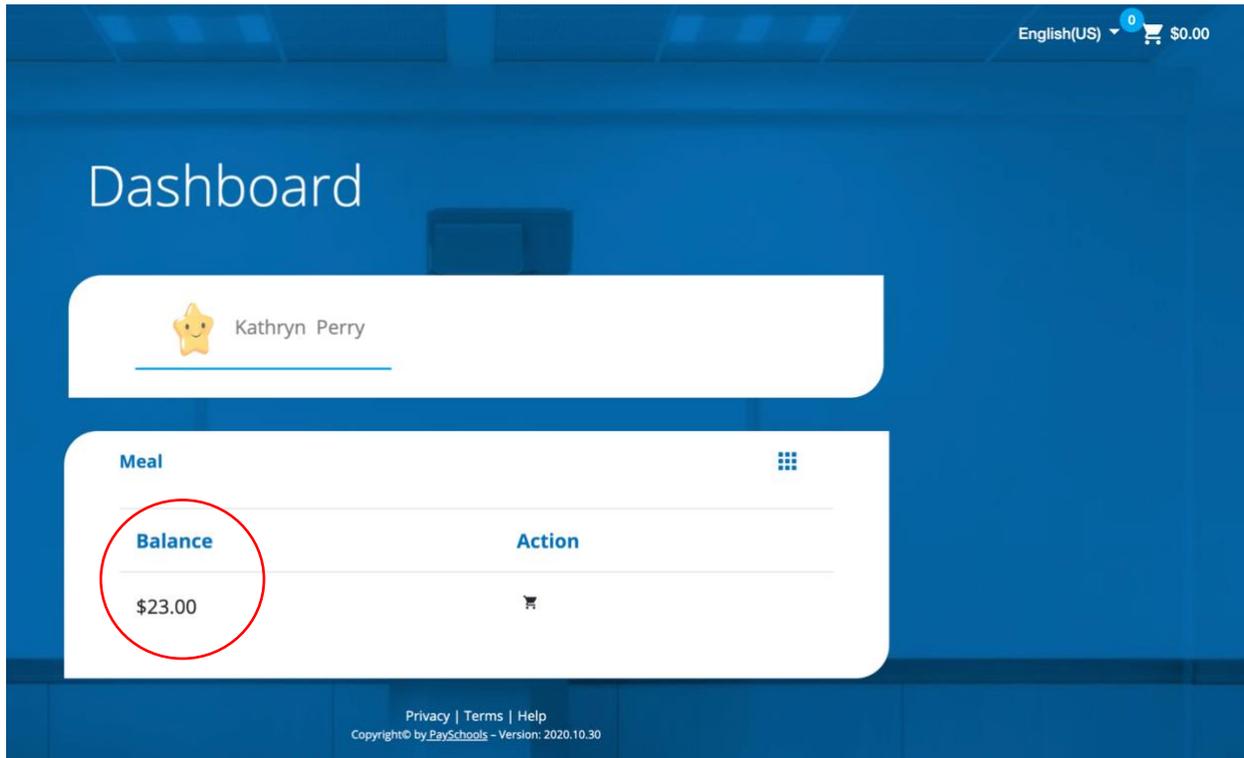


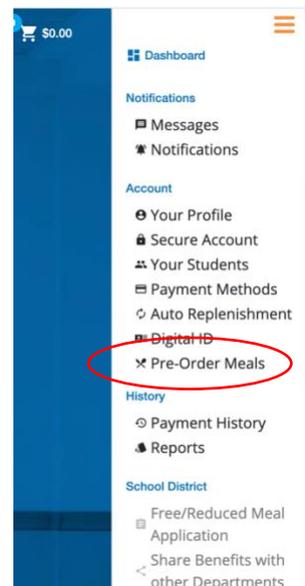
# How to fully complete your meal pre-order for your student's lunch

1. <https://www.payschoolscentral.com/>

Login and make sure you have a balance.



