



**OAK HILL
CHARTER SCHOOL**

Food*ease*

Parent Manual

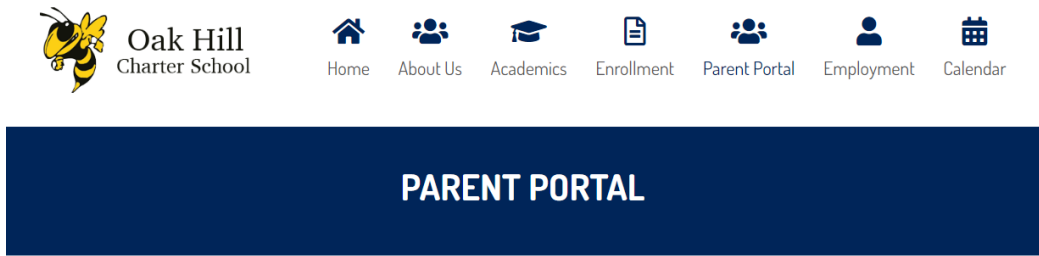
&

FAQ's

**How to create an account on Foodease
How to login to an existing account on Foodease
How to order lunch for your child**

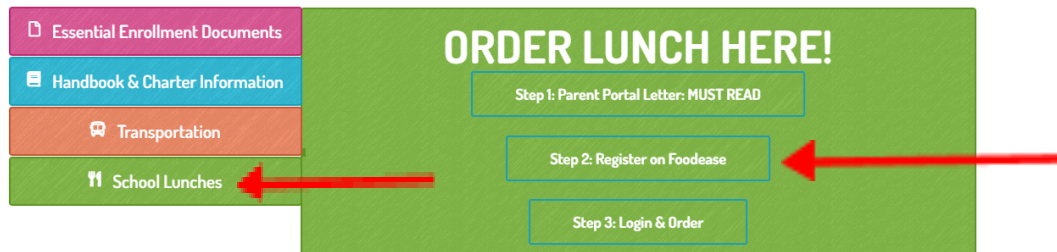
How to create an account on Foodease

1. Go to www.oakhillcharternc.org/parents



Welcome to the Oak Hill Charter School Parent Portal! This is the essential place for Oak Hill Charter School parents. From this portal, you will be able to access essential information such as newsletters, transportation, lunches, the Parent/Student Handbook, and much more. More important information will be added as we get closer to the start of the school year. Stay tuned!!!

Daily School Information



2. Click on Student Lunches
3. Click on Step 2 - Register on Foodease
4. Enter **YOUR** (parent/guardian) information on the Foodease User Registration screen and click Submit.

The image shows the "Registration" form on the Foodease website. The form is titled "Registration" and asks the user to "Please enter your information to register." The form fields include: "Parent Type*" (a dropdown menu), "First Name*", "Last Name*", "Phone Type*" (a dropdown menu with "Mobile" selected), "Phone (xxx-xxx-xxxx)*", "Date of Birth (mm/dd/yyyy)*", "Email*", "Address 1*", "Address 2*", "City*", "State*" (a dropdown menu), "Zipcode*", "Password*", and "Confirm Password*". A "Submit" button is at the bottom left. A callout box on the right says "Fill in *Your* information, not your child's information."

5. Add your students. Student ID is your **child's first and last name**. EX. *Stephanie Smith*

MY ACCOUNT | ORDERS | MESSAGES | FOOD CONSUMED

DEMOGRAPHICS | FAMILY | CHILDREN | SPOUSE | ACCOUNT FUNDS | STUDENT INFO

Add Child to Parent Account

Please enter the Child field to complete your registration.

Enter the Child information for [redacted]

First Name*:

Middle Name:

Last Name*:

Nick Name:

Date of Birth (mm/dd/yyyy)*:

Now fill in your child's information.

