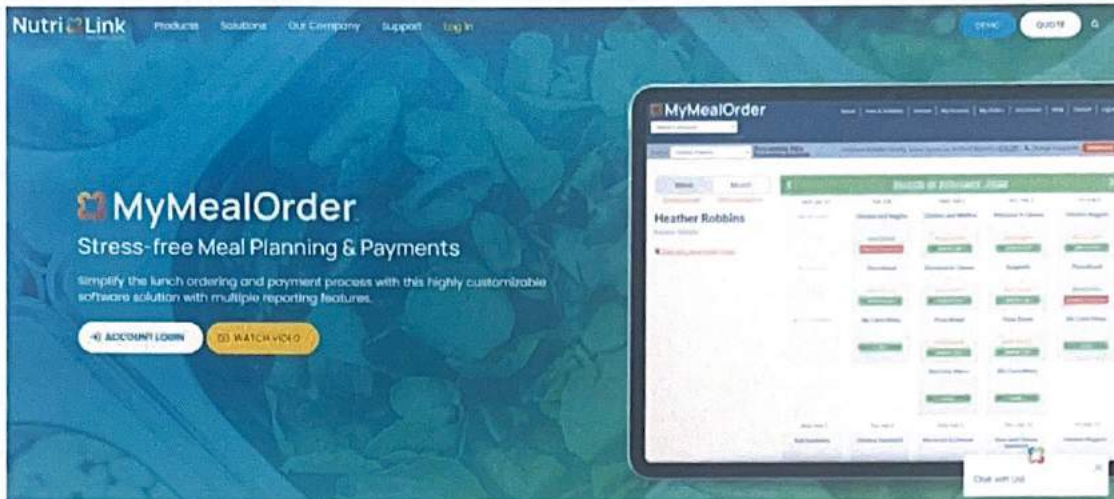


## MyMealOrder Ordering Instructions

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.

MyMealOrder

Select Language

Help | Contact | Registration

### Register for your account

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

[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 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.

**MyMealOrder** | Meals | Fees & Activities | Donate | My Account | My Orders | Documents | Help | Contact | Log off

Select Language

Welcome asmith (School USA District) Account Balance: \$0.00 | Change Password

### Forgot your Password?

Please enter your email address and we will send you the instructions to reset your password.

Submit

**MyMealOrder** | Help | Contact | Registration

### Answer your security question

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

Answer:

Back Finish

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.

**MyMealOrder** | My Account | My Orders | Help | Contact | Log off

Welcome Robbins Family (School USA District) Account Balance: \$1.50 | Change Password

Week | Month

Week of August 8, 2016

Mon, Aug 8	Tue, Aug 9	Wed, Aug 10	Thu, Aug 11	Fri, Aug 12
<b>Larry Robbins</b> Washington Elementary ★ Order Favorite Meals 🔄 Order Full week for	<b>BBQ Sandwich with extras</b> Meal Details Add to Cart	<b>Chicken Nuggets</b> Meal Details Add to Cart	<b>Pizza</b> Meal Details Add to Cart	<b>Burger</b> Meal Details Add to Cart
<b>Heather Robbins</b> Adams Middle ★ Order Favorite Meals 🔄 Order Full week for	<b>BBQ Sandwich</b> Meal Details Add to Cart	<b>Chicken Nuggets</b> Meal Details Add to Cart	<b>Mac &amp; Cheese</b> Meal Details Add to Cart	<b>Chef Salad</b> Meal Details Add to Cart
			<b>Burger</b> Meal Details Add to Cart	

View Cart



**MyMealOrder** My Account | My Orders | Help | Contact | Log off

Welcome Robbins Family (Gwinnett District) Account

Week | Month

Week of August 8

**Larry Robbins**  
Washington Elementary

- ★ Order Favorite Meals
- ⊖ Cancel Full week Order for
- ⊖ Order Full week for

**Heather Robbins**  
Adams Middle

- ★ Order Favorite Meals

Mon, Aug 8: BBQ Sandwich with extras

Tue, Aug 9: Chicken Nuggets

Wed, Aug 10: Pizza

BBQ Sandwich

Chicken Nuggetts

Mac & Cheese

**Jake Kennedy High**

Date	Description	Price	Delete
Tuesday August 9	1 Chicken Nuggets	\$2.00	X
Subtotal:		\$2.00	

