Sandwich	Lunch <input type="radio"/> No Lunch <input checked="" type="radio"/> Hamburger- \$5.00 <input type="radio"/> Hot Option	Lunch <input type="radio"/> No Lunch <input type="radio"/> Pizza 1 Slice <input checked="" type="radio"/> Pizza 2 Slices

Transaction History

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



The screenshot shows the EZ School Lunch POS application interface. On the left, a sidebar menu under 'APPLICATIONS' lists 'EZ School Lunch POS', 'Meal Payment', 'Credit Card/ACH', and 'Transaction History'. A red arrow points from the 'Transaction History' menu item to the main content area. The main content area displays the 'Transaction History' page, which includes a balance of \$12.50 and a dropdown menu set to 'test test'. Below this is a table with the following data:

Payment Date	Description	Change Amount (\$)	Previous Amount (\$)
12/19/2022	Cash Payment - Cash	20.00	-7.50
12/19/2022	Pizza 1 Slice - PrePay	-3.50	-4.00
12/19/2022	French Toast - PrePay	-2.00	-2.00
12/19/2022	Cookies - PrePay	-2.00	0.00

Thank you for supporting our small local family owned & operated business, Cousins Mike!

We look forward to making fun, delicious, & nutritious meals for your children! Please always reach out to us at Support@CousinsMike12.com for any assistance that you need.

Check out some of our other services at <https://www.cousinsmike12.com> and on Instagram [@CousinsMike12](https://www.instagram.com/CousinsMike12)

