1. <u>https://www.payschoolscentral.com/</u> Login and make sure you have a balance.

		English(US) - 2, \$0.00
Dashboard		
Kathryn Per	ry	
Meal		
Balance	Action	
\$23.00	×	
	Privacy Terms Help Copyright© by <u>PaySchools</u> - Version: 2020.10.30	

2. From the right menu, choose "Pre-order Meals"



3. Use the 'Month' and right/left arrows to navigate to the week for which you are ordering.

udent Kathryn Perry	~	Calendar Merio			Welcome Kathryn Perr	Y (Bishop Dunne Catholic School)
Week	Month		Month of Nor	vember <u>, 2020</u>	Go T	o Current Month
Print Menter	rint Purchased Menus	Mon, Nov 2	Tue, Nov 3	Wed, Nov 4	Thu Nov 5	HI, Nov 6
Cathryn Der	rv.	No Meal Scheduled	Snaghetti &	Chicken Fried Steak	BBO Chicken	Chicken Faiita Tacos

4. Choose the items you wish to order and add to cart.



5. Some orders require additional information, such as "Extra Side"



6. Once you click "Extra Side", you will be asked to select an item and quantity, then "Add to Cart"

Tuesday Ex	tra Side		
		A	dd to Cart
1 Cookie - Coo	kie		0.00 ٨
	Total Carbs: g	Fiber: g	
fotal Fat: g	Vitamin A: g	Vitamin C: g	
	Calcium: g	Sodium: g	
	Iron: g	Vitamin A-IU: g	
	Trans Fats: g	Saturated Fats: g	
	Cholesterol: g	Protein: g	
1 Chips - Chips			0.00 ٨
0 Garlic Toast -	Garlic Toast		0.00 💙

7. You can verify your items are selected because the Meal Details show as red, and "Remove from Cart" shows. **Once you order is complete, you must select "Checkout".**



8. You'll see your order. To the left you'll see "Place Order". You must select "Place

Kathryn Bishop Dunne Ca	tholic School		
Date	Description	Price	Delete
Tuesday November 3	Chef Salad,	0.00	×
Tuesday November 3	1 Cookie	0.00	×
	1 Chips	0.00	
		Subtotal: \$0.00	

Order".

9. This is where it becomes confusing. You've selected your meals and placed your order and you are sent back to PaySchool Central to fund the order. You are returned to this screen to complete the order and you must hit CONTINUE:



Please note that at this point, some users are asked to login to PayCentral again. Go ahead and login again. If it cycles you back to the order page, your order will still be in the system.

10. After you select CONTINUE (step above), you must see the screen below or your order IS NOT complete! It says a payment of \$0.00, because when your child picks up his/her lunch, the order is scanned and the account is debited.



11. You'll receive confirmation of your order via email.