



Pre-Order

The PaySchools pre-order 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.

Open the Menu on the right-hand side of the screen by selecting Preorder Meals > 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.

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Choose meals/items for each student for the days you wish to pre-order for > Once your items have been added to your cart you can View Cart OR Click Checkout

Select Language			ount My Orders Docun Welcome Demo User	One (**sales test here (Anywh	Back to PaySchool Central	
Week Month Print Menus in Cart Print Purchased Men	<	< Week of March 6, 2023 >				
Finit Wenus in Cart Finit Purchased Men	Mon, Mar 6	Tue, Mar 7	Wed, Mar 8	Thu, Mar 9	Fri, Mar 10	
Justin Adkins	Egg & bacon breakfast sandwich meal	Egg & bacon breakfast sandwich meal	Egg & bacon breakfast sandwich meal	Egg & bacon breakfast sandwich meal	Egg & bacon breakfast sandwich meal	
High School	Meal Details	Meal Details	Meal Details Remove from Cart	Meal Details Add to Cart	Meal Details Add to Cart	
	Breakfast Burrito meal	Breakfast Burrito meal	Breakfast Burrito meal	Breakfast Burrito meal	Breakfast Burrito meal	
	Meal Details	Meal Details	Meal Details Remove from Cart	Meal Details Add to Cart	Meal Details Add to Cart	
	Burrito Bowl Lunch	Burrito Bowl Lunch	Burrito Bowl Lunch	Burrito Bowl Lunch	Burrito Bowl Lunch	
			Meal Details Add to Cart	Meal Details Add to Cart	Meal Details Add to Cart	

Review your total and click process your payment by selecting Place Order > You will then be re-directed to PaySchools Central to Select your payment method

Select Language	Order.	Meals My Account My Ord	ers Documents	5 Help Contact Back to PaySchool Central
			Welcome	Demo UserOne (**SALES TEST HERE (Anywhere Demo))
Justin High School			_	Order Total: \$3.00
Date	Description	Price	Delete	
Wednesday March 8	Egg & bacon breakfast sandwich meal,	0.00	×	Empty Cart Place Order
Wednesday March 8	Breakfast Burrito meal.	3.00	×	
	Dicakiast Duffito filcal,	5.00	~	Continue Shopping



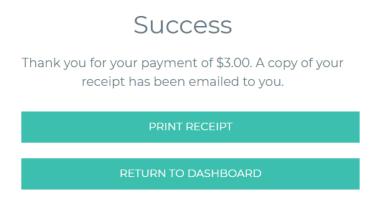




Review totals > Apply to Cafeteria Balance OR Select Payment method > and check to process the terms and conditions box to agree and then click preorder selections and payment.

Cart						
Items in Cart List			De	elete Items 👕		
Item Name	Description	Amount	Discount	Remove		8
Justin Quan Chi A	Adkins (420342)				Totals	
Preorder Meal	Patron: Justin Adkins	\$ 3.00	\$0.00	Î	Sub Total	\$3.00
	Apply Cafeteria Balance : \$ 48.76				Internet Convenience Fee: 0	\$1.95
art Amount: \$3.00					Total Amount Due	\$4.95
		P D		PR	By Checking this checkbox, I agree to t	he terms and conditions.
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Make sure not refresh your screen while the payment is processing. Once you have processed your payment in PaySchools Central account, you will receive an email receipt as well as a message with order details in your PaySchools Central Account.



Please do not hesitate to contact the PaySchools Support Staff for assistance. 1-800-669-0792, <u>support@payschools.com</u>





