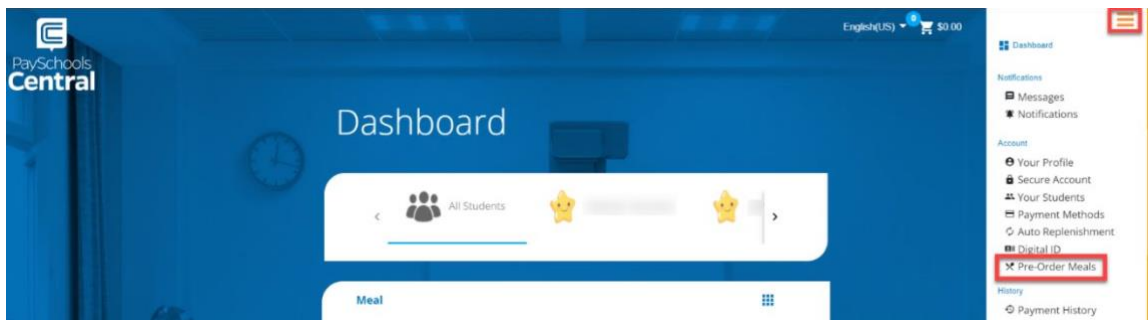


## Pre-Order / myMealOrder

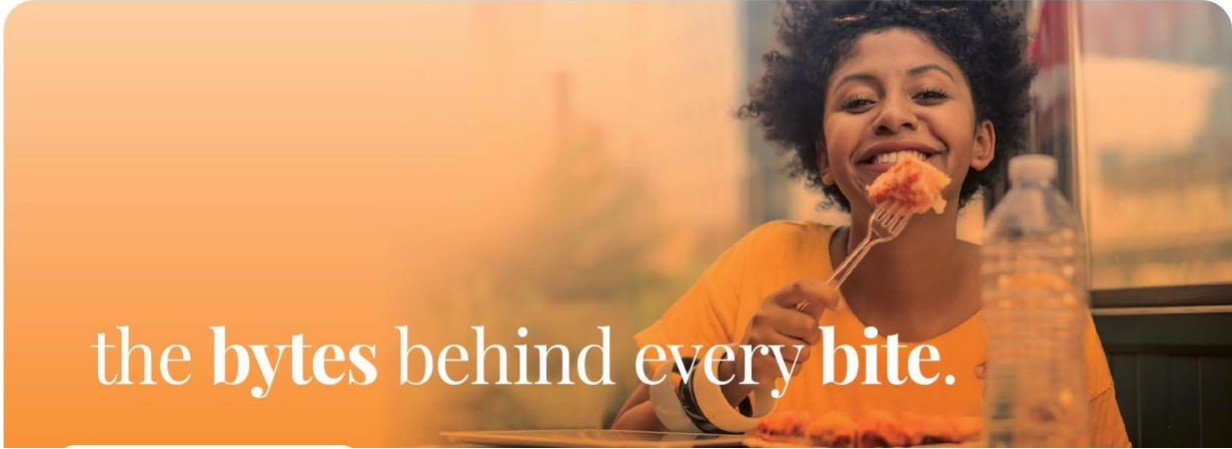
The PaySchools preorder system, powered by myMealOrder makes preordering meals quick, easy, and secure. With our preorder system, you can plan and pay for your students' meals several days in advance. Please note, if your district doesn't offer preorder, this feature may not be available in your PaySchools Central Menu.

### Getting to myMealOrder

1. To access your preorder account, first log into your PaySchools Central account by going to [www.payschoolscentral.com](http://www.payschoolscentral.com). If you have not yet registered, click **REGISTER** to set up your account.
2. Open the Menu on the right-hand side of the screen by clicking the hamburger icon, click "PreOrder Meals," and you will be directed to myMealOrder's website. You will not need to register nor sign in to myMealOrder as all of your account and students' information will have already been transferred.



