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PREORDER



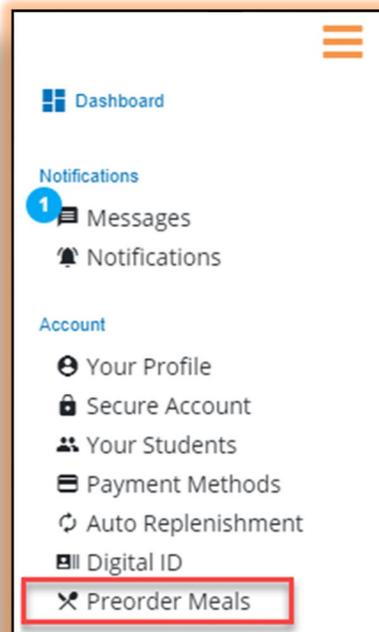
The MyMealOrder and PaySchools integration provides a quick, easy, and secure platform to plan and pay for your students' meals several days in advance.

Please note: This feature may not be available in your PaySchools Central Menu if not offered by your school district.

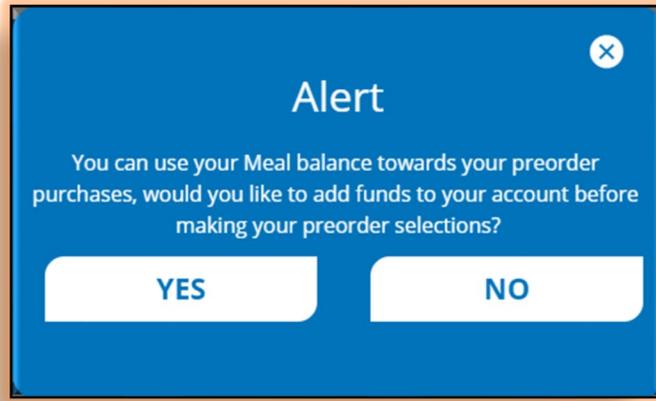
Navigating to MyMealOrder

To access MyMealOrder

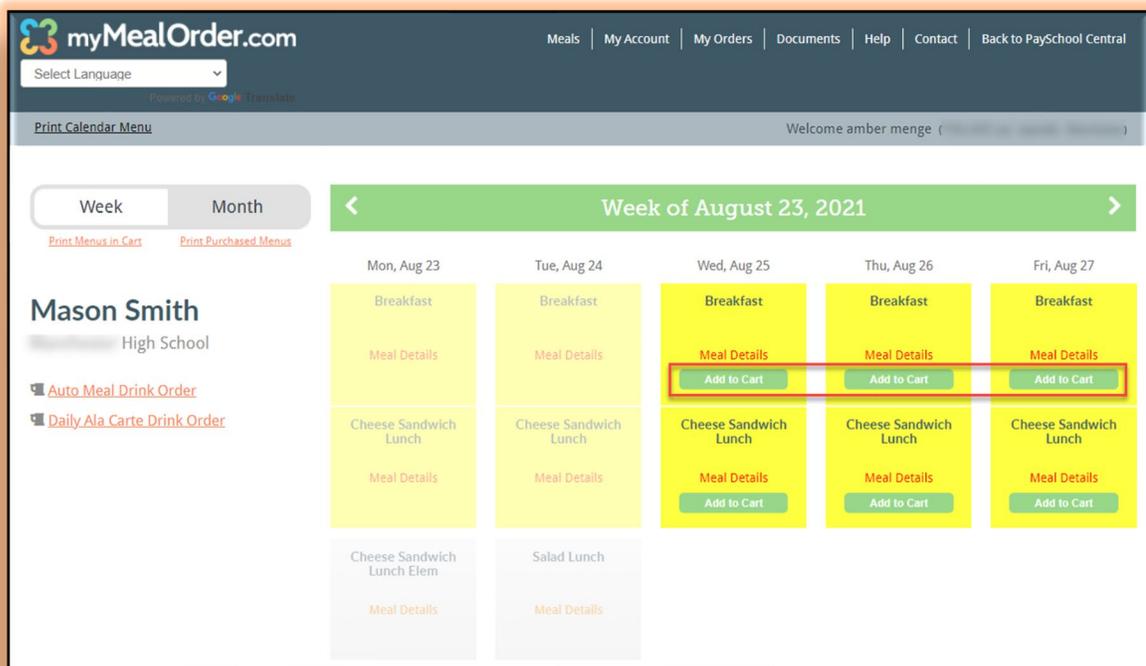
1. Log in your PaySchools Central account by pointing your browser to www.payschoolscentral.com. If you have not yet registered, click [REGISTER](#) to set up your account.
2. Open the Menu on the right-hand side of the screen by clicking the  hamburger menu icon.
3. Select *Preorder Meals*. You will be re-directed to the MyMealOrder website. You will not need to register with or log in to MyMealOrder as your account profile and students' information has been integrated.



