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PREORDER

🔀 myMealOrder.com

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.

Select Language		Meals My Acco	ount My Orders Docum	ents Help Contact	Back to PaySchool Central
Print Calendar Menu			Welc	ome amber menge()
Week Month	<	Wee	k of August 23,	2021	>
Print Menus in Cart Print Purchased Menus	Mon, Aug 23	Tue, Aug 24	Wed, Aug 25	Thu, Aug 26	Fri, Aug 27
Mason Smith	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
High School	Meal Details	Meal Details	Meal Details	Meal Details	Meal Details
Auto Meal Drink Order Daily Ala Carte Drink Order	Cheese Sandwich Lunch	Cheese Sandwich Lunch	Cheese Sandwich Lunch	Cheese Sandwich Lunch	Cheese Sandwich Lunch
	Meal Details	Meal Details	Meal Details Add to Cart	Meal Details Add to Cart	Meal Details Add to Cart
	Cheese Sandwich Lunch Elem	Salad Lunch			

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

Print Calendar Menu				Welcome amber me	nge (Checko	
Week	Month	 Week of August 23, 2021 					
Print Menus in Cart	Print Purchased Menus	Mon, Aug 23	Tue, Aug 24	Wed, Aug 25	Thu, Aug 26	Fri, Aug 27	
Mason Sm	ith	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	
High S	School ink Order	Meal Details	Meal Details	Meal Details Remove from Cart	Meal Details Remove from Cart	Meal Details Remove from Ca	
		Cheese Sandwich Lunch	Cheese Sandwich Lunch	Cheese Sandwich Lunch	Cheese Sandwich Lunch	Cheese Sandw Lunch	
		Meal Details	Meal Details	Meal Details Add to Cart	Meal Details Add to Cart	Meal Details Add to Cart	
		Cheese Sandwich Lunch Elem	Salad Lunch				

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

Select Language Powered by Group of The				
			Welcome	e amber menge
√lason High So Date	chool Description	Price	Delete	Order Total: \$5.70
Mednesday August 25	Breakfast,	1.90	×	Empty Cart Place Order
veunesuay August 25	Duralificat	1.90	×	Continue Channing
hursday August 26	Breakfast,			
hursday August 26 riday August 27	Breakfast,	1.90	×	Teontinae shopping

Payment Using PaySchools Central

 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.

items in cart List			Delet	e Items 👕		
	DESCRIPTION	AMOUNT	DISCOUNT RE	EMOVE		
Mason Smith (37	1269)					
Preorder Meal	Patron: Mason Smith	\$ 3.80	1	i 📘		
Cart Amount: \$3.80	Apply Meal Balance : \$ 12.30		art			
			tems in Cart List			Delete Items
				DESCRIPTION	AMOUNT	DISCOUNT REMOVE
			Mason Smith (3	71269)		
			Preorder Meal	Patron: Mason Smith	\$ 0.00	

 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.

Checkout		
Payment Method		*
	CONTINUE	
	Return To Dashboard	

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.

