



## MyMealOrder Ordering Instructions

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## Create an Account

Log on to <https://mymealorder.com> to login or create an account. To create a free account, click the Create a Free Account button.



[Donate](#) | [Fundraise](#) | [Tickets](#) | [FAQ](#) | [Help](#)

 **MyMealOrder.**

Login to myMealOrder

Username





Password 

☐ Remember Me [Forgot Password?](#)

LOGIN

[Create a free account](#)

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.

 **MyMealOrder**   

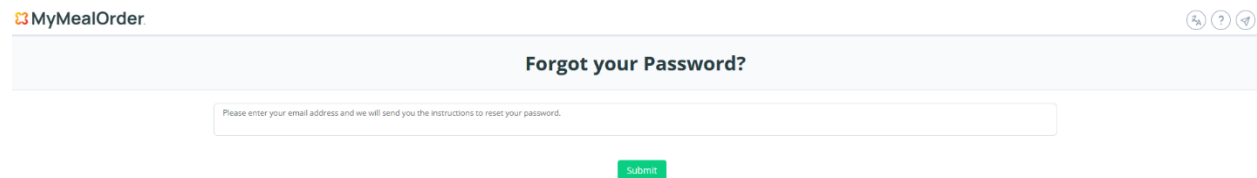
### Register for your account

<input type="text"/> * Display Name	<input type="text"/> * First Name	<input type="text"/> Home Phone
<input type="text"/> * Username	<input type="text"/> * Last Name	<input type="text"/> * Cell Phone
<input type="password"/> * Password	<input type="text"/> Home Address	<input type="text"/> * Email
<input type="password"/> * Confirm Password	<input type="text"/> * Confirm Email	<input type="text"/> * Security Question What was your childhood nickname?
<input type="text"/> State Georgia	<input type="text"/> Secondary Email	<input type="text"/> * Answer
<input type="text"/> City Abbeville	<input type="text"/> Confirm Secondary Email	<input type="text"/> Zip

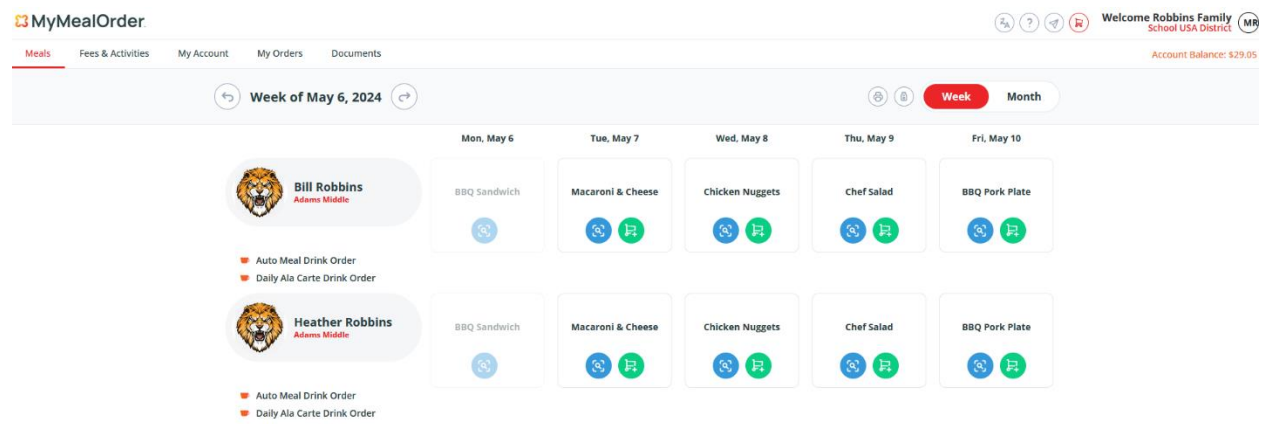
☐ I agree to the [Terms of Use](#) and [Privacy Policy](#)

[Click here to add students or staff to your account](#)

If you have forgotten your password and are unable to login, click the “Forgot Password” link. Enter your email address and you will receive an email with a link to reset your password. (Please check your junk mail if you do not receive it right away.)

