

# Introduces **Preorder** powered by **myMealOrder!**



Need help with  
myMealOrder or  
PaySchools Central?  
Contact us for support  
and more information.

**PaySchools Central Parent  
Support**

**1-877-393-6628**

**[psc\\_help@payschools.com](mailto:psc_help@payschools.com)**



## **We now offer an online Preorder system as a resource for the parents of students in our district.**

We are excited to now offer online pre-ordering of meals at PaySchools Central. The pre-order system powered by MyMealOrder is a simple and effective way to pre-order and pay for your school lunches online reducing exposure and cash transactions in the lunch line.

### **myMealOrder Provides:**

- A convenient web and mobile friendly platform available 24/7.
- Efficient way to make payments for all your children with one account.
- Ability to control and select the meals, items, and drinks for your children.
- Flexibility - Make payments using credit/debit cards and electronic checks.
- Security – PaySchools Central adheres to the highest security standards, including PCI and provides the highest level of security available against card-present data fraud.

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**PaySchools Central Parent Support**

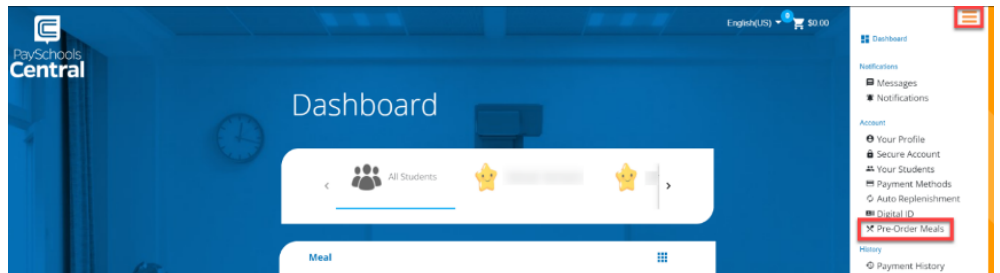
**1-877-393-6628**

**psc\_help@payschools.com**

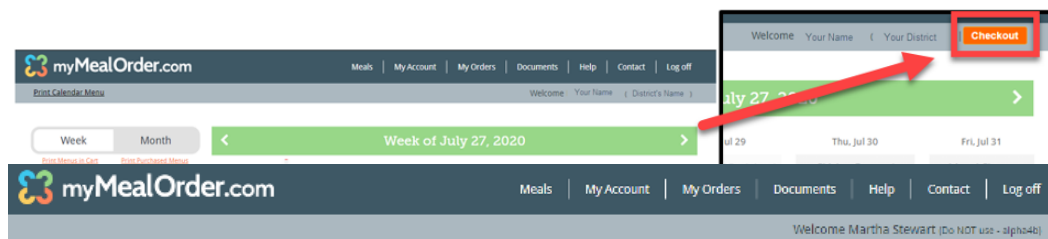


## Using your Account is Simple!

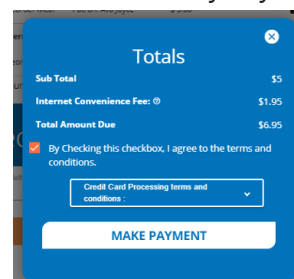
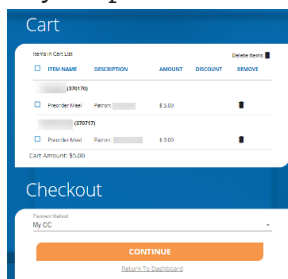
1. Go to your [www.payschoolscentral.com](http://www.payschoolscentral.com) account
2. Select Pre-Order Meals on your dashboard, this will redirect you to [myMealOrder.com](http://myMealOrder.com).



3. Select your meals in a week view or a month view and complete the checkout process by clicking checkout, then to finalize click place order.



4. Completing your payment at PaySchools Central will trigger the completion of your preorder and ensure that money is your child's account.





the bytes behind every bite.

