

How to set-up your ONLINE LUNCH ORDERING & PAYMENT PROGRAM on



*Returning Parent (and some NEW Parents 🤖) Sign-up:

1. Go to www.ezparentcenter.com
2. Enter your email address. (If for any reason it states that there is no such email, you can click on **SIGN-UP** - See [New Parent Sign-up](#) instructions on reverse side)
3. Click on **Send/Reset Password**.
4. Go to your email account and click on the link to reset/create your password.
5. Login to EZ Parent Center using your email address and password.
6. Click on **Meal Preorder**.
7. Click on **“Connect your children to your account.”**
8. Use the dropdown to choose your school.
9. Type in the **first and last name** of your student(s).
10. **You do not immediately have access to the system.** The school must link your student(s) to that account. This process will take up to **24-48 hours** to complete. You will receive an email to you upon completion.

**Please note that there is a service fee associated with the payment option on EZ Parent Center. You are welcome to make a fee-free online payment on the TCDS Website, in the Administration and Business Offices as well as in the Kitchen.*

Contact Ms. Stacey in the Kitchen if you have any questions. Email: slove@tcdcharterschool.com.



*New Parent Sign-up:

1. Go to www.ezparentcenter.com
2. Click on “**Sign-up**”
3. Enter our school zip code – **85715**
4. Choose your school.
5. Fill in **ALL** the boxes with requested information.
6. Click “**Send Account Creation Request.**”
7. Your information will be sent to the school. We will contact you via email when the account is created.
8. **You do not immediately have access to the system.** The school must activate your account and link your student(s) to that account. This process will take up to **24-48 hours** to complete. You will receive an email upon completion.
9. *Please note that there is a service fee associated with the payment option on this program.

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