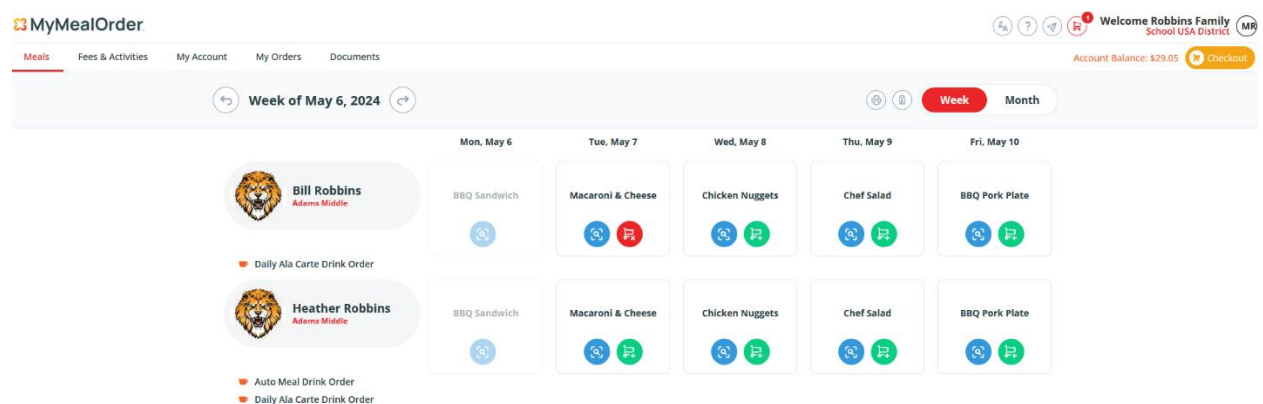


Once you login, this is the week view, all of the available meals and ala carte items for the week are shown. The days that are “grayed” out are past the lead time required for ordering.

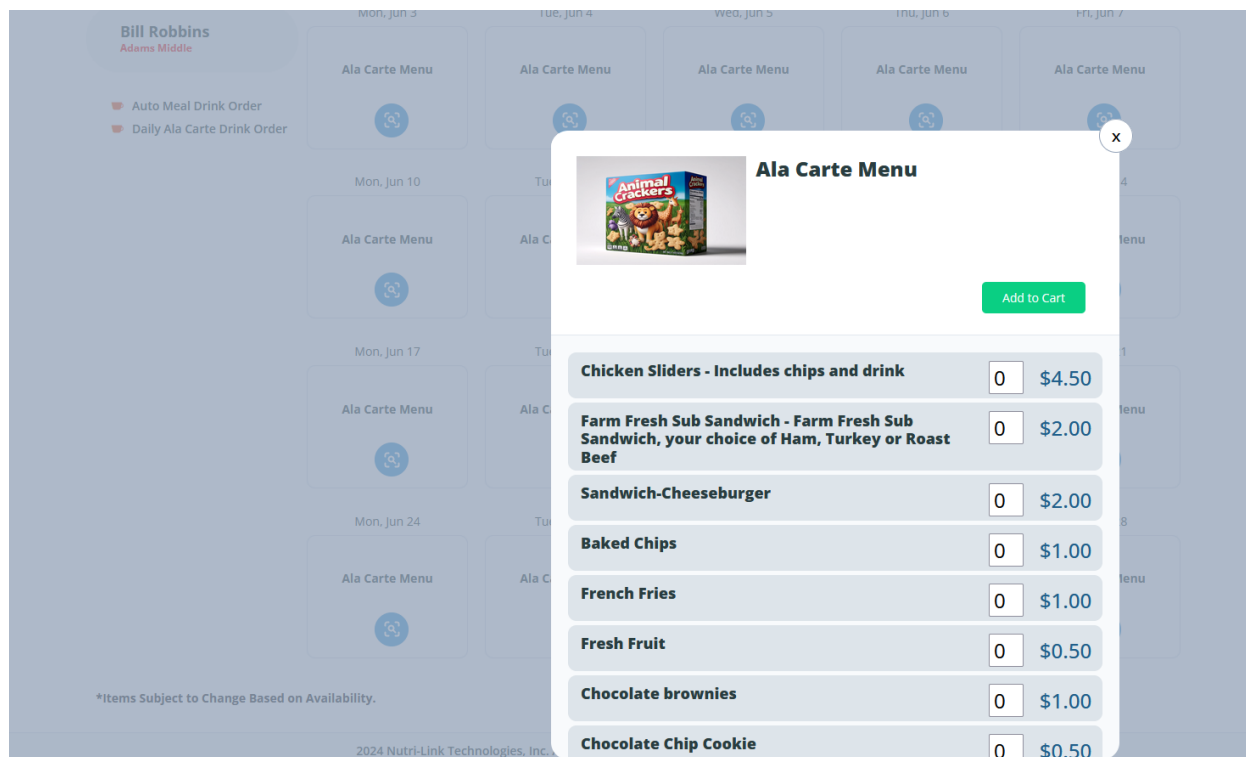


To place an order, click the Add to Cart button for a meal. When you add this meal to your cart, the button will turn Red and show Remove from Cart. This means the meal is in your cart but hasn’t been purchased yet.