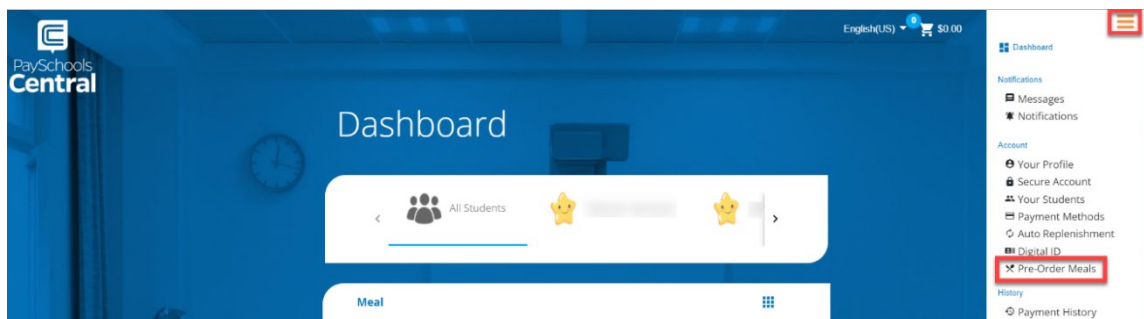


## Pre-Order / myMealOrder

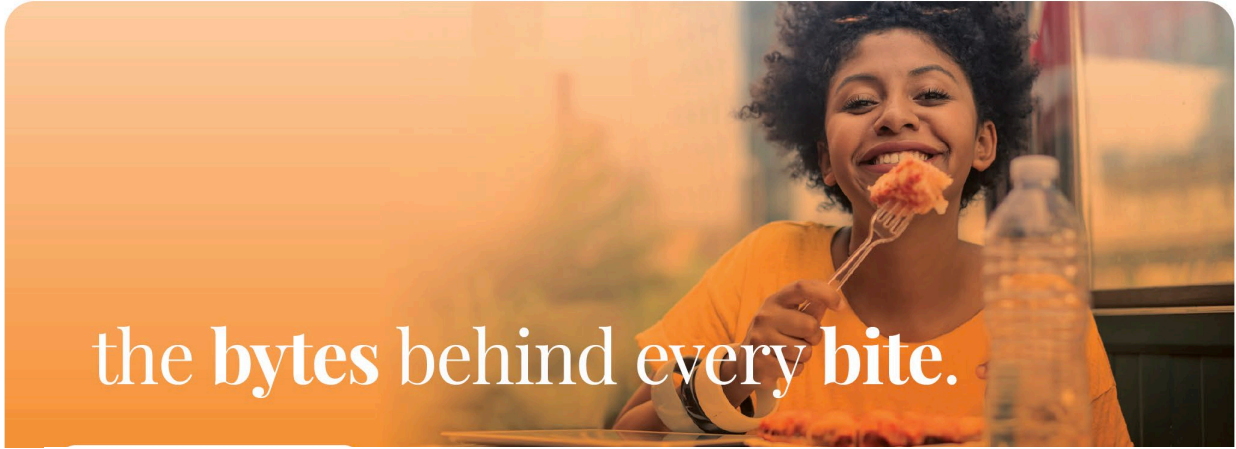
The PaySchools preorder system, powered by myMealOrder makes preordering meals quick, easy, and secure. With our preorder system, you can plan and pay for your students' meals several days in advance. Please note, if your district doesn't offer preorder, this feature may not be available in your PaySchools Central Menu.

### Getting to myMealOrder

1. To access your preorder account, first log into your PaySchools Central account by going to [www.payschoolscentral.com](http://www.payschoolscentral.com). If you have not yet registered, click **REGISTER** to set up your account.
2. Open the **M** menu on the right-hand side of the screen by clicking the hamburger icon, click "Pre-Order Meals," and you will be directed to myMealOrder's website. You will not need to register **u** or sign in to myMealOrder as all of your account and students' information will have already been transferred.



3. Choose meals/items for each student for the days you wish to pre-order for. Once your items have been added to your cart, click **Checkout** as pictured below.