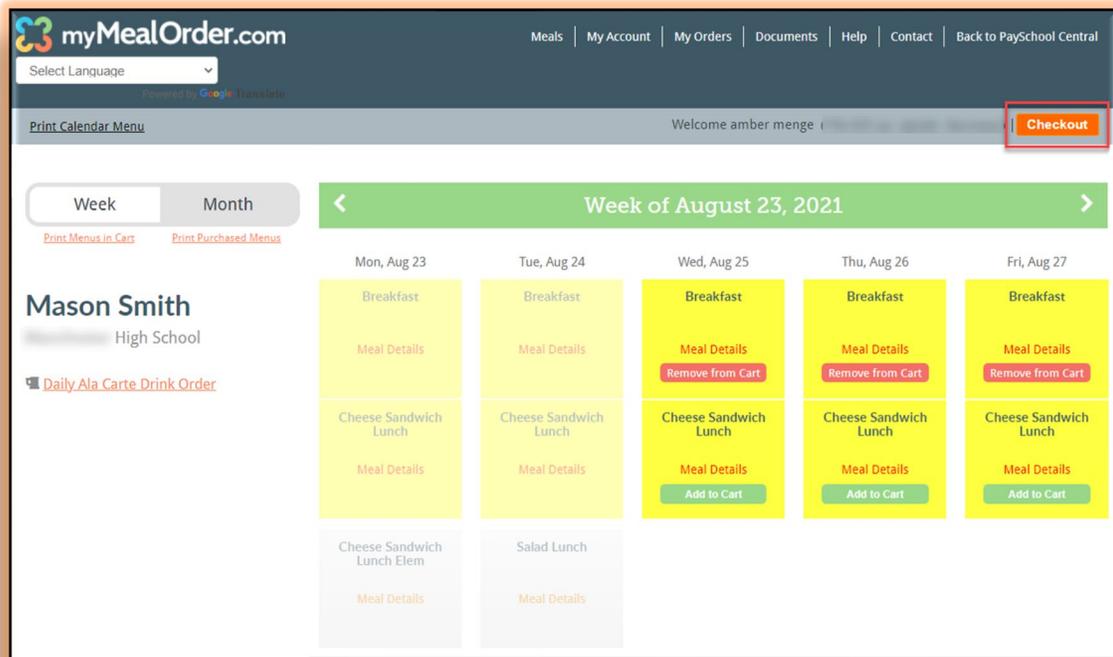
- 4. For your convenience, you can add funds to your meal account and use those funds towards your preorder purchases or cafeteria purchases. Press Yes, on the alert popup to return to the dashboard and add funds to your account. Press No, to continue to MyMealOrder.



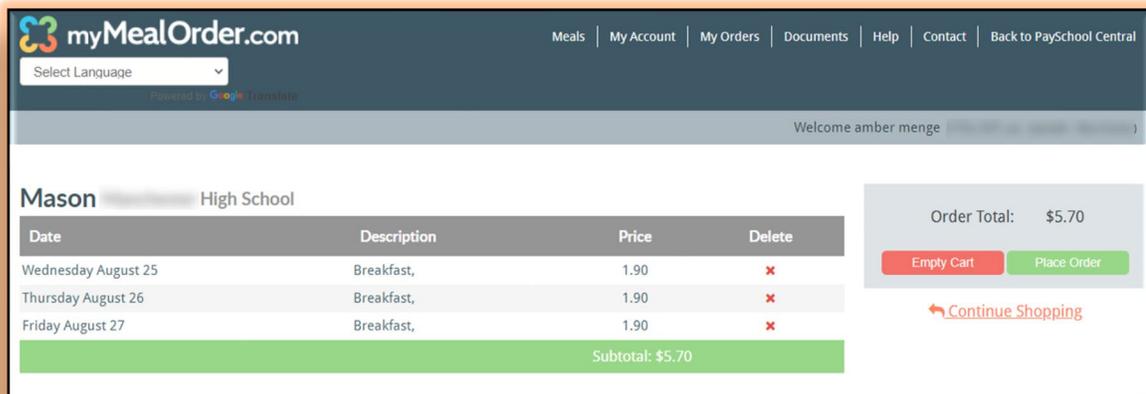
- 5. Use the menu calendar in MyMealOrder to select meals/items for each of your students on the days you wish to preorder.