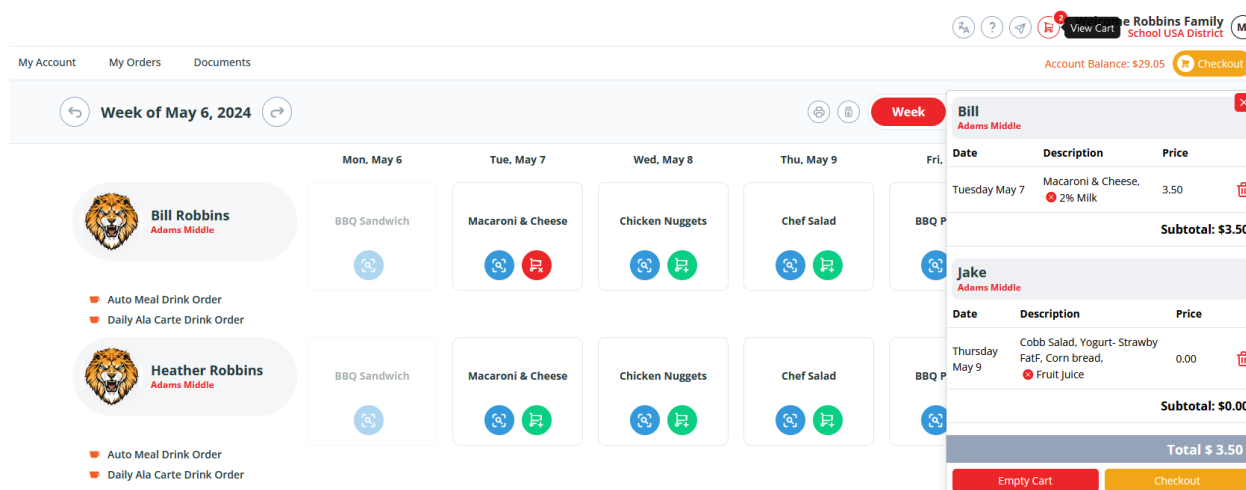
You can also click the Details button of the Daily Ala Carte options to order individual items.



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 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 red remove in the View Cart window or by clicking the red Empty 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 red remove 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.**

**Account 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 Account 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.

**MyMealOrder** Welcome Robbins Family School USA District

Meals Fees & Activities My Account My Orders Documents Account Balance: \$3.00 Checkout

Continue Shopping

Bill Adams Middle		
Date	Description	Price
Tuesday May 7	Macaroni & Cheese, 2% Milk	3.50
		<b>Subtotal: \$3.50</b>

Robert Adams Middle		
Date	Description	Price
Tuesday May 7	Macaroni & Cheese, Bottled Spring Water	0.90
		<b>Subtotal: \$0.90</b>

Order Total: \$4.40

Account Balance: \$3.00

Total: \$1.40

Convenience Fee\*: \$0.06

**Amount Due: \$1.46**

\* Convenience fee may be recalculated based on payment type.

Place Order

Empty 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.

☒ Credit/Bank Account  
☐ Stored Payment

School USA District accepts the following credit cards

AMEX DISCOVER MasterCard VISA

☒ Credit Card ☐ Bank Account

Payment Amount: \$1.40  
 Convenience Fee: \$0.06

First Name: Mark Last Name: Robbins

Address: 240 North Main Street  
 City: Lawrenceville  
 State: GA Zip Code:

VISA MasterCard DISCOVER AMERICAN EXPRESS JCB

Card Number:   
 Expiry: CVV:

☐ I am human hCaptcha

Pay \$1.46

☐ Save For Future Purchase

## Cancelling Orders

Once orders have been purchased, the Add to Cart button changes to an orange button labeled “Purchased: Click to Cancel”. This means the meal/item has been purchased. You can cancel an order by simply clicking this button, assuming you are within the cutoff time/lead time required. Once cancelled, your mymealorder.com account will be credited with the amount of the meal/item cancelled.