**Larry Washington Elementary**

Date	Description	Price	Delete
Tuesday August 9	Chicken Nuggets, Potatoes-Roasted, Sauteed vegetables, Milk	\$1.75	X
Subtotal:		\$1.75	

Checkout Empty Cart Total \$ 3.75

You can remove items from your order from this screen by clicking the X if needed. If you are satisfied with your order, select the green "Checkout" button to see a summary of your order. Next, click the green "Place Order" button to complete your Order and pay. **If you do not Checkout and click Place Order, the school will not receive your order, 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** My Account | My Orders | Help | Contact | Log off

Confirm your Order Welcome Robbins Family (Gwinnett District) Account Balance: \$3.50 | Change Password

**Jake Kennedy High**

Date	Description	Price	Delete
Tuesday August 9	1 Chicken Nuggets	\$2.00	X
Subtotal:		\$2.00	

**Larry Washington Elementary**

Date	Description	Price	Delete
Tuesday August 9	Chicken Nuggets, Potatoes-Roasted, Sauteed vegetables, Milk	\$1.75	X
Subtotal:		\$1.75	

Order Total: \$3.75  
Account Balance: \$3.50  
Amount Due: \$0.25  
Credit Card Fee\*: \$0.01

\* Convenience Fee are informational only. Fee will be recalculated during checkout.

Empty Cart Place Order

Continue Shopping

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

Credit Card  Bank Account

First name  Last name

Address

City

GA  Postal code

Card number

MM / YY  CVV

**Pay \$4.00**

Save For Future Purchase

## Canceling 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 for the amount of the meal/item cancelled.

< Week of June 12, 2017 >

Mon, Jun 12	Tue, Jun 13	Wed, Jun 14	Thu, Jun 15	Fri, Jun 16
Burger	Chef Salad	Chicken Nuggetts	BBQ Sandwich	Pizza
<a href="#">Meal Details</a>	<a href="#">Meal Details</a>	<a href="#">Meal Details</a> Purchased Click to cancel	<a href="#">Meal Details</a> Purchased Click to cancel	<a href="#">Meal Details</a> Purchased Click to cancel

Once your order is complete, you will see "Purchased" under the activity. This lets you know it has already been purchased.

## My Account

### Account Settings

Display Name Robbins Family	Accountholder First Name Mark
Home Phone Number	Accountholder Last Name Robbins
Cell Phone	Address Line 1 240 North Main Street
Email sdickerson@n-itech.com	Address Line 2
Confirm Email sdickerson@n-itech.com	State Alabama
Security Question In what city or town did your mother and father meet?	City Abbeville
Answer Decatur	Zip 30043

### Notifications and Communications

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



- Administrative Cancellation
- Incomplete Order
- Negative Balance
- Open Orders
- Order Receipt
- Subscription Email


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**


### Students in Account

Heather Robbins    
Adams Middle


Jake Robbins    
Adams Middle


Larry Robbins    
Adams Middle


 Add Student


 Add Money To My Account

### Payments Options

XXXX-XXXX-XXXX-6781 

XXXX-XXXX-XXXX-4101 

XXXX-XXXX-XXXX-5454 

 Add a Payment Option

### Settings

Default to:  Week View  Month View

Save Settings

## 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 are orders that were purchased, but the orders were 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	<a href="#">Details</a>
Test Student	09/11/15	Purchased	Made to Order Deli, Apple, Fresh, Bottled Spring Water	4.95	<a href="#">Details</a>
Test Student	09/24/15	Refunded	Mashed Potatoes & Gravy, Meatloaf (Sandra's), Green Beans, Choice of 2% Milk or Spring Water	7.00	<a href="#">Details</a>

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.

### Contact Us

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.

*Name	District
<input type="text"/>	School USA District
Email	*School
<input type="text"/>	-- Select School --
Phone	*Issue Type
<input type="text"/>	-- Select Issue Type --

\*Comments - Please provide students name and students school, etc when commenting on the issue.

I'm not a robot



reCAPTCHA  
Privacy - Terms

SUBMIT