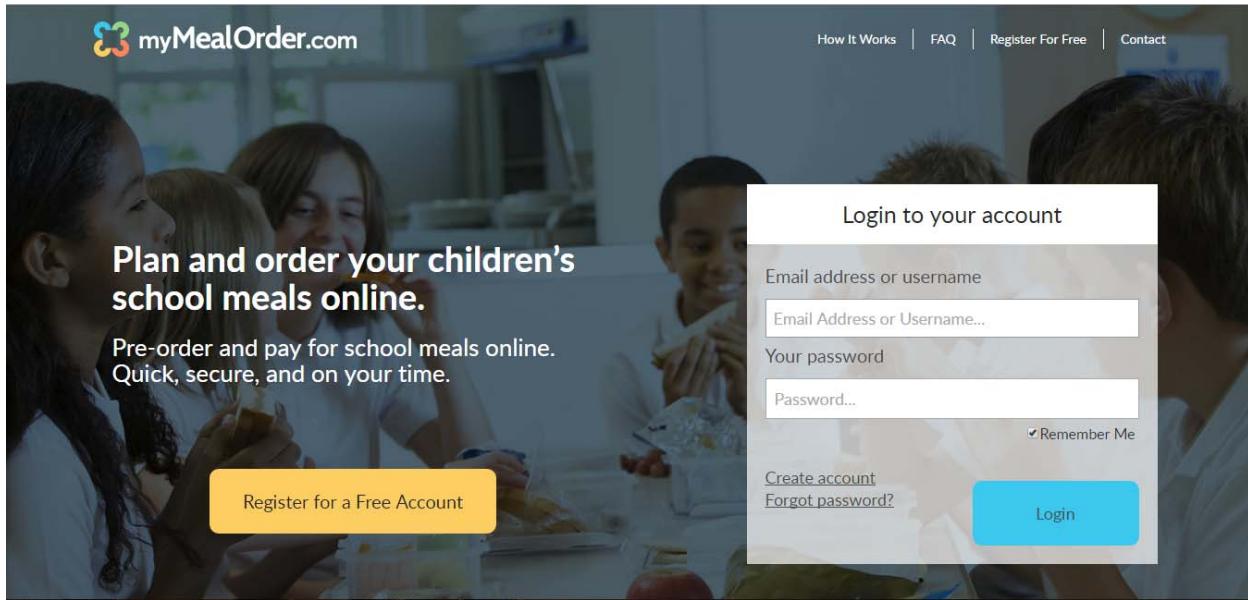


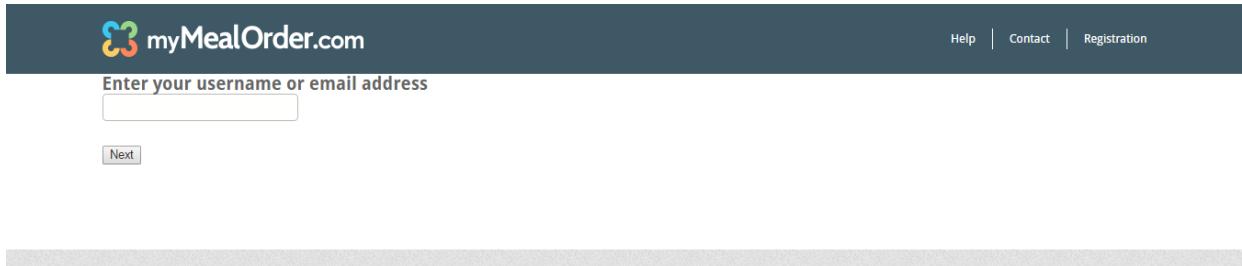
MyMealOrder Ordering Instructions

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.

