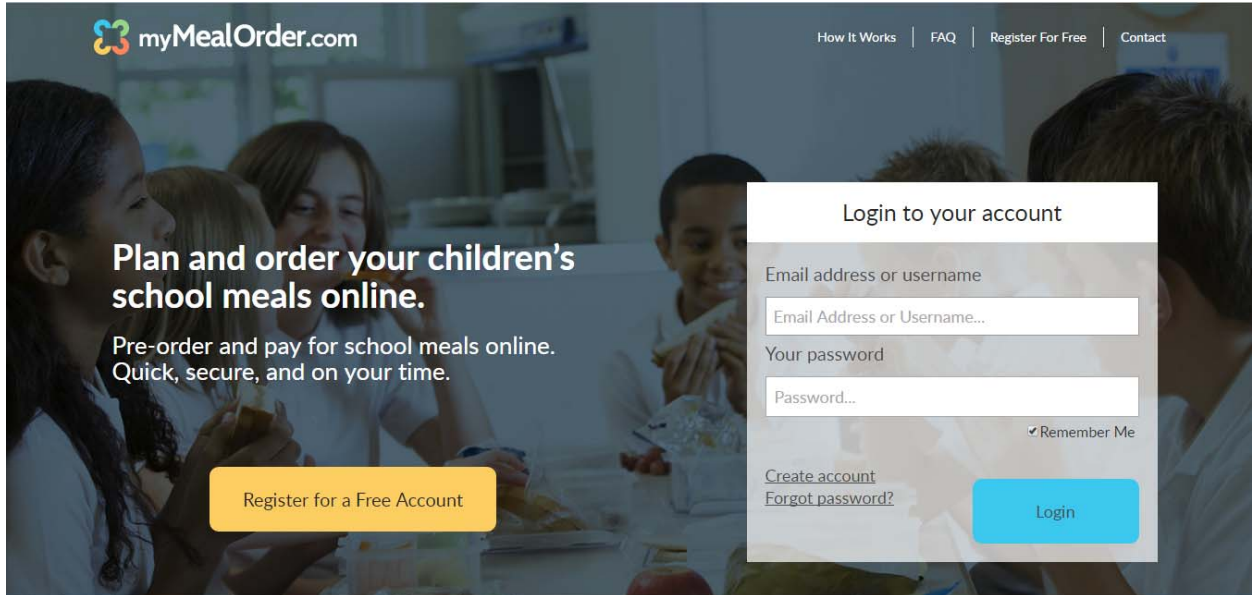


MyMealOrder Ordering Instructions

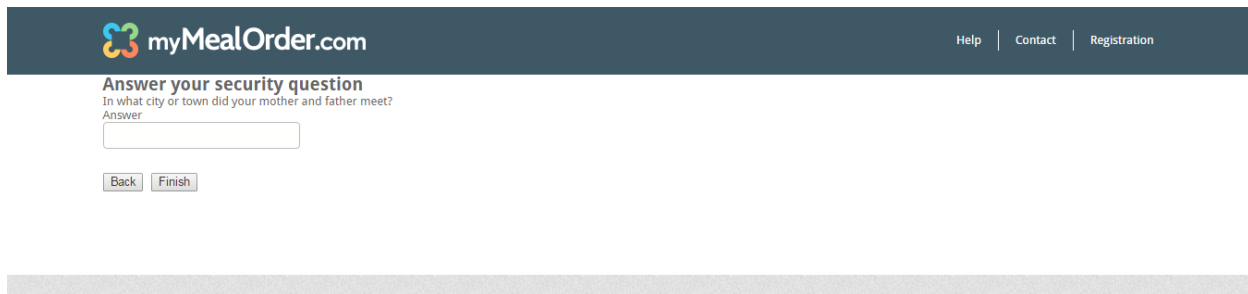
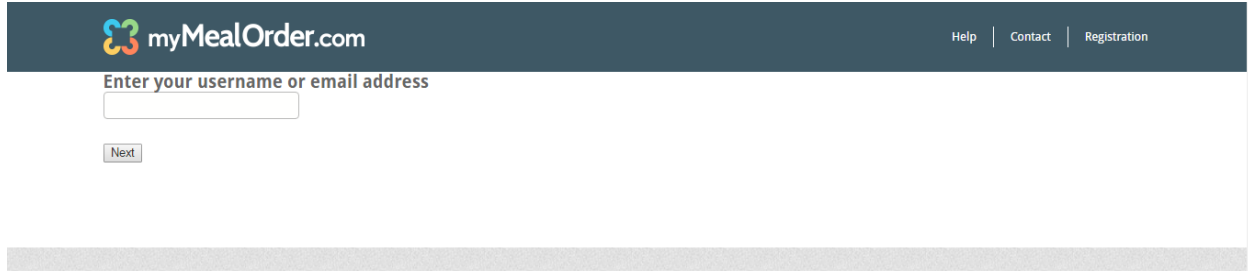
Log on to <http://mymealorder.com> to login or create an account. To create a free account, click the Register for a Free Account button.



