



## **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.

|  |                          |           | 🕀 English(US) 🔻        | <b>**;;;</b> \$0.00 |                      |
|--|--------------------------|-----------|------------------------|---------------------|----------------------|
|  | Dashboard                |           |                        |                     | Dashboard            |
|  | Dasinobalu               |           |                        |                     | Notifications        |
|  |                          |           | A second second second |                     | Messages             |
| s. A.,   | 🚖 🛛 Adam Elizabeth SMITH |           |                        |                     | Motifications        |
| 2 <  |                          |           |                        |                     | Account              |
| Contraction of the local division of the loc |                          |           | 98   ~~                |                     | O Your Profile       |
|  |                          |           |                        |                     | Secure Account       |
|  | Meal                     |           | B.                     |                     | Your Students        |
| 27   | Mean                     |           |                        |                     | Payment Methods      |
|  |                          |           |                        |                     | 🗘 Auto Replenishment |
| $\cap$   | Cafeteria Balance        | Add Funds | M Com A                |                     | Ell Digital ID       |
|  |                          |           |                        |                     | Y Preorder Meals     |
|  | \$0.50                   | Ŕ         |                        |                     | History              |
|  |                          |           |                        |                     | Payment History      |
| 8) [~  |                          |           |                        |                     | Reports              |
|  |                          |           |                        | S77 17 - N 1        |                      |







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<br>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<br>sandwich meal | Egg & bacon breakfast<br>sandwich meal | Egg & bacon breakfast<br>sandwich meal        | Egg & bacon breakfast<br>sandwich meal | Egg & bacon breakfast<br>sandwich meal |  |
| High School  | Meal Details                           | Meal Details                           | Meal Details<br>Remove from Cart              | Meal Details<br>Add to Cart            | Meal Details<br>Add to Cart            |  |
|  | Breakfast Burrito<br>meal              | Breakfast Burrito<br>meal              | Breakfast Burrito<br>meal                     | Breakfast Burrito<br>meal              | Breakfast Burrito<br>meal              |  |
|  | Meal Details                           | Meal Details                           | Meal Details<br>Remove from Cart              | Meal Details Add to Cart               | Meal Details<br>Add to Cart            |  |
|  | Burrito Bowl Lunch                     | Burrito Bowl Lunch                     | Burrito Bowl Lunch                            | Burrito Bowl Lunch                     | Burrito Bowl Lunch                     |  |
|  |  |  | Meal Details<br>Add to Cart                   | Meal Details<br>Add to Cart            | Meal Details<br>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                                |



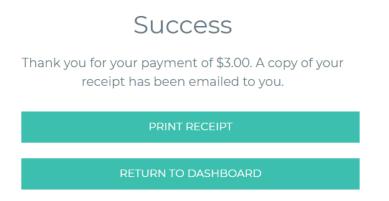




Review totals > Apply to Cafeteria Balance OR Select Payment method > and check to process the terms and conditions box to agree and then click preorder selections and payment.

| 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. |
| Checkout                   |                                    |         |          |               | Credit Card Processing terms a          | ind conditions : 🗸       |
| Payment Method<br>Discover |                                    |         |          | ×             |   | NT                       |
|                            | CONTINU                            | E       |          |               | <u>¢</u>                                |                          |
|                            | <u>Return To Dashk</u>             | ooard   |          |               | 4                                       |                          |
|                            |                                    |         | 11 22 6  |               |   |                          |

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>





