

myMealOrder.com

The only 24/7 online meal ordering
and payment system available for
school meals!

Click, pay, you're done! Easy as 1-2-3

REGISTER FOR A FREE ACCOUNT →

myMealOrder is as **easy** to use as 1-2-3...

1. CREATE YOUR ACCOUNT/LOGIN - IT'S FREE!

Create your FREE Account, enter all students in your household, safe and securely, then login to view, order and pay for school meals online. myMealOrder allows access 24/7 to your account and online ordering.

2. ORDER MEALS ONLINE - IT'S EASY!

View what is being served at your child's school. See the nutritional value for each meal. With a single click you can order for a day, a week or an entire month, for one child, or all children in your household!

3. CHECK OUT - IT'S FAST!

Submit your order, pay and you're done!

Registration

Select Register to setup your new account. Enter all information as provided, including Display Name, Address, Phone, Email Address, Username/Password, Security Question/Answer, and your School District. Press "Save" when complete.

You will have an opportunity to edit your account in the future if needed. There, you will also find a few options to customize your Account for Email Notifications.

Adding Students to your Account

Once your new Account is created, Login and you will be at the *Week View* Order screen. **You will need to add each student attending the school district before ordering.** Simple Select "Add Student" located below the "Week of..." banner.

FirstName	StudentNumber	School	Teacher
Ashton Smith	105	Washington Elementary	Newton

- Add the students Student Identification number (please contact your district to obtain this number)
- Enter students last name as registered in school
- Enter the School student attends
- Select "Add Student"

Repeat this for each student attending this school district. Each name will appear in the list at the bottom of the window. You can remove students at any time.

Calendar Views

MyMealOrder.com provides two calendar views to choose from when ordering meals for your students.

- **Week View** – displays meals that are scheduled for each student on the account in a five-day (Mon-Fri) view. This allows you to see all students in the selected week, in one screen.
- **Month View** – displays meals that are scheduled for each student on the account in a calendar month view. This view allows you to see a month calendar view for all meals that are scheduled for the selected month. Only one student's scheduled meals are shown at a time. You can use the Student View Settings dropdown in the upper left portion of the screen, to switch between students.

Also available in the Student View Settings dropdown is the ability to switch between:

- **Students With Orders** – shows all students who have an order placed for each day of the month
- **Students Missing Orders** – shows students for each day where there is no order placed. This allows you to quickly ensure that all days have an order placed.

Orders can be placed in either view.