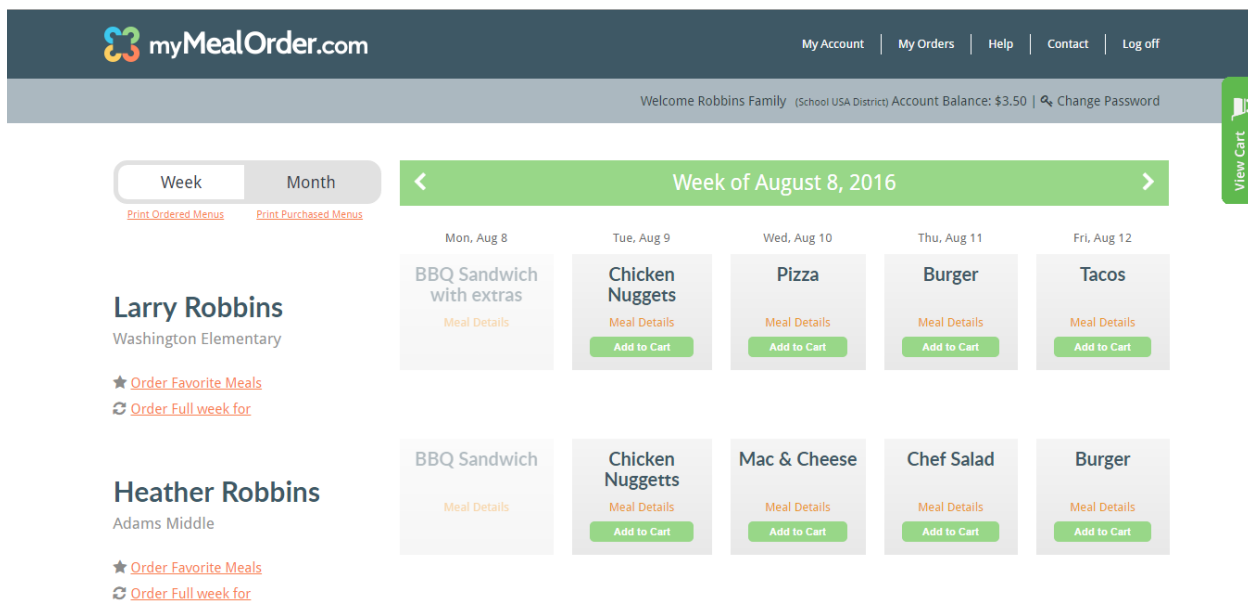
From there you will select your state and your school district. Fill out the information to create an account. Create your display name, username and password. The username (or your email address) will be used to login to MyMealOrder. Once you create your account, click the "Click here to add students to your Account" button. You will need to add your children to your account in order to purchase meals.

The image shows a screenshot of the registration form on the MyMealOrder.com website. The form is titled "Register for your account" and is set against a dark blue header with the MyMealOrder.com logo and navigation links for "Help", "Contact", and "Registration". The form is organized into three columns of input fields. The first column contains: "Display Name", "Username", "Password", "Confirm Password", "Security Question" (with a dropdown menu showing "What was your childhood nickname"), and "Answer". The second column contains: "First Name", "Last Name", "Home Address", "City" (with a dropdown menu showing "Abingdon"), "State" (with a dropdown menu showing "Illinois"), and "Zip". The third column contains: "Home Phone", "Cell Phone", "Email", "Confirm Email", and an "Email Notification" checkbox. At the bottom right of the form is a green button that says "Click here to add students to your Account".

If you have forgotten your password and are unable to login, click the “Forgot Password” link. Enter your username or email address then answer the secret question. A temporary password will be emailed to you. (Please check your junk mail if you do not receive it right away.) Once you login, you can change your password by clicking the “Change Password” link in the upper right hand corner.



Once you login, this is the week view, all of the available meals and ala carte items for the week are shown. The days that are “grayed” out are past the lead time required for ordering.



