

Elementary Lunch Ordering Instructions

- All meals must be pre-ordered in order for your child to receive lunch every day.
- You are allowed to order meals for the entire month in advance, but you must have the daily order in by 11:59 pm the day before. For example, if you want to order lunch for Tuesday, you will have to do so by Monday 11:59 pm. If you order for the entire month, there is no need to order every day.
- You will **not** need to register nor sign in to myMealOrder as all of your account and students' information will be through the Payschools Central website.
- You must create an account by going to www.payschoolscentral.com . The first time you log into the site, you must click the register button to set up your account.
- After the account is created, open the menu and on the upper right hand side of the screen you click the icon that is three small horizontal lines.
- Then you click on the “Pre Order Meals” link on the right side of the screen and it will redirect you to the my Meal Order site.
- Then you choose meals for each day and student that you wish to pre-order for. Once you have made all of your selections click the “Checkout” button.
- Then you review your total and click “Place Order”.
- You will then be redirected back to the PaySchools Central website to finish the process.
- Unless you qualify for a free or reduced lunch, you will have to pay for it and put money on your child's account. To add money to the account:
 - Click on the “Payment Methods” link on the right hand side and then click “Add Payment Method”. You will have to agree to the terms and conditions before the payment method can be added.
 - To add funds to each individual student account, click on the shopping cart that is next to their name when you are in the dashboard screen.
 - Enter in the amount that you want to add.

- You then must click on the shopping cart in the upper right corner of the screen to finalize the check out process.
 - Once you click the shopping cart, it will summarize your order. If everything is correct, click “Make Payment”
 - You will then receive a message that tells you the transaction was successful and a receipt will be emailed to you.
 - **If you do not receive an email, then the money was not added to the account.**
-
- To finalize the preordering, there will be a shopping cart icon that you will click and it will summarize all of your meals and then you click the continue button.
 - You will receive an email summary of your orders after completing the process. **If you do not receive an email, then the order did not go through.**