

# FUNDING AND PRE-ORDERING SCHOOL LUNCHES

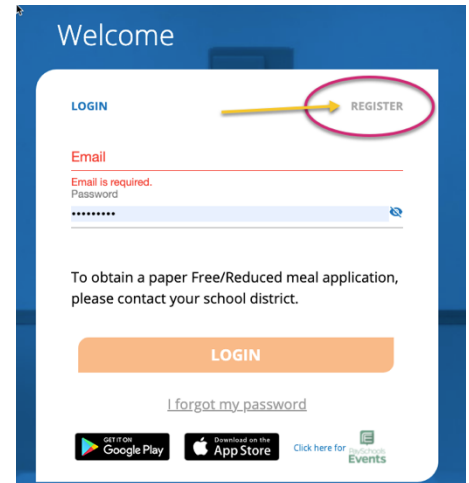
Please follow these instructions to fund and order meals for your student. Please be sure to complete the order through “Checkout” and make sure you see the “Success” screen. If you do not see the “Success” screen, the order is **NOT** complete.

**MEAL ORDERS MUST BE PLACED BY 11:00 p.m. THE PRECEDING NIGHT BEFORE THE MEAL IS NEEDED**

## Register

You must register for a PaySchool account prior to ordering (see right).

- Go to: <https://payschoolscentral.com/>
- Once you have registered, you will be returned to the login page. Using the credentials you chose, proceed with login.
- If you have previously used Payschool, login with your existing login information. If you cannot remember your password, use the “I forgot my password” to reset.

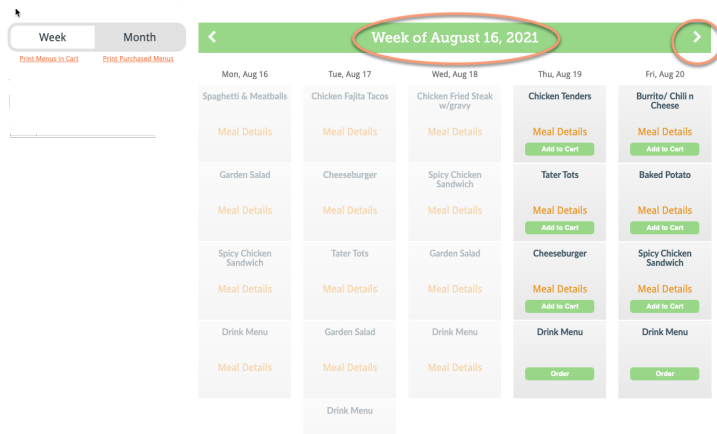


## Set a funding source (such as a debit or credit card):

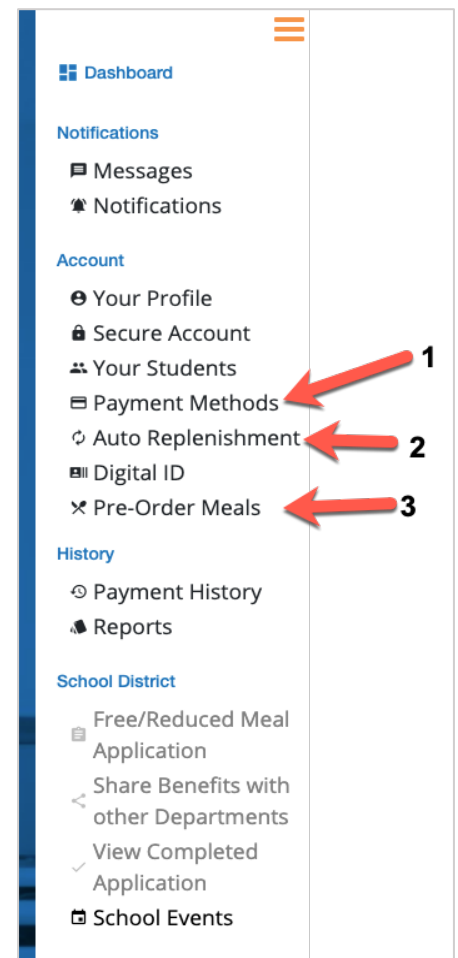
- Establish a payment source by selecting “Payment Methods” (#1 right) on the dashboard on the right and complete the information
- You may automatically replenish the account by selecting “Auto Replenishment” (#2 right) from the right navigation as well.

## Order meals

- Select “Pre-Order Meals” (#3 right) from the right navigation panel. This links you to myMealOrder.com.
- Use the green bar at the top of the page to navigate to the “Week” for which you are ordering meals (see image below).



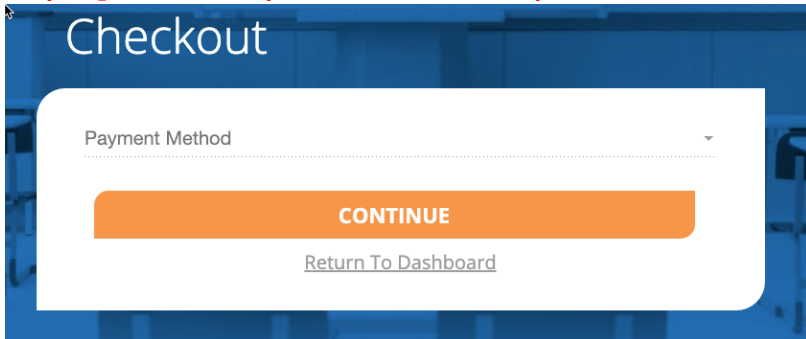
- Choose your meals
- Note:** Prices will not display.



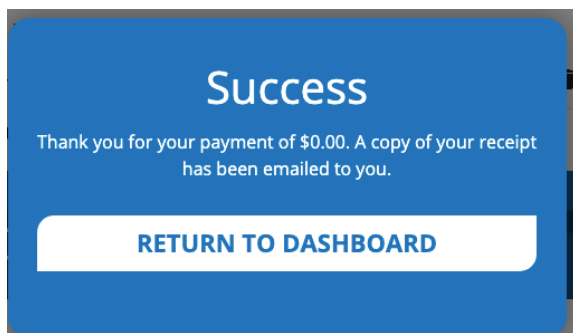
## Go to “Checkout”

- Click “Place Order” (order will appear – no pricing on it)

**Very important: after you click Place Order, you’ll see this screen**



- **You must click “Continue” or the order is NOT complete.**
- You will see a “Success” message. **YOUR MEAL ORDER IS NOT COMPLETE UNTIL YOU SEE THIS SCREEN.**



- You will receive a confirmation email to your email address of record.

## Picking up meals

When your child goes through the cafeteria line to pick up his/her meal, the barcode on the meal is scanned. This is connected to your student’s account. The price of the meal is deducted from his/her balance.

## To view your orders

- Return to dashboard
- Click “Pre-Order Meals”
- To the right of the green ‘week of’ bar, you’ll see:



- Select “Week” or “Month”
- Select “Print Purchased Items”
- Items will display in new window

## To cancel an order

- In the top navigation bar, go to “My Orders”
- Your orders will appear. You have the option to cancel them here.

Meal Orders		Transactions			Export	
Student	Meal Date	Status	Meal	Price		
Kathryn Perry	09/23/2020	Purchased	Chicken Fried Steak w/Country Gravy	0.00	<a href="#">Details</a>	<a href="#">Cancel Order</a>
Kathryn Perry	09/22/2020	Cancelled	Spaghetti & Meatballs	0.00	<a href="#">Details</a>	
Kathryn Perry	09/22/2020	Purchased	Cheeseburger	0.00	<a href="#">Details</a>	<a href="#">Cancel Order</a>