←

Week of May 6, 2024


→

🔄

🔒

Week

Month

	Mon. May 6	Tue. May 7	Wed. May 8	Thu. May 9	Fri. May 10
<div><div><div><div>Bill Robbins</div><div>Adams Middle</div></div></div></div> <div><div>🍷 Auto Meal Drink Order</div><div>🍷 Daily Ala Carte Drink Order</div></div>	<div>BBQ Sandwich</div> <div><div>🔄</div></div>	<div>Macaroni &amp; Cheese</div> <div><div>🔄</div><div>🛒</div></div>	<div>Chicken Nuggets</div> <div><div>🔄</div><div>🛒</div></div>	<div>Chef Salad</div> <div><div>🔄</div><div>🛒</div></div>	<div>BBQ Pork Plate</div> <div><div>🔄</div><div>🛒</div></div>

My Account

Account Settings

Students in Account

Payments Options

Notifications

Display Name \*  
Robbins Family

Accountholder First Name  
Mark

Accountholder Last Name  
Robbins

Cell Phone \*  
6781112222

Home Phone Number

Email \*  
sdickerson@n-ltech.com

Confirm Email  
sdickerson@n-ltech.com

Secondary Email

Confirm Secondary Email

Address Line 1  
240 North Main Street

Address Line 2

State  
Georgia

City  
Lawrenceville

Zip

Security Questions  
In what city or town did your mother and father meet?

Answer \*  
Decatur

Save Settings

Account Settings

Students in Account

Payments Options

Notifications

Heather Robbins

Adams Middle

Jake Robbins

Washington Elementary

Luke Robbins

Adams Middle

Todd Robbins

Kennedy High

Add Student or Staff

☐ Enable Low Balance Notification

Low Balance Amount (\$)

☒ Enable Auto-Replenish

When my balance gets below \$10

\* Auto-replenish my account with \$25

\* Stored Payment4444

+ Add a Payment Option

xxxx-xxxx-xxxx-4444

Save Settings

### Notifications and Communications

Which of the following notifications and communications do you wish to opt out of?

- ☐ Administrative Cancellation
- ☐ Incomplete Order
- ☐ Negative Balance
- ☐ No Orders Email
- ☐ Open Orders
- ☐ Order Receipt
- ☐ Subscription Email

### Settings

Default to

- ☒ Week View
- ☐ Month View

Save Settings



Select My Account from the top Navigation bar.

Here you can Update your:

- **Phone #'s**
- **Address**
- **Email Address**
- **Security Question**
- **Add Students**
- **Set Email Notification Preferences**

## 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)
- **Order Receipt** – in the event you complete a purchase, checking this option will suppress the email receipt notification. (Default= unchecked – Email Notifications accepted)
- **Subscription Email** – checking this option will suppress the emails sent by the administrator, usually with information about upcoming events. (Default= unchecked – Email Notifications accepted)

## My Orders

You can click on the My 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.

Heather Robbins	04/01/2024	Purchased	BBQ Sandwich	2.25
Heather Robbins	04/01/2024	Purchased	Fresh Fruit	0.50
Luke Robbins	03/27/2024	Purchased	1% White Milk	0.25

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

## Help

Under the help section, there are several FAQ's you can click on to get more details.

[How do I create an account?](#)

[How do I add Students to my account?](#)

[How do I View Menu Calendars?](#)

[How do I View Nutritional Info?](#)

[What are Options?](#)

[How do I order for the Day?](#)

[How do I order for the Week?](#)

[How do I order for the Month?](#)

[What is Meal Mode vs. Item Mode?](#)

[How do I use Favorites?](#)

[How do I View items in Cart?](#)

[How do I Check Out and Pay?](#)

[How do I enable third-party cookies?](#)

[How do I edit my Account?](#)

[How do I change my password?](#)

[How do I cancel an order?](#)

[How do I view placed orders?](#)

[How do I change my stored payment information?](#)

## Contact Us

You can click the Contact Us link at the top of the page to send an email directly to technical support. Enter the required fields and submit. Our support team will receive your email and respond within 24 hours, usually much quicker than that.

Please contact your school directly for information regarding the balance of your account, refunds, or if your child appears to be enrolled in the wrong school. If you are still having technical issues please use our support request form below.

<input type="text" value="Name *"/>	<div>District School USA District</div>
<input type="text" value="Email"/>	<div>School * -- Select School --</div>
<input type="text" value="Phone"/>	<div>Issue Type * -- Select Issue Type --</div>
<div>Comments *</div>	
<div>Please provide student's name and student's school, etc when commenting on the issue.</div>	
<div>Upload Image <div>Choose File</div> No file chosen</div>	
<div><input type="checkbox"/> I'm not a robot</div>	
<div>reCAPTCHA Privacy - Terms</div>	
<div>Submit</div>	