Quickstart Guide
How to place an order...
Step 1 - Enter your username and password

Select login and enter username and password. Click Submit

Don’t have a username yet? Click here to register
Step 2 – Add a new student: Select school

Add Student
Start typing the School name and select from the options presented:

School name search: [search field]

Enter the school name

Click the school name when it appears in drop down box
Step 3 – Add a new student: Enter name and class

Usually, you don’t select this. This is only for older students

Click Add Student when done
Step 4 – Start an order

Ordering for Demo Student...

Select from the following options.

<table>
<thead>
<tr>
<th>Qty</th>
<th>Item</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>N/A</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Total: $0.00

Total includes G.S.T.

- Lunch
- School Uniforms
- Matinee Concert
- Evening Concert

Click this to order Lunch for Wednesday
Step 5 – Add items to your order

Ordering for Demo Student...

When you have finished adding items, please click "Next: Check" to continue.

Click here to make your own sandwich

Sandwiches, Wraps & Rolls
a great variety of freshly made items just for you

<table>
<thead>
<tr>
<th>Qty</th>
<th>Name</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add</td>
<td>Make-Your-Own</td>
<td>$2.50</td>
</tr>
<tr>
<td></td>
<td>why not pick from our wide selection of fillings and make your own sandwich to suit your taste?</td>
<td></td>
</tr>
<tr>
<td>Add</td>
<td>Egg, Lettuce &amp; Mayo Roll</td>
<td>$3.50</td>
</tr>
<tr>
<td>Add</td>
<td>Ham, Cheese &amp; Tomato Roll</td>
<td>$3.50</td>
</tr>
<tr>
<td>Add</td>
<td>Chicken, Lettuce &amp; Avocado Wrap</td>
<td>$4.50</td>
</tr>
</tbody>
</table>

Toasted Sandwiches
Step 6 – Add items to your order

When you’ve added all items, click here

Click here to see the rest of the menu

Click the item to order

Item Summary
- Make-Your-Own
  - Multigrain Sandwich Bread
  - Butter
  - Avocado
  - Lettuce
  - Grated Carrot
  - Tasty Cheese
  $3.95
Step 7 – Place order

Ordering for Demo Student...

Step 1: Service  Step 2: Add Items  Step 3: Check Order

This order is not yet placed. You must click the button at the right of this box to place this order. If any of the details below are incorrect, click "Edit Order".
Payment Method: Your Account change

Click Place Order

Did you get asked to add funds?

Read on…

Order Pad Summary

<table>
<thead>
<tr>
<th>Qty</th>
<th>Items</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Make-Your-Own</td>
<td>$3.95</td>
</tr>
<tr>
<td></td>
<td>• Multigrain Sandwich Bread</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Butter</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Avocado</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Lettuce</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Grated Carrot</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Tasty Cheese</td>
<td></td>
</tr>
</tbody>
</table>

Total: $3.95
Total includes $0.36 G.S.T.

This order will be scheduled for pickup at: 1:00 PM, tomorrow (Wednesday)
At the following location: School Canteen - Lunch
Step 8 – See order confirmation

Thank You!
Your order has been successfully placed. See all your current open orders in the list below.

Current Balance: $0.23  Top-up Account  Account History
If you need to add funds to your account....

Step 9 – Select payment option

Select a payment option

Account Topup

Funding Source
Please select a funding source for your topup:

- Credit Card
- PayPal
- Bank Transfer (Direct Deposit)
Step 10 – Do the top up

Account Topup

Funding Source
Please select a funding source for your topup:

- Credit Card
- PayPal
- Bank Transfer (Direct Deposit)

Other options: Setup automatic topups

Credit Purchase
Credit Purchase Amount: $20.00
- Credit purchases will incur a credit card processing fee of $0.29.

Credit Card Details
Please enter the credit card you would like to use for this topup.

- Credit Card Type: -- Select --
- Credit Card Number: 
- CVV: The last 3 digits on the signature panel: 
- Credit Card Expiry Date (MM/YY): 01/14
- Credit Card Name: 

- Save this card for future topups and purchases

Enter $20 top-up or more
Enter credit card details