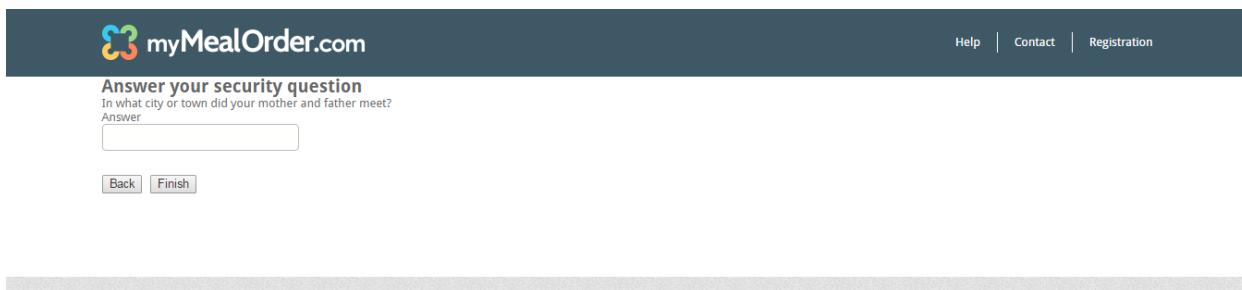


From there you will select your state and your school district. Fill out the information to create an account. Create your display name, username and password. The username (or your email address) will be used to login to MyMealOrder. Once you create your account, click the "Click here to add students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

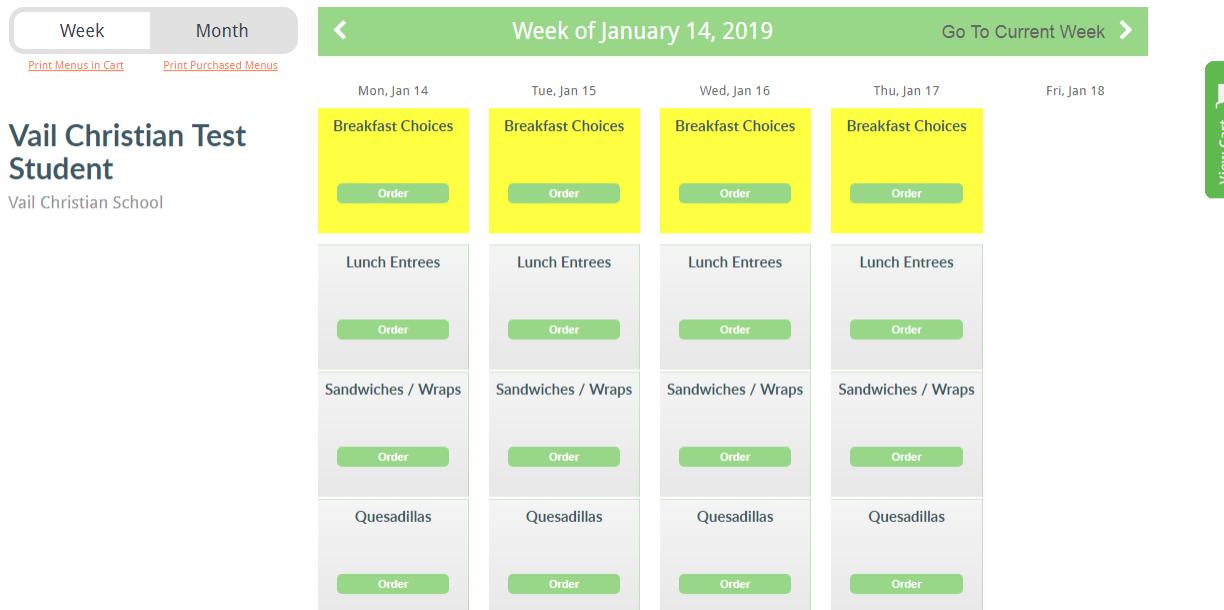


The screenshot shows the myMealOrder.com login page. At the top, there is a dark header with the logo and the text "myMealOrder.com". On the right side of the header are links for "Help", "Contact", and "Registration". Below the header, there is a text input field with the placeholder "Enter your username or email address" and a "Next" button below it.



