

## **GREAT NEWS** for Elementary Lunch Orders!

No more paper orders! Now you can order online using your PaySchools Central account.

Orders must be placed by Friday at 10am for the following week

## Contact Info:

Angela Favorito Food Service Director (201) 261-2952 ext. 2016





## **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		Meals   My Acco	ount   My Orders   Docurr Welcome Demo User	nents   Help   Contact   One (**SALES TEST HERE (Anywh	Back to PaySchool Central
Week Month	<	We	ek of March 6, 2	2023	>
Print Menus in Cart Print Purchased Menus	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

🔀 MyMeal	Order	Meals   My Account   My Ord	lers Documents	;   Help   Contact   Back	to PaySchool Central
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<b>Justin</b> High School Date	Description	Price	Delete	Order Total:	\$3.00
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Date					Place Order



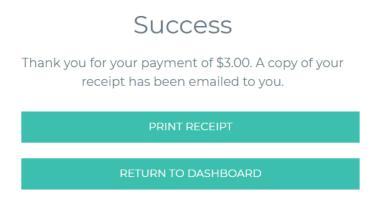




Review totals > Apply to Cafeteria Balance OR Select Payment method > and check to process the terms and conditions box to agree and then click preorder selections and payment.

Cart							
Items in Cart List			De	elete Items 👕	<u>C</u>		
Item Name	Description	Amount	Discount	Remove			6
Justin Quan Chi A	Adkins (420342)					Totals	
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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>