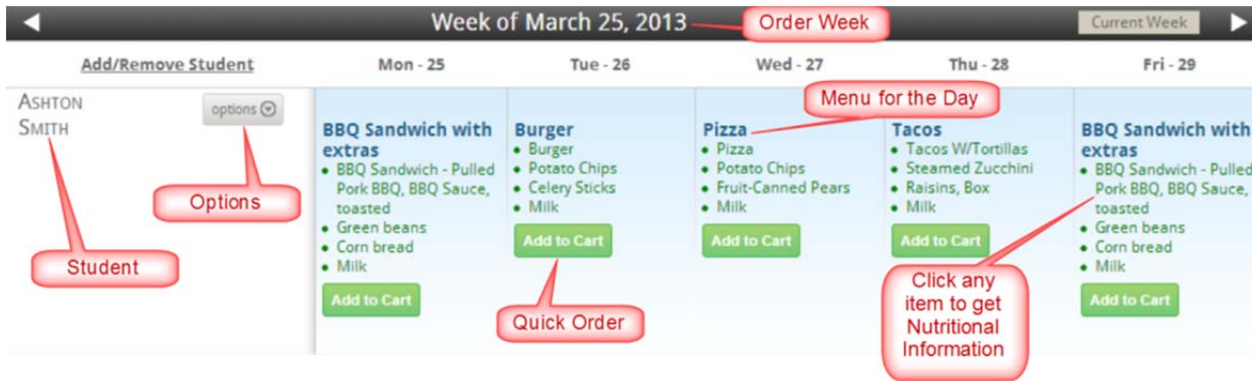
Week View

Week of March 25, 2013						
	Mon - 25	Tue - 26	Wed - 27	Thu - 28	Fri - 29	
ASHTON SMITH	BBQ Sandwich with extras • BBQ Sandwich - Pulled Pork BBQ, BBQ Sauce, toasted • Green beans • Corn bread • Milk Add to Cart	Burger • Burger • Potato Chips • Celery Sticks • Milk Add to Cart	Pizza • Pizza • Potato Chips • Fruit-Canned Pears • Milk Add to Cart	Tacos • Tacos W/Tortillas • Steamed Zucchini • Raisins, Box • Milk Cancel	BBQ Sandwich with extras • BBQ Sandwich - Pulled Pork BBQ, BBQ Sauce, toasted • Green beans • Corn bread • Milk Cancel	
LINDA SMITH	BBQ Sandwich with extras • BBQ Sandwich - Pulled Pork BBQ, BBQ Sauce, toasted • Green beans • Corn bread • Milk Add to Cart	Burger • Burger • Potato Chips • Celery Sticks • Milk Add to Cart	Pizza • Pizza • Potato Chips • Fruit-Canned Pears • Milk Add to Cart	Tacos • Tacos W/Tortillas • Steamed Zucchini • Raisins, Box • Milk Add to Cart	BBQ Sandwich with extras • BBQ Sandwich - Pulled Pork BBQ, BBQ Sauce, toasted • Green beans • Corn bread • Milk Add to Cart	
ROBERT SMITH	Burger • Burger • Potato Chips Add to Cart	Pizza • Pizza • Steamed Zucchini Add to Cart	BBQ Sandwich - Pulled Pork BBQ, BBQ Sauce, Add to Cart	Chef Salad • Chef's Salad • Juice Add to Cart	Ham & Cheese • Farm Fresh Ham & Cheese Add to Cart	

Month View

Ashton's Monthly Menu							
Student view settings: Order for everyday View Favorites							
Month of April 2013							
SUN	MON	TUE	WED	THU	FRI	SAT	
31	Burger • Burger • Potato Chips • Celery Sticks • Milk Add to Cart	Pizza • Pizza • Potato Chips • Fruit-Canned Pears • Milk Add to Cart	Tacos • Tacos W/Tortillas • Steamed Zucchini • Raisins, Box • Milk Add to Cart	BBQ Sandwich with extras • BBQ Sandwich - Pulled Pork BBQ, BBQ Sauce, toasted • Green beans • Corn bread • Milk Add to Cart	Burger • Burger • Potato Chips • Celery Sticks • Milk Add to Cart		
7	Pizza • Pizza • Potato Chips • Fruit-Canned Pears • Milk Add to Cart	Tacos • Tacos W/Tortillas • Steamed Zucchini • Raisins, Box • Milk Add to Cart	BBQ Sandwich with extras • BBQ Sandwich - Pulled Pork BBQ, BBQ Sauce, toasted • Green beans • Corn bread • Milk Add to Cart	Burger • Burger • Potato Chips • Celery Sticks • Milk Add to Cart	Pizza • Pizza • Potato Chips • Fruit-Canned Pears • Milk Add to Cart		
14	Tacos • Tacos W/Tortillas • Steamed Zucchini • Raisins, Box • Milk Add to Cart	BBQ Sandwich with extras • BBQ Sandwich - Pulled Pork BBQ, BBQ Sauce, toasted Add to Cart	Burger • Burger • Potato Chips • Celery Sticks • Milk Add to Cart	Pizza • Pizza • Potato Chips • Fruit-Canned Pears • Milk Add to Cart	Tacos • Tacos W/Tortillas • Steamed Zucchini • Raisins, Box • Milk Add to Cart		

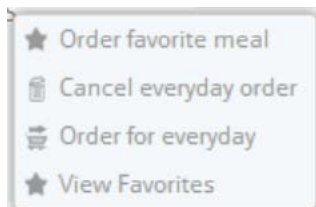
Ordering



Orders can be placed in numerous ways.