- Once your items have been added to your cart, click Checkout.

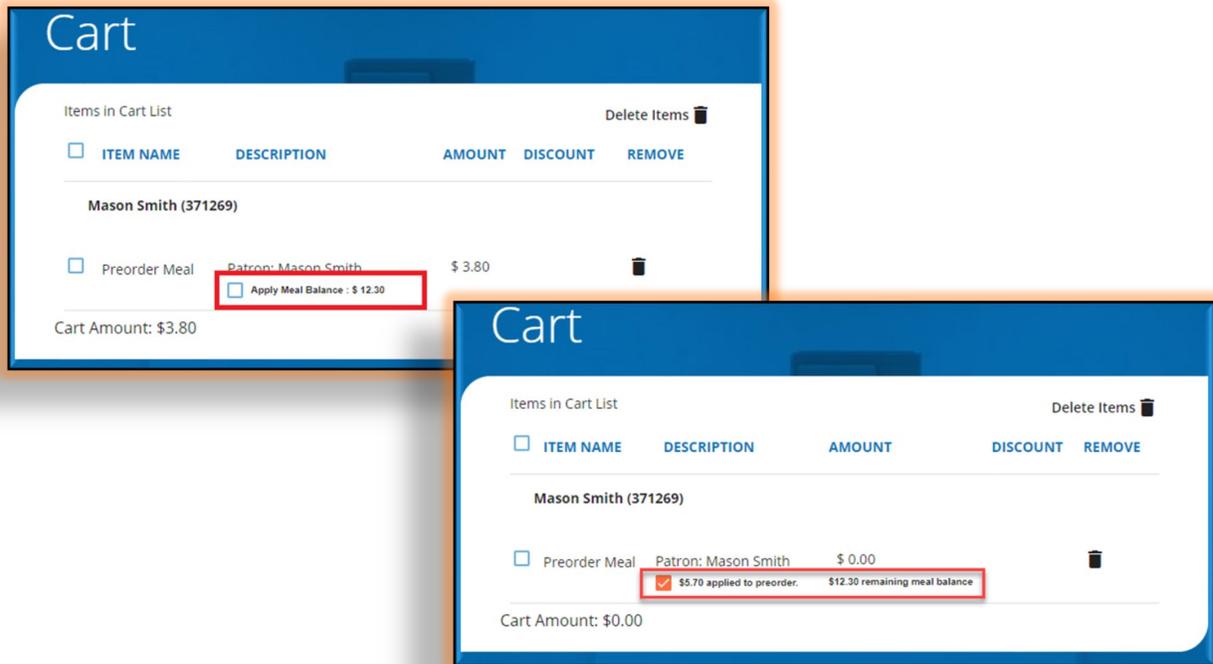


- Review your total and then click Place Order. You will be re-directed to PaySchools Central to process your payment.

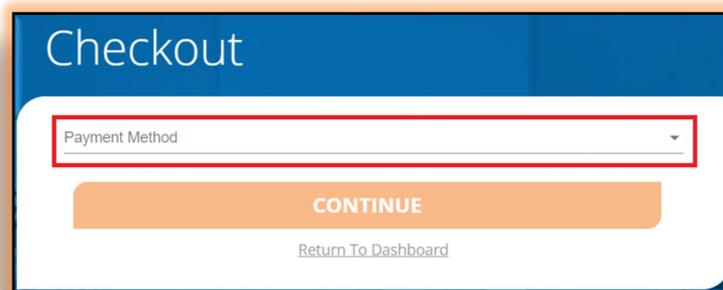


Payment Using PaySchools Central

1. If you added funds to your Meal Balance, you can apply them to your preorder purchase by checking the *Apply Meal Balance* button in your Cart. If you need to apply additional payment, proceed to **Step 2**. If your Meal Balance is sufficient to cover the total cost of items in your Cart, skip to **Step 3**.



2. Under Checkout, click the Payment Method drop-down and select your card. If this is your first time making a payment in PaySchools Central, you may need to select *USE NEW CARD* and enter your card details.



3. Click Continue to review your totals



4. Review your totals. Check the terms and conditions box to agree and click to process your payment.



5. **Do not** refresh your screen while the payment processes. 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.