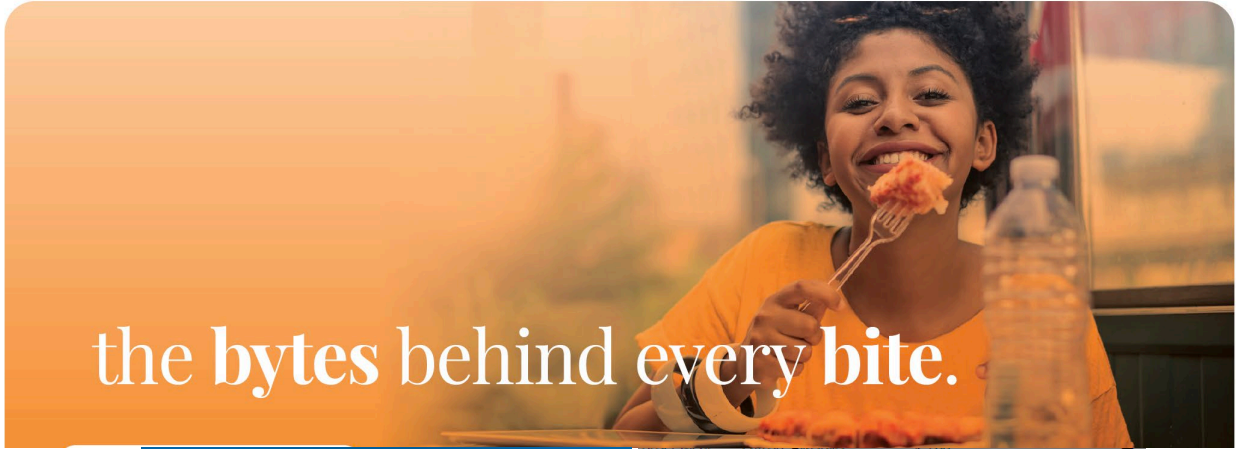
4. Review your total and click **Place Order**. You will then be re-directed to PaySchools Central to process your payment.

Date	Description	Price	Delete
Thursday July 30	Chicken Parmesan Panini, 2% Chocolate Milk.	2.00	✘
Friday July 31	Mac & Cheese, 2% Milk.	3.00	✘
		Subtotal: \$5.00	

Date	Description	Price	Delete
Thursday July 30	Chicken Parmesan Panini, 2% Chocolate Milk.	0.00	✘
Friday July 31	Mac & Cheese, 2% Milk.	0.00	✘
		Subtotal: \$0.00	

5. Select your payment method, click **CONTINUE**. Review your totals and check the terms and conditions box to agree and then click **MAKE PAYMENT** to process your preorder selections and payment.



The image shows three overlapping screenshots of a mobile payment interface. The leftmost screenshot is the "Cart" screen, which displays a table of items in the cart list. The table has columns for "ITEM NAME", "DESCRIPTION", "AMOUNT", "DISCOUNT", and "REMOVE". There are two items listed, both with a quantity of 1 and a price of \$5.00. Below the table, the "Cart Amount" is \$5.00. The middle screenshot is the "Checkout" screen, showing the "Payment Method" as "My CC" and a "CONTINUE" button. The rightmost screenshot is the "Totals" screen, showing a "Sub Total" of \$5, an "Internet Convenience Fee" of \$1.95, and a "Total Amount Due" of \$6.95. There is a checkbox for "By Checking this checkbox, I agree to the terms and conditions." and a "MAKE PAYMENT" button.

ITEM NAME	DESCRIPTION	AMOUNT	DISCOUNT	REMOVE
(370170)				
Preorder Meal	Patron: (370170)	\$ 5.00		
Preorder Meal	Patron: (370171)	\$ 0.00		

Cart Amount: \$5.00

Payment Method: My CC

CONTINUE

Return To Dashboard

Totals

Sub Total: \$5

Internet Convenience Fee: \$1.95

Total Amount Due: \$6.95

By Checking this checkbox, I agree to the terms and conditions.

Credit Card Processing terms and conditions

MAKE PAYMENT

6. Make sure not refresh your screen while the payment processes. Once you have processed your payment in PaySchools Central 2.0 account, you will receive an email receipt as well as a message with order details in your PaySchools Central Account.

A success message screen with a blue background. The text reads: "Success", "Thank you for your payment of \$5.00. A copy of your receipt has been emailed to you.", and a "RETURN TO DASHBOARD" button.

Success

Thank you for your payment of \$5.00. A copy of your receipt has been emailed to you.

RETURN TO DASHBOARD