- **Quick Select** – you can select one day at a time, and that meal for that student will be placed in your Cart.
- **Nutrition Popup** – Here you can view Nutritional information about each item scheduled (nutritional information availability varies by district). Simply select any item in the list to open the popup. You can also place your Order at the bottom of the popup.
- **Item mode** – For schools that operate an a la cart menu, select this menu to open the popup window to see all items scheduled. Add quantities for each item requested. Maximum quantities vary by district, but typically allow no more than Qty=5 (or less) for each item.

- **Options**



- **Order for Everyday** – From the Options dropdown to the right of the student, select Order for Everyday to place an order for all days in the view for that selected student. Use Cancel Everyday Order to remove all orders placed for the week shown.
- **Order Favorite Meal** – As you add your favorite items to your own favorite's list, Ordering Favorites will search out all favorites saved, and only order those days for you. You can select View Favorites to view and edit your saved favorites.

Ordering – Month View

Ashton's Monthly Menu

Student view settings Order for everyday View Favorites

Month of April 2013 Current Month

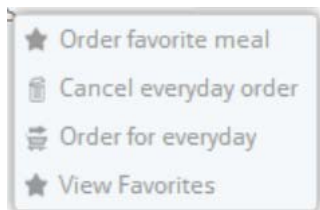
SUN	MON	TUE	WED	THU	FRI	SAT
31	1 Burger • Burger • Potato Chips • Celery Sticks • Milk Add to Cart	2 Pizza • Pizza • Potato Chips • Fruit-Canned Pears • Milk Add to Cart	3 Tacos • Tacos W/Tortillas • Steamed Zucchini • Raisins, Box • Milk Add to Cart	4 BBQ Sandwich with extras • BBQ Sandwich - Pulled Pork BBQ, BBQ Sauce, toasted • Green beans • Corn bread • Milk Add to Cart	5 Burger • Burger • Potato Chips • Celery Sticks • Milk Add to Cart	6
7	8 Pizza • Pizza • Potato Chips • Fruit-Canned Pears • Milk Add to Cart	9 Tacos • Tacos W/Tortillas • Steamed Zucchini • Raisins, Box • Milk Add to Cart	10 BBQ Sandwich with extras • BBQ Sandwich - Pulled Pork BBQ, BBQ Sauce, toasted • Green beans • Corn bread • Milk Add to Cart	11 Burger • Burger • Potato Chips • Celery Sticks • Milk Add to Cart	12 Pizza • Pizza • Potato Chips • Fruit-Canned Pears • Milk Add to Cart	13
14	15 Tacos • Tacos W/Tortillas • Steamed Zucchini • Raisins, Box • Milk Add to Cart	16 BBQ Sandwich with extras • BBQ Sandwich - Pulled Pork BBQ, BBQ Sauce, toasted Add to Cart	17 Burger • Burger • Potato Chips • Celery Sticks • Milk Add to Cart	18 Pizza • Pizza • Potato Chips • Fruit-Canned Pears • Milk Add to Cart	19 Tacos • Tacos W/Tortillas • Steamed Zucchini • Raisins, Box • Milk Add to Cart	20

Similar to Week View, Orders can be placed in numerous ways.

- **Quick Select** – you can select [Add to Cart](#) one day at a time, and that meal for that student will be placed in your Cart.
- **Nutrition Popup** – Here you can view Nutritional information about each item scheduled (nutritional information availability varies by district). Simply select any item in the list to open the popup. You can also place your Order at the bottom of the popup.
- **Item mode** – For schools that operate an a la cart menu, select this menu to open the

popup window to see all items scheduled. Add quantities for each item requested. Maximum quantities vary by district, but typically allow no more than Qty=5 (or less) for each item.

Options



- **Order for Everyday** – From the Options dropdown to the right of the student, select Order for Everyday to place an order for all days in the view for that selected student. Use Cancel Everyday Order to remove all orders placed for the week shown. [Great way to order for a student who eats every day, single click will order for the entire month.](#)
- **Order Favorites** – As you add your favorite items to your own favorite's list, Ordering Favorites will search out all favorites saved, and only order those days for you. You can select View Favorites to view and edit your saved favorites.