MY ACCOUNT | ORDERS | MESSAGES | FOOD CONSUMED

DEMOGRAPHICS | FAMILY | ACCOUNT FUNDS | STUDENT INFO

Parent Adding Student

You have successfully added the child account to the parent: [redacted]

Enter the Student Number for one of the [redacted]

If you don't see the child you are looking for, [Add Another Child](#) *

Children*:

Student Number*:

Allergies:

Grade:

To link your child's account to their school, fill out the required information.

If you have more than one child that you are ordering lunch for, press **Submit and Add Another Child**. Otherwise, **Submit**.

6. Add your payment method.

MY ACCOUNT | ORDERS | MESSAGES | FOOD CONSUMED

DEMOGRAPHICS | FAMILY | ACCOUNT FUNDS | CREDIT HISTORY | ADD CREDIT | CREDIT CARDS | STUDENT INFO

Add Credit Card

You have successfully added the new student.

For the parent's security, only the Nickname and last 4-digits are stored by Foodesse. [more...](#)

Credit Card Nickname*:

Name on Credit Card*:

Credit Card Number*:

Credit Card Expiration Date (mm/yy)*:

Credit Card CVV (on back of card)*:

Billing Street Address*:

Billing Zip Code*:

Enter your credit card information and **Submit**.

7. Add an amount to your child's lunch account.

MY ACCOUNT | ORDERS | MESSAGES | FOOD CONSUMED

DEMOGRAPHICS | FAMILY | ACCOUNT FUNDS | CREDIT HISTORY | ADD CREDIT | CREDIT CARDS | STUDENT INFO

Add Credit

You have successfully submitted the Credit Card Information.

Credit Card: [redacted]

Amount to Charge Credit Card:

Choose which card to charge and add the amount you wish to charge to your child's lunch account.

8. Set up Auto-Pay or to Cancel Auto-Pay.

MY ACCOUNT | ORDERS | MESSAGES | FOOD CONSUMED | LOGOUT

PENDING ORDERS | NEW ORDERS | ORDER HISTORY | AUTO-PAY | FOOD CONSUMED

Auto-Pay Settings

You have successfully submitted the Food Order.

Set the amount that will automatically be paid by [redacted] when their account reaches a predetermined minimum amount.

Credit Card*: [redacted]

Replenish account when it is this amount*: [input field]

Amount to Add to Account*: [input field]

Submit | Cancel Autopay

Fill in the required information to set up Autopay or press **Cancel Autopay**.

MY ACCOUNT | ORDERS | MESSAGES | FOOD CONSUMED | LOGOUT

INBOX | COMMUNICATION METHODS | NOTIFICATIONS | SUPPORT

Notification Settings

You have successfully submitted the information.

You will receive a message when your account balance falls below the Low Account Balance Amount that you set below.

Low Account Balance Amount*: [input field]

Submit

If you set up Autopay, please set a Low Account Balance Amount so that you can be notified if your child has little money left.

9. Congratulations! You have set up your account. If you need to review the information you submitted, scroll over to **My Account** and click the corresponding links to check your account information.

How to login to an existing account on Foodease

1. Go to www.oakhillcharternnc.org/parents

The screenshot shows the Oak Hill Charter School website navigation bar with icons for Home, About Us, Academics, Enrollment, Parent Portal, Employment, and Calendar. Below the navigation bar is a dark blue banner with the text "PARENT PORTAL". Underneath is a welcome message: "Welcome to the Oak Hill Charter School Parent Portal! This is the essential place for Oak Hill Charter School parents. From this portal, you will be able to access essential information such as newsletters, transportation, lunches, the Parent/Student Handbook, and much more. More important information will be added as we get closer to the start of the school year. Stay tuned!!!". The main content area is titled "Daily School Information" and features a sidebar with links for "Essential Enrollment Documents", "Handbook & Charter Information", "Transportation", and "School Lunches". The central area is a green box titled "ORDER LUNCH HERE!" with three steps: "Step 1: Parent Portal Letter: MUST READ", "Step 2: Register on Foodease", and "Step 3: Login & Order". A red arrow points to the "Step 3: Login & Order" button.