3. Choose meals/items for each student for the days you wish to pre-order for. Once your items have been added to your cart, click **Checkout** as pictured below.



myMealOrder.com

Meals | My Account | My Orders | Documents | Help | Contact | Log off

Print Calendar Menu

Welcome Your Name ( District's Name )

Week Month

Print Menu in Cart Print Purchased Menu

Your Student's Name High School

Your Student's Name High School

Week of July 27, 2020

| Mon, Jul 27   | Tue, Jul 28  | Wed, Jul 29                      | Thu, Jul 30                    | Fri, Jul 31                 |
|---------------|--------------|----------------------------------|--------------------------------|-----------------------------|
| Mac n' Cheese | Pepp Pizza   | Chicken Buff Panini and Pancakes | Chicken Parm w/ Chocolate Milk | Mac n' Cheese               |
| Meal Details  | Meal Details | Meal Details                     | Meal Details<br>Add to Cart    | Meal Details<br>Add to Cart |
| Mac n' Cheese | Pepp Pizza   | Chicken Buff Panini and Pancakes | Chicken Parm w/ Chocolate Milk | Mac n' Cheese               |
| Meal Details  | Meal Details | Meal Details                     | Meal Details<br>Add to Cart    | Meal Details<br>Add to Cart |

July 27, 2020

Jul 29

| Thu, Jul 30                      | Fri, Jul 31                      |
|----------------------------------|----------------------------------|
| Chicken Parm w/ Chocolate Milk   | Mac n' Cheese                    |
| Meal Details<br>Remove from Cart | Meal Details<br>Remove from Cart |
| Chicken Parm w/ Chocolate Milk   | Mac n' Cheese                    |
| Meal Details<br>Remove from Cart | Meal Details<br>Remove from Cart |

4. Review your total and click **Place Order**. You will then be re-directed to PaySchools Central to process your payment.

myMealOrder.com

Meals | My Account | My Orders | Documents | Help | Contact | Log off

Welcome Martha Stewart (Do NOT use - alpha4b)

| Date             | Description                                | Price            | Delete |
|------------------|--|------------------|--------|
| Thursday July 30 | Chicken Parmesan Panini, 2% Chocolate Milk | 2.00             | ✕      |
| Friday July 31   | Mac & Cheese, 2% Milk                      | 3.00             | ✕      |
|                  |  | Subtotal: \$5.00 |        |

Order Total: \$5.00

Empty Cart **Place Order**

Continue Shopping

| Date             | Description                                | Price            | Delete |
|------------------|--|------------------|--------|
| Thursday July 30 | Chicken Parmesan Panini, 2% Chocolate Milk | 0.00             | ✕      |
| Friday July 31   | Mac & Cheese, 2% Milk                      | 0.00             | ✕      |
|                  |  | Subtotal: \$0.00 |        |

5. Select your payment method, click **CONTINUE**. Review your totals and check the terms and conditions box to agree and then click **MAKE PAYMENT** to process your preorder selections and payment.



The image shows two screenshots of a payment interface. The left screenshot is titled "Cart" and displays a table of items in the cart. The right screenshot is titled "Totals" and shows the breakdown of charges and a "MAKE PAYMENT" button.

| ITEM NAME     | DESCRIPTION      | AMOUNT  | DISCOUNT | REMOVE |
|---------------|------------------|---------|----------|--------|
| (370170)      |                  |         |          |        |
| Preorder Meal | Patron: (370170) | \$ 5.00 |          |        |
| Preorder Meal | Patron: (370170) | \$ 0.00 |          |        |

Cart Amount: \$5.00

Checkout

Payment Method: My CC

**CONTINUE**

[Return To Dashboard](#)

### Totals

**Sub Total** \$5

**Internet Convenience Fee: ⓘ** \$1.95

**Total Amount Due** \$6.95

By Checking this checkbox, I agree to the terms and conditions.

Credit Card Processing terms and conditions

**MAKE PAYMENT**

6. Make sure not refresh your screen while the payment processes. Once you have processed your payment in PaySchools Central 2.0 account, you will receive an email receipt as well as a message with order details in your PaySchools Central Account.

**Success**

Thank you for your payment of \$5.00. A copy of your receipt has been emailed to you.

**RETURN TO DASHBOARD**