The screenshot shows the myMealOrder.com security question page. At the top, there is a dark header with the logo and the text "myMealOrder.com". On the right side of the header are links for "Help", "Contact", and "Registration". Below the header, there is a section titled "Answer your security question" with the sub-instruction "In what city or town did your mother and father meet?". There is a text input field for the answer and a "Next" button below it. At the bottom of the page are "Back" and "Finish" buttons.

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.



The screenshot shows the myMealOrder.com week view menu for the week of January 14, 2019. At the top, there are buttons for "Week" and "Month", and links for "Print Menus in Cart" and "Print Purchased Menus". The title "Week of January 14, 2019" is centered above a grid of meal options. The grid is organized into five columns representing the days of the week: Mon, Jan 14; Tue, Jan 15; Wed, Jan 16; Thu, Jan 17; and Fri, Jan 18. The days from Tuesday to Friday are grayed out, indicating they are past the ordering lead time. The menu items are arranged in rows: Breakfast Choices (Monday only), Lunch Entrees, Sandwiches / Wraps, and Quesadillas. Each item has a green "Order" button. A "View Cart" button is located on the right side of the grid.

To place an order, click the Order button for a list of meal choices.

[Print Calendar Menu](#)

 Welcome RusticTestParent (Stone Creek Charter / Vail Christian School) Account Balance:\$0.00 | [Change Password](#) | [Checkout](#)
[Week](#)
[Month](#)


Week of January 14, 2019

[Go To Current Week](#)
[Print Menus in Cart](#) [Print Purchased Menus](#)

Vail Christian Test Student

Vail Christian School

Mon, Jan 14	Tue, Jan 15	Wed, Jan 16	Thu, Jan 17	Fri, Jan 18
Breakfast Choices Order	Breakfast Choices Remove from Cart	Breakfast Choices Order	Breakfast Choices Order	
Lunch Entrees Remove from Cart	Lunch Entrees Order	Lunch Entrees Order	Lunch Entrees Order	
Sandwiches / Wraps Order	Sandwiches / Wraps Order	Sandwiches / Wraps Order	Sandwiches / Wraps Order	

The Ala carte menu will open, add a quantity next to the item(s) you want to order. When you add the item(s) to your cart, the button will turn Red and show Remove from Cart. This means the item(s) are in your cart but haven't been purchased yet.

Lunch Entrees	Lunch Entrees	Lunch Entrees	Lunch Entrees
Remove from Cart			
Sandwiches / Wraps			
Order			
Quesadillas			
Order			
Soups and Salads			
Order			

Lunch Entrees

Add to Cart		
<input type="text" value="0"/> 4 Chicken Fingers and Fries	7.00	▼
<input type="text" value="0"/> Alfredo - Penne Pasta with Alfredo Sauce	6.00	▼
<input type="text" value="0"/> Boneless Chicken Wings - 3 chicken tenders tossed in buffalo sauce served with carrots & celery and choice of blue cheese or ranch.	7.00	▼
<input type="text" value="0"/> Chicken Alfredo - Penne Pasta with Alfredo Sauce with Chicken	7.50	▼
<input type="text" value="0"/> Corn Dog and Fries	8.00	▼

View 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. Clicking the Remove from Cart button will open the window and you can 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.

myMealOrder.com

Meals | My Account | My Orders | Documents | Help | Contact | Log off

Print Calendar Menu

Welcome RusticTestParent (Stone Creek Charter / Vail Christian School) Account

Week Month

Print Menus in Cart Print Purchased Menus

Week of January 14, 2019

Mon, Jan 14 Tue, Jan 15 Wed, Jan 16

Breakfast Choices

Order Remove from Cart Order

Lunch Entrees

Remove from Cart Order Order

Vail Christian Test Student

Vail Christian School

Vail Christian Vail Christian School

Date	Description	Price	Delete
Monday January 14	14 Chicken Fingers and	7.00	X
Tuesday January 15	1 Breakfast Bagel Sandwich	6.00	X