	Mon, Aug 8	Tue, Aug 9	Wed, Aug 10	Thu, Aug 11	Fri, Aug 12
Larry Robbins Washington Elementary	BBQ Sandwich with extras Meal Details	Chicken Nuggets Meal Details Add to Cart	Pizza Meal Details Add to Cart	Burger Meal Details Add to Cart	Tacos Meal Details Add to Cart
Heather Robbins Adams Middle	BBQ Sandwich Meal Details	Chicken Nuggets Meal Details Add to Cart	Mac & Cheese Meal Details Add to Cart	Chef Salad Meal Details Add to Cart	Burger Meal Details Add to Cart

To place an order, click the Add to Cart button for a meal. When you add this meal to your cart, the button will turn Red and show Remove from Cart. This means the meal is in your cart but hasn't been purchased yet.

myMealOrder.com

Welcome Robbins Family (School USA District) Account

Week of August 8

Larry Robbins
Washington Elementary

- ★ Order Favorite Meals
- 🗑️ Cancel Full week Order for
- 🔄 Order Full week for

Heather Robbins
Adams Middle

- ★ Order Favorite Meals

Jake Kennedy High

Date	Description	Price	Delete
Tuesday August 9	1 Chicken Nuggets	\$2.00	✖
		Subtotal: \$2.00	

Larry Washington Elementary

Date	Description	Price	Delete
Tuesday August 9	Chicken Nuggets, Potatoes- Roasted, Sauteed vegetables, Milk	\$1.75	✖
		Subtotal: \$1.75	

Checkout Empty Cart Total \$ 3.75

A summary screen of your order will be displayed. You can remove items from your order from this screen by clicking the X if needed. If you are satisfied with your order, click the Place Order button. **If you do not Checkout and click Place Order, your order will not be received by the school, it's only sitting in your cart.**

myMealOrder.com

Confirm your Order

Welcome Robbins Family (School USA District) Account Balance: \$3.50 | Change Password

Jake Kennedy High

Date	Description	Price	Delete
Tuesday August 9	1 Chicken Nuggets	\$2.00	✖
		Subtotal: \$2.00	

Larry Washington Elementary

Date	Description	Price	Delete
Tuesday August 9	Chicken Nuggets, Potatoes- Roasted, Sauteed vegetables, Milk	\$1.75	✖
		Subtotal: \$1.75	

Order Total: \$3.75
Account Balance: \$3.50
Amount Due: **\$0.25**
Credit Card Fee*: \$0.01

* Convenience fees are informational only. Fees will be recalculated during checkout.

Empty Cart Place Order

[Continue Shopping](#)

After you click Place Order, you will be given the payment option screen. You can pay by credit card or by check. Fill out the required information and click Complete at the bottom. This completes the transaction and you will receive an email receipt of your order.

Sub Total: \$11.95
Convenience Fee: \$0.53
Total: \$12.48

* Convenience fee will be recalculated based on payment type.

Credit Card **Check**

Credit Card Number (digits only):

Expiration: MM / YYYY

CW:

Billing Address:

City:

State:

Zip Code:

Save For Future Purchase

Complete

Once the checkout process is complete, you will see in the Week or Month View that your meals now show an orange "Purchased: Cancel" button. This means the meal/item has been purchased. If you need to cancel it and you are within the lead time window, click this button to cancel the order. Your account will be credited in MyMealOrder.

myMealOrder.com
My Account | My Orders | Help | Contact | Log off

Welcome Robbins Family (School USA District) Account Balance: \$1.75 | [Change Password](#)

Week **Month**

[Print Ordered Menus](#) [Print Purchased Menus](#)

Larry Robbins
 Washington Elementary

[★ Order Favorite Meals](#)
[● Cancel Full week Order for](#)
[🔄 Order Full week for](#)

Heather Robbins
 Adams Middle

[★ Order Favorite Meals](#)

Week of August 8, 2016

Mon, Aug 8	Tue, Aug 9	Wed, Aug 10	Thu, Aug 11	Fri, Aug 12
BBQ Sandwich with extras Meal Details	Chicken Nuggets Meal Details Purchased: Cancel	Pizza Meal Details Add to Cart	Burger Meal Details Add to Cart	Tacos Meal Details Add to Cart
BBQ Sandwich Meal Details	Chicken Nuggetts Meal Details Add to Cart	Mac & Cheese Meal Details Add to Cart	Chef Salad Meal Details Add to Cart	Burger Meal Details Add to Cart

View Cart

You can click on the Orders link to see a list of Purchased and Refunded orders. Orders listed as Purchased means the checkout process was completed and they will show on the reports at the school. Orders listed as Refunded means they were purchased but the order was cancelled either by you

(clicking the orange “Purchased: Cancel” button within the lead time window) or by an Administrator for one reason or another.

If you don’t see your meals/items under the Order link, please check your cart to see if the items are still in your cart and complete the checkout process.

Test Student	09/10/15	Purchased	Paella, Garlic Bread, Choice of 2% Milk or Spring Water	7.00	Details
Test Student	09/11/15	Purchased	Made to Order Deli, Apple, Fresh, Bottled Spring Water	4.95	Details
Test Student	09/24/15	Refunded	Mashed Potatoes & Gravy, Meatloaf (Sandra’s), Green Beans, Choice of 2% Milk or Spring Water	7.00	Details

You can also click the Print Purchased Menus link at the top to see a calendar view of the meals/items you have purchased.