MyMealOrder Ordering Instructions

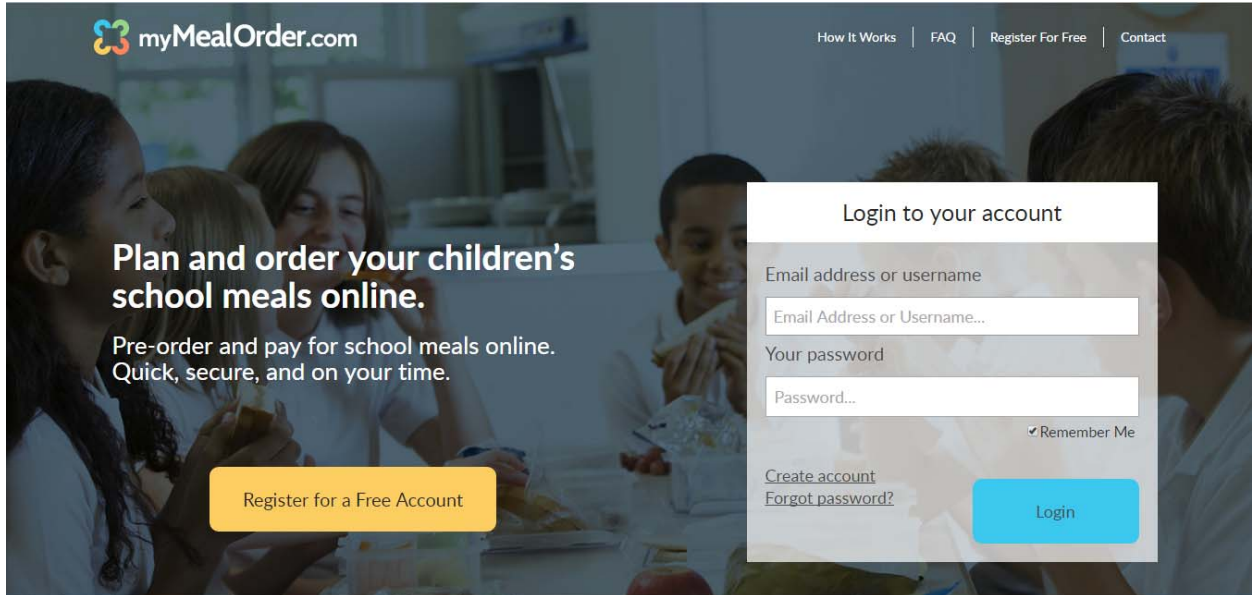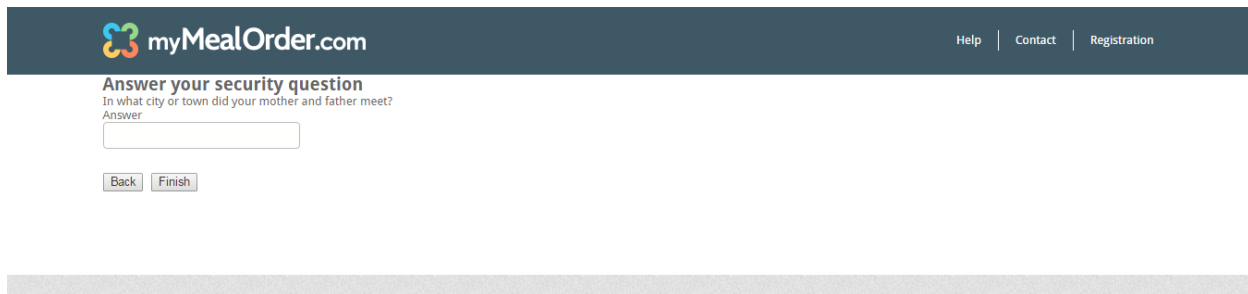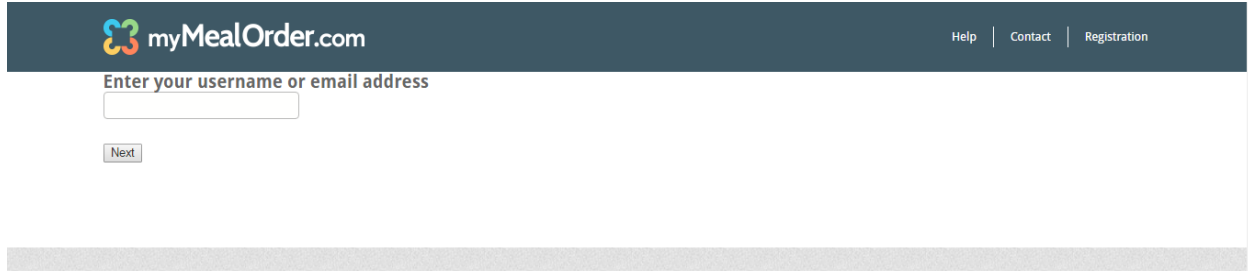Log on to http://mymealorder.com to login or create an account. To create a free account, click the Register for a Free Account button.
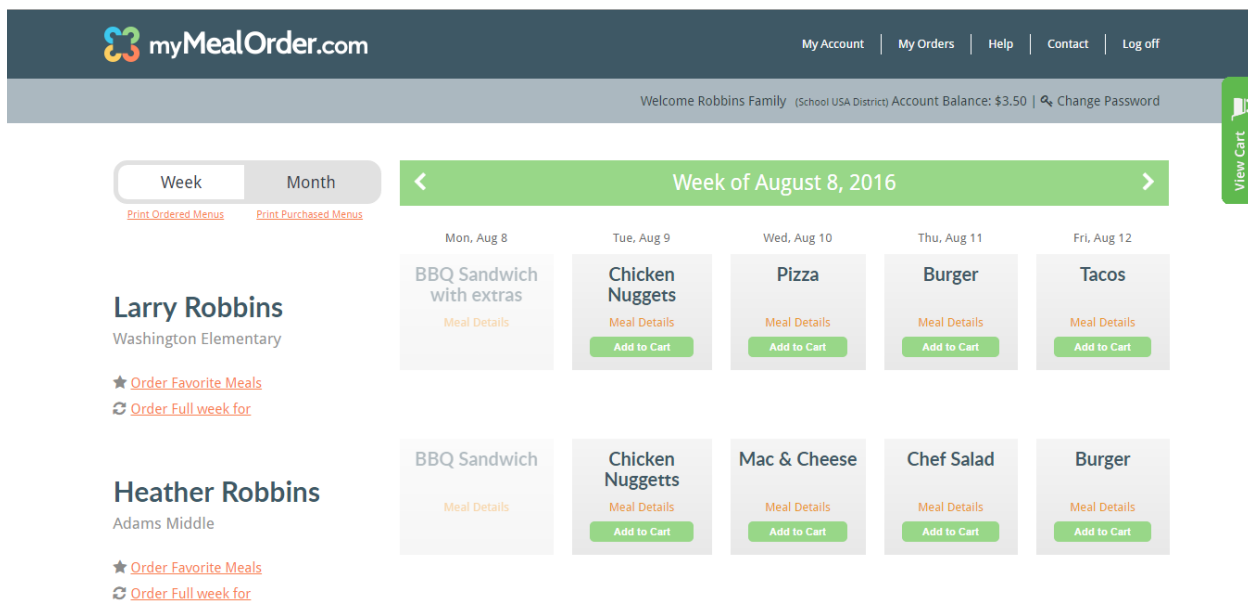