2. Click on Step 3: Login & Order.

The screenshot shows the "Parent Login" page. At the top, there are tabs for "STAFF" and "PARENTS". Below the tabs are three buttons: "LOGIN", "REGISTER", and "FORGOT PASSWORD". The "Parent Login" section contains the text: "Enter your email address and password to login, or click 'Registration' to create a new account." There are input fields for "Email:" and "Password*:" and a "Submit" button. A callout box on the right says: "When you click the link from your school's website, you are brought here. Enter your information and press **Submit**." Below the login section is a navigation bar with tabs for "MY ACCOUNT", "ORDERS", "MESSAGES", "FOOD CONSUMED", and "LOGOUT". The "MY ACCOUNT" tab is selected, showing a "Demographics" section with fields for Name, Phone, Email, Address, and Child. A callout box on the right says: "Congratulations! You have logged in. To Log out, please press the **Logout** button on the top right." The "MY ACCOUNT" sidebar includes links for "NAME", "EMAILS", "PHONES", "ADDRESSES", "SECURITY", "FAMILY", "ACCOUNT FUNDS", and "STUDENT INFO".

How to order lunch for your child

1. Go to www.oakhillcharternc.org/parents



Oak Hill
Charter School



Home



About Us



Academics



Enrollment



Parent Portal



Employment



Calendar

PARENT PORTAL

Welcome to the Oak Hill Charter School Parent Portal! This is the essential place for Oak Hill Charter School parents. From this portal, you will be able to access essential information such as newsletters, transportation, lunches, the Parent/Student Handbook, and much more. More important information will be added as we get closer to the start of the school year. Stay tuned!!!

Daily School Information

Essential Enrollment Documents

Handbook & Charter Information

Transportation

School Lunches

ORDER LUNCH HERE!

Step 1: Parent Portal Letter: MUST READ

Step 2: Register on FoodEase

Step 3: Login & Order

2. Click on Step 3: Login & Order.

STAFF PARENTS

LOGIN

REGISTER

FORGOT PASSWORD

Parent Login

Enter your email address and password to login, or click "Registration" to create a new account.

Email:

Password*:

Submit

When you click the link from your school's website, you are brought here. Enter your information and press **Submit**.

MY ACCOUNT ORDERS MESSAGES FOOD CONSUMED

DEMOGRAPHICS

NAME

EMAILS

PHONES

ADDRESSES

SECURITY

PENDING ORDERS

NEW ORDER

ORDER HISTORY

Email

Address

Child

Go to Orders -> New Order

3. Select a Dining Location (if applicable).

Date	Time	Weekday	Meal	Completed	Price	Student Name	Order	Edit	Cancel
06/21/2019	12:00am 6:00am	Fri	Burrito, 8 Piece Chicken Nugget, Chips & Salsa, Sprite, Topping, Salad, Mexican Sauce, Fillings, Chicken Sandwich, Taco, Quesadilla	Incomplete	not applicable		Order		
06/22/2019	12:00am 6:00am	Sat	Burrito, 8 Piece Chicken Nugget, Chips & Salsa, Sprite, Topping, Salad, Mexican Sauce, Fillings, Chicken Sandwich, Taco, Quesadilla	Incomplete	not applicable		Order		

4. Your child may only have one to two choices depending on the vendor used for that day. Select only one meal for your child. Click the submit button.

Quantity	Selections	Product	Price	Requirement	Select	Remove
0 + -	<input type="checkbox"/>	8 Piece Chicken Nugget	3.50	optional	Select	
0 + -	<input type="checkbox"/>	Burrito	3.00	optional	Select	
0 + -	<input type="checkbox"/>	Chicken Sandwich	3.50	optional	Select	

- When you click submit, you will go back to the Order menu and you can continue to order other meals for your child.
- To view your orders, go to Orders > Pending Orders.
- To see a history of meals for your child, go to Orders > Order History.