View Cart

myMealOrder

Date	Qty	Price
Ashton		
Monday March 25		\$ 1.75
BBQ Sandwich with extras BBQ Sandwich - Pulled Pork BBQ, BBQ Sauce, toasted, Corn bread, Green beans, Milk		
Tuesday March 26		\$ 1.75
Burger Burger, Celery Sticks, Potato Chips, Milk		
Linda		
Monday March 25		\$ 1.75
BBQ Sandwich with extras BBQ Sandwich - Pulled Pork BBQ, BBQ Sauce, toasted, Corn bread, Green beans, Milk		
Tuesday March 26		\$ 1.75
Burger Burger, Celery Sticks, Potato Chips,		
Checkout Empty Cart		Total \$ 7.00

[View Cart](#)

Select [View Cart](#) from the right-side of the screen anytime to view items placed in your cart. The Cart will show each menu/item, for each day ordered, by student. The Cart will show the item Ordered, date of the scheduled Menu, Price, Qty, and Description.

Select [✕](#) next to any item you want to remove from the Cart. You can also close the Cart and remove an order from the Week or Month View.

Select [Checkout](#) to save and complete your Order and pay.

Select [Empty Cart](#) to empty the Cart and remove all items placed in the Cart.

Checkout

From the View Cart window, select **Checkout** to save and complete your Order and pay.

myMealOrder

Date	Qty	Price
Ashton		
Wednesday April 10	2	\$ 1.75
BBQ Sandwich with extras		
BBQ Sandwich - Pulled Pork BBQ, BBQ Sauce, toasted, Corn bread, Green beans, Milk		
Thursday April 11	2	\$ 1.75
Burger		
Burger, Celery Sticks, Potato Chips, Milk		
Linda		
Wednesday April 10	2	\$ 1.75
BBQ Sandwich with extras		
BBQ Sandwich - Pulled Pork BBQ, BBQ Sauce, toasted, Corn bread, Green beans, Milk		
Thursday April 11	2	\$ 1.75
Burger		
Burger, Celery Sticks, Potato Chips, Milk		
Remaining Account Balance \$8.75		
Amount Due	\$0.00	
Place Order Empty Cart		

Review: The screen will once again list all items placed in the Cart for **Review**. The bottom of the Review will display the Remaining Account Balance, as well as the Amount Due for this Order.

Available Balance: If there is Remaining Account Balance available, the system will deduct the total amount due from your Remaining Account Balance and complete the transaction.

No Available Balance: If the Remaining Account Balance is less than the Amount Due for this Order, selecting Place Order will open the Credit Card Processing Screen to process and complete your Order.

Process Payment Card

Process Payment Card

Please complete this form within the next 13 : 31

Transaction Information

Transaction Amount :	\$1.50
Tax Amount :	\$0.00
Total Amount :	\$1.50

Payment Card Information

Card Number : * 5454545454545454

Expiration Date : * 09 / 14 CVV Number : * 123 ?

Name On Card : * Test Account

Card Billing Country : * United States

Card Billing Street Address : * 123 Main Street

Card Billing City/State/Zip : * Atlanta GA - Georgia 12345

Email Address : * Test@AOL.com

I want to save this credit card securely for faster future payments

THESE ARE EXAMPLES ONLY... YOU MUST SUPPLY YOUR SPECIFIC TERMS AND CONDITIONS
Heartland Payment Systems accepts no responsibilities or liability implied or otherwise for the following statement.

PRIVACY POLICY: This statement should tell the consumer how the merchant will be using the personal data they have collected.

I have read and agree to the above terms

Back **Cancel** **Next >>**

Enter all required information. You can Save your credit card information (optional) to your account, so that future Meal Orders can be charged without prompting your credit card information each time.

Select **Next** - to verify information.

Select **Back** – to return to the Order Review screen.

Select **Cancel** - to return to the Order screen.

