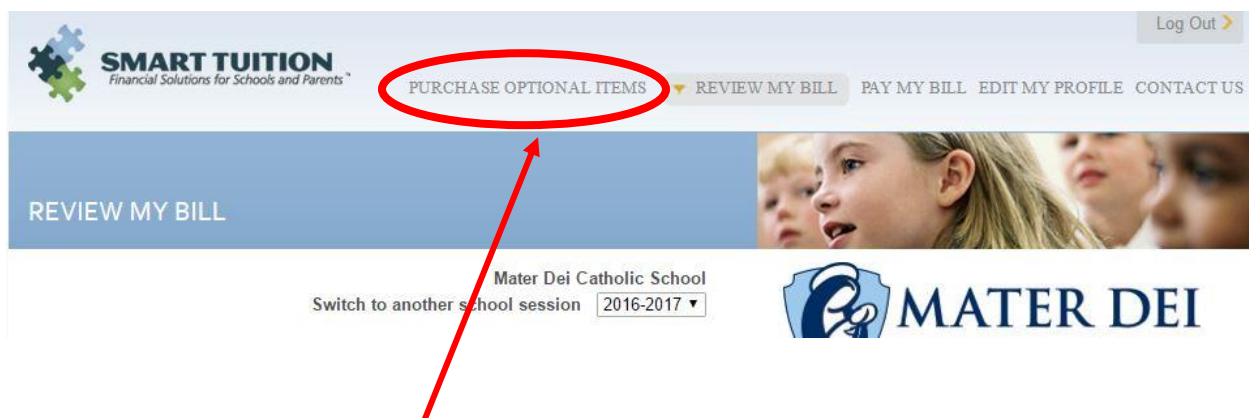


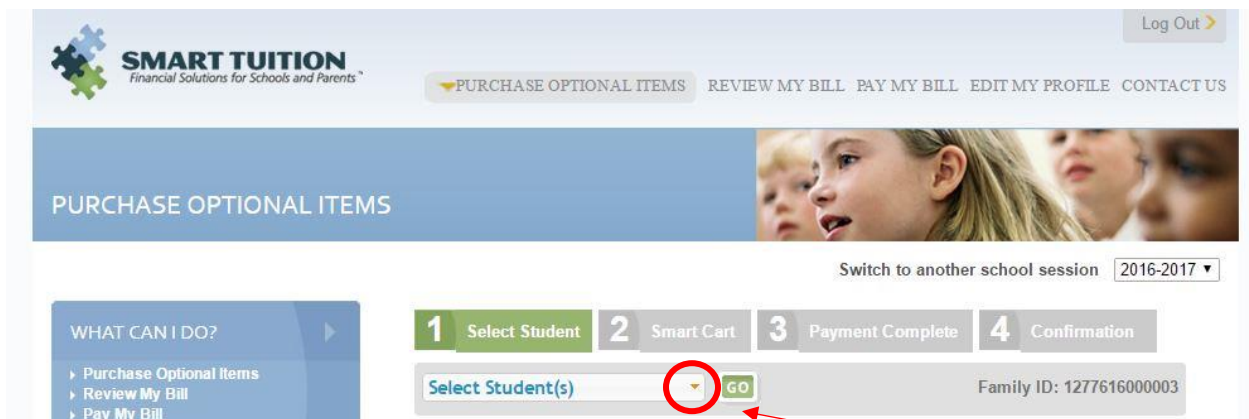
Instructions for Special Food Days Ordering

The procedure for placing an order for special food days lunches has been streamlined for the 2016 – 2017 school year. The directions below will take you through the process step-by-step. We encourage you to view the menu ahead of time as the details for each special lunch will appear only after you select the meal! **As in the past, orders must be submitted by the indicated due date.**

Step 1: Login to your SMART tuition account. This should be the opening screen showing the school name and current school year.



Step 2: Click on *Purchase Optional Items* in the top menu.



This screen will give you a pull-down menu for selecting your students. Click on the arrow to display your students' names. You can select one, some or all of the names. Once you have checked next to the names, click the **GO** button.

Step 3: Select each lunch you want for each student by clicking in the box to the left of the lunch.

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PURCHASE OPTIONAL ITEMS

Switch to another school session 2016-2017 ▾

1 Select Student 2 Smart Cart 3 Payment Complete 4 Confirmation

1 student(s) selected GO Family ID: [REDACTED]

Student Name	Billing Item	Quantity	Amount
Joseph Smith	October 14 Special Lunch	1 ▾	\$ 5.00
	October 28 Special Lunch	1 ▾	\$ 5.00

When you have completed selection for each of your students, scroll to the bottom of the page and click on the **SAVE** button.

Step 4: You now must view an agreement for each lunch selected...for each student, and then check both boxes at the bottom of the agreement. (This is the only time you will see the menu during the ordering process. We suggest you view the menu posted on the website **before** you start your order.) Click **Agree** for each lunch you purchase.

Fee Name: October 14 Special Lunch

Fee Description: Choice of All beef hot dogs or country sausage with rolls.

Assorted toppings: sauteed onion, sauerkraut, chopped bacon, relish, cheese, ketchup, mustard.
Sides: baby carrots & celery sticks, chocolate chip cookies.
Choice of drink: apple juice, bottle water, lemonade or fruit punch

I have read the description of this item and agree to purchase.

I understand that all purchases are final and non-refundable.

AGREE DISAGREE

Step 5: Once you have viewed and agreed to all lunches selected, click on the Continue button at the bottom of the page. You will be taken to the payment page.

1 Select Student 2 Smart Cart 3 Payment Complete 4 Confirmation

1 student(s) selected GO Family ID: 127761600003

EDIT FEE

Student Name	Billing Item	Quantity	Amount
Joseph Smith	October 14 Special Lunch	1	\$ 5.00
	October 28 Special Lunch	1	\$ 5.00
Total:			\$ 10.00

Payment Method: Pay Now

Pay using account: -- Select Existing Account --

CHECK OUT

Click the **Pay Now** button and choose your **method of payment** from the drop down list...then **Check Out** button.

The remainder of the procedure is fairly straightforward.

Please Note: There is a minimal convenience charge for using a credit card to pay.