From there you will select your state and your school district. Fill out the information to create an account. Create your display name, username and password. The username (or your email address) will be used to login to MyMealOrder. Once you create your account, click the "Click here to add students to your Account" button. You will need to add your children to your account in order to purchase meals.

If you have forgotten your password and are unable to login, click the "Forgot Password" link. Enter your username or email address then answer the secret question. A temporary password will be emailed to you. (Please check your junk mail if you do not receive it right away.) Once you login, you can change your password by clicking the "Change Password" link in the upper right hand corner.

Once you login, this is the week view, all of the available meals and ala carte items for the week are shown. The days that are "grayed" out are past the lead time required for ordering.

To place an order, click the Add to Cart button for a meal. When you add this meal to your cart, the button will turn Red and show Remove from Cart. This means the meal is in your cart but hasn't been purchased yet.

You can also click the Details button of the Daily Ala Carte options to order individual items.

The Ala carte menu will open up and you need to enter a quantity next to the item(s) that you want to order and click Add to Cart. This adds the individual ala carte items to your cart.

You can move to the next or previous week by clicking the white arrows. Once you have added all of your meals and/or items to your cart, click the green View Cart button. The window will slide open to show all of your meals/items that are in your cart. You can remove items from your cart by clicking the X in the View Cart window or by clicking the Red Remove from Cart button. To remove an ala carte item, click Details to open the window and either change your quantity and click Update Cart or click Remove from Cart to remove all of the items. Once you are ready to complete the checkout process, click the Checkout button.

A summary screen of your order will be displayed. You can remove items from your order from this screen by clicking the X if needed. If you are satisfied with your order, click the Place Order button. **If you do not Checkout and click Place Order, your order will not be received by the school, it's only sitting in your cart.**

After you click Place Order, you will be given the payment option screen. You can pay by credit card or by check. Fill out the required information and click Complete at the bottom. This completes the transaction and you will receive an email receipt of your order.

First Name:

Last Name

Phone Number (optional):

Sub Total: $11.95

Convenience Fee: $0.53

Total: $12.48

* Convenience fee will be recalculated based on payment type.

◉ Credit Card   ○ Check

Credit Card Number (digits only):

Expiration:
MM   YYYY

/

CVV:

Billing Address:

City:

State:
AL   ▼

Zip Code:

☐Save For Future Purchase

Complete

Once the checkout process is complete, you will see in the Week or Month View that your meals now show an orange "Purchased: Cancel" button. This means the meal/item has been purchased. If you need to cancel it and you are within the lead time window, click this button to cancel the order. Your account will be credited in MyMealOrder.

You can click on the Orders link to see a list of Purchased and Refunded orders. Orders listed as Purchased means the checkout process was completed and they will show on the reports at the school. Orders listed as Refunded means they were purchased but the order was cancelled either by you

(clicking the orange "Purchased: Cancel" button within the lead time window) or by an Administrator for one reason or another.

If you don't see your meals/items under the Order link, please check your cart to see if the items are still in your cart and complete the checkout process.

Test Student	09/10/15	Purchased	Paella, Garlic Bread, Choice of 2% Milk or Spring Water	7.00	Details
Test Student	09/11/15	Purchased	Made to Order Deli, Apple, Fresh, Bottled Spring Water	4.95	Details
Test Student	09/24/15	Refunded	Mashed Potatoes & Gravy, Meatloaf (Sandra's), Green Beans, Choice of 2% Milk or Spring Water	7.00	Details

You can also click the Print Purchased Menus link at the top to see a calendar view of the meals/items you have purchased.