Verify Order

Verify Information

Please complete this form within the next 14 : 49

Transaction Information

Transaction Amount :	\$1.50
Tax Amount :	\$0.00
Total Amount :	\$1.50

Payment Card Information

Card Number : XXXXXXXXXXXXXXXXXXXX5454

Expiration Date : 09/14 CVV Number : XXX

Name On Card : Test Account

Card Billing Country : United States

Card Billing Street Address : 123 Main Street

Card Billing City/State/Zip : Atlanta, GA - Georgia 12345

Email Address : Test@AOL.com

Select **Finish** - to complete the transaction.

Select **Back** – to return to the Process Payment screen.

Select **Cancel** - to return to the Order screen.

Click the Back button to return to the payment data entry screen.
Click the Finish button to charge your card and complete this transaction. Once you have clicked the Finish button, pressing Cancel, Back or closing your browser window will not stop this transaction from being processed.
Click the Cancel button to cancel this transaction.

Back **Cancel** **Finish**



Orders

Student	Meal Date	Status	Meal	Price	
Ashton Smith	03/21/13	Purchased	Milk, Pizza, Potato Chips, Fruit-Canned Pears	1.75	Details
Ashton Smith	03/22/13	Purchased	Milk, Steamed Zucchini, Tacos W/Tortillas, Raisins, Box	1.75	Details
Linda Smith	03/21/13	Purchased	Milk, Pizza, Potato Chips, Fruit-Canned Pears	1.75	Details
Linda Smith	03/22/13	Purchased	Milk, Steamed Zucchini, Tacos W/Tortillas, Raisins, Box	1.75	Details
Robert Smith	03/21/13	Purchased	Milk, Macaroni & Cheese, Corn, Sauteed vegetables	2.00	Details
Robert Smith	03/22/13	Purchased	Milk, Green beans, Chicken Nuggets, Applesauce	2.00	Details
Ashton Smith	03/25/13	Refunded	Milk, BBQ Sandwich - Pulled Pork BBQ, BBQ Sauce, toasted, Green beans, Corn bread	1.75	Details
Ashton Smith	03/26/13	Refunded	Burger, Milk, Potato Chips, Celery Sticks	1.75	Details
Ashton Smith	03/27/13	Refunded	Milk, Pizza, Potato Chips, Fruit-Canned Pears	1.75	Details
Ashton Smith	03/28/13	Refunded	Milk, Steamed Zucchini, Tacos W/Tortillas, Raisins, Box	1.75	Details

Once orders are processed through the Checkout, Orders can be viewed in the Orders Menu Option at the top navigation bar at the top of the screen.

Orders are listed separately for each date, and for each student. Select [Details](#) to view details of the order selected.

Status

- Purchased – indicated items have been successfully ordered and payment processed.
- Refunded – indicates an order has been canceled and the amount refunded to the Account Balance.
- Voided

Edit Account

Display Name Robbins Family	Address 240 North Main Street	Security Question What was your childhood nickname
Home Phone		Answer male
Cell Phone	State Nevada	I do not want to receive the following email notifications:
Email mlobato@n-tech.com	City Las Vegas	Administrative Cancellation <input type="checkbox"/>
Confirm Email mlobato@n-tech.com	Zip 89107	Incomplete Order <input type="checkbox"/>
<input type="button" value="Save"/>		Opt Out of All Notifications <input type="checkbox"/>

Select Edit Account from the top Navigation bar.

Here you can Update your:

- **Phone #'s**
- **Address**
- **Email Address**
- **Security Question**

Email Notifications:

- **Administration Cancellation** – in the event that the District Administration needs to cancel an order, checking this option will suppress any email notifications to you (Default=unchecked – Email Notifications accepted)
- **Incomplete Order** – in the event you add items to the Cart, but do not complete the Order Transaction, checking this option will suppress any email notifications to you (Default= unchecked – Email Notifications accepted)
- **Opt Out of all Notifications** – checking this option will suppress ALL email notifications to you (Default= unchecked – Email Notifications accepted)