Subtotal: \$13.00

Checkout Empty Cart Total \$ 13.00

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.**

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.com

Meals | My Account | My Orders | Documents | Help | Contact | Log off

Welcome RusticTestParent (Stone Creek Charter / Vail Christian School) Account Balance: \$0.00 | Change Password

Confirm your Order

Vail Christian Vail Christian School

Date	Description	Price	Delete
Monday January 14	14 Chicken Fingers and Fries	7.00	X
Tuesday January 15	1 Breakfast Bagel Sandwich	6.00	X

Subtotal: \$13.00

Order Total: \$13.00
Total: \$13.00
Convenience Fee*: \$0.58
Amount Due: \$13.58

* Convenience fees are informational only. Fees will be recalculated during checkout.

Empty Cart Place Order Continue Shopping

After you click Place Order, you will be given the payment option screen and you can pay by credit card. Fill out the required information and click Complete at the bottom. If you would like to keep your credit card on file for future purchases, click the "Save for Future Purchase" box at the bottom prior to submitting your order. This completes the transaction and you will receive an email receipt of your order.

First Name:	<input type="text"/>	<input checked="" type="radio"/> Credit Card
Last Name:	<input type="text"/>	Credit Card Number (digits only):
Phone Number (optional):	<input type="text"/>	Expiration:
Sub Total:	\$13.00	MM
Convenience Fee:	\$0.58	YYYY
Amount Due:	\$13.58	
* Convenience fee will be recalculated based on payment type.		
CVV <small>?</small>		
Billing Address:		
City:		
State:		
Zip Code:		
<input type="checkbox"/> Save For Future Purchase		
<input type="button" value="Complete"/>		

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 the amount of the meal/item cancelled.

	Mon, Jan 14	Tue, Jan 15	Wed, Jan 16	Thu, Jan 17	Fri, Jan 18
Vail Christian Test Student Vail Christian School	<div style="background-color: yellow; padding: 5px;"> Breakfast Choices <input type="button" value="Order"/> </div>	<div style="background-color: yellow; padding: 5px;"> Breakfast Choices <input checked="" type="button" value="Purchased"/> </div>	<div style="background-color: yellow; padding: 5px;"> Breakfast Choices <input type="button" value="Order"/> </div>	<div style="background-color: yellow; padding: 5px;"> Breakfast Choices <input type="button" value="Order"/> </div>	
	<div style="background-color: #f0f0f0; padding: 5px;"> Lunch Entrees <input checked="" type="button" value="Purchased"/> </div>	<div style="background-color: #f0f0f0; padding: 5px;"> Lunch Entrees <input type="button" value="Order"/> </div>	<div style="background-color: #f0f0f0; padding: 5px;"> Lunch Entrees <input type="button" value="Order"/> </div>	<div style="background-color: #f0f0f0; padding: 5px;"> Lunch Entrees <input type="button" value="Order"/> </div>	

My Account

Select My Account from the top Navigation bar.

Here you can Update your:

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

Account Settings

Display Name	Acountholder First Name
RusticTestParent	Rustic
Home Phone Number	Acountholder Last Name
	Test Parent
Cell Phone	Address Line 1
Email	Address Line 2
rusticfarm@rusticfarm.com	
Confirm Email	State
rusticfarm@rusticfarm.com	Colorado
Security Question	City
In what city or town did your mother and father meet?	Edwards
Answer	Zip
Edwards	

Students in Account

Vail Christian Test Student  
Vail Christian School

 Add a Student

Payments Options

 Add a Payment Option

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
- Order Receipt
- Subscription Email

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 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.

Student	Meal Date	Status	Meal	Price		
Vail Christian Test Student	01/15/2019	Purchased	Breakfast Bagel Sandwich	6.00	Details	Cancel Order
Vail Christian Test Student	01/14/2019	Purchased	4 Chicken Fingers and Fries	7.00	Details	Cancel Order

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