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

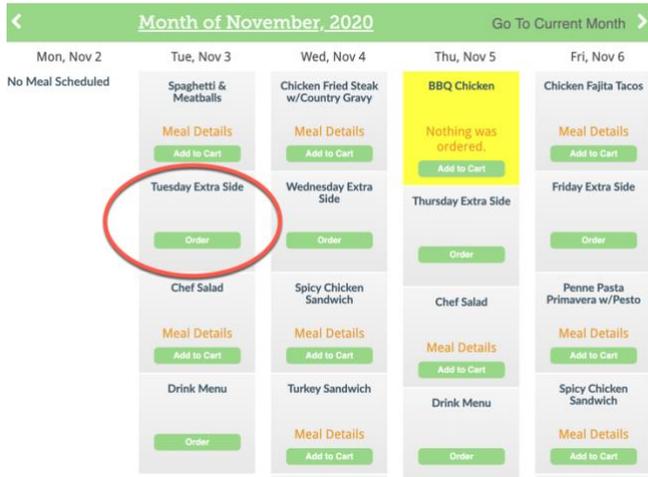


# How to fully complete your meal pre-order for your student's lunch

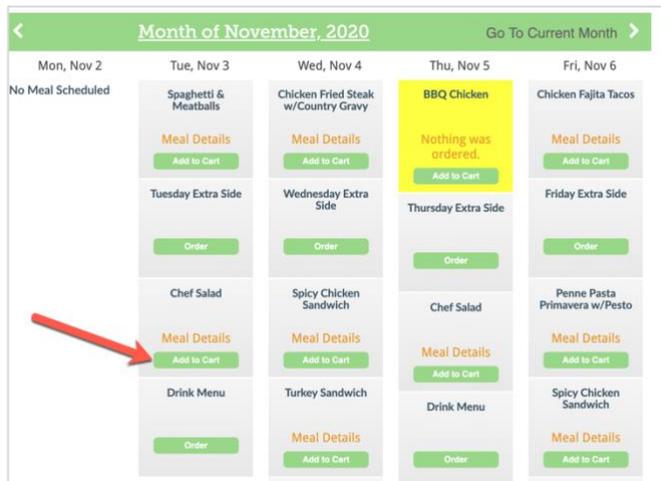
3. Use the 'Month' and right/left arrows to navigate to the week for which you are ordering.



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

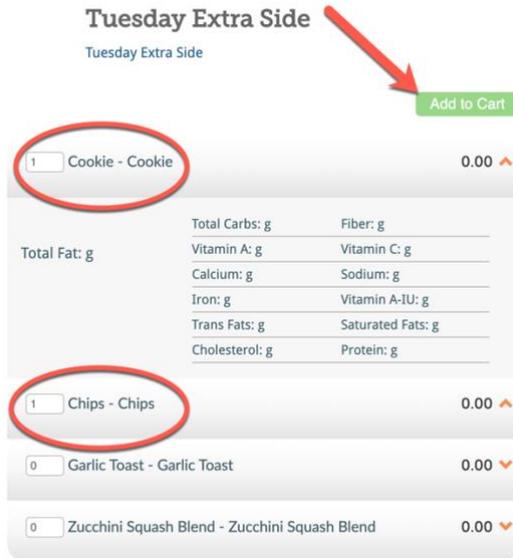


5. Some orders require additional information, such as "Extra Side"

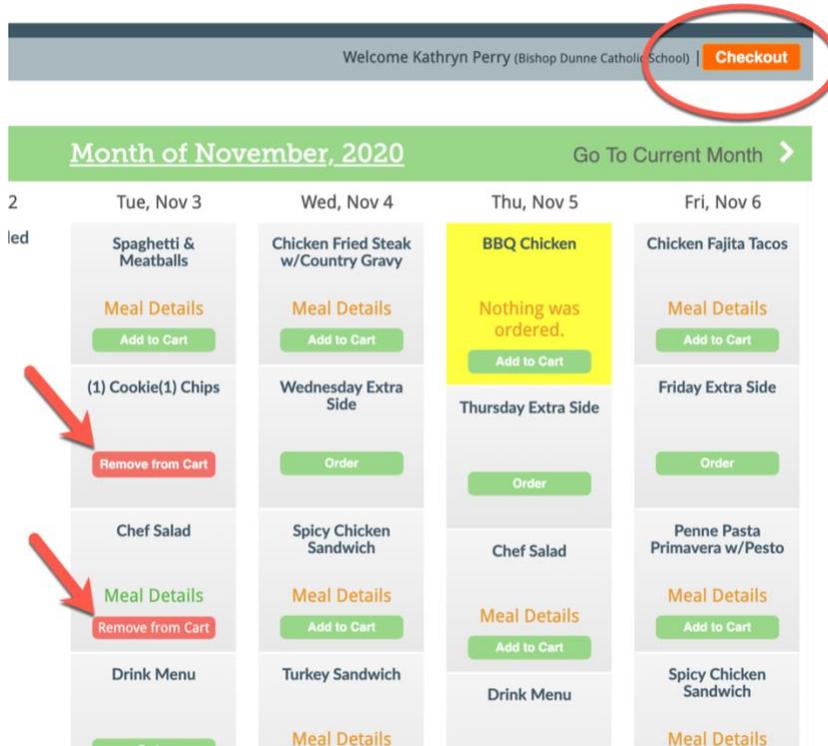


## How to fully complete your meal pre-order for your student's lunch

- Once you click “Extra Side”, you will be asked to select an item and quantity, then “Add to Cart”

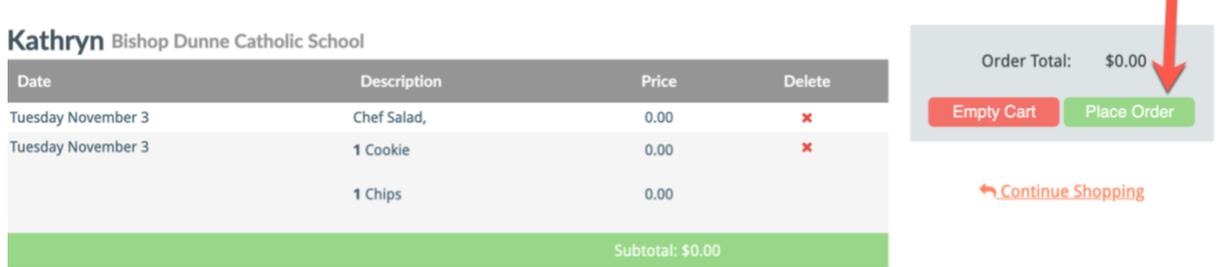


- You can verify your items are selected because the Meal Details show as red, and “Remove from Cart” shows. **Once you order is complete, you must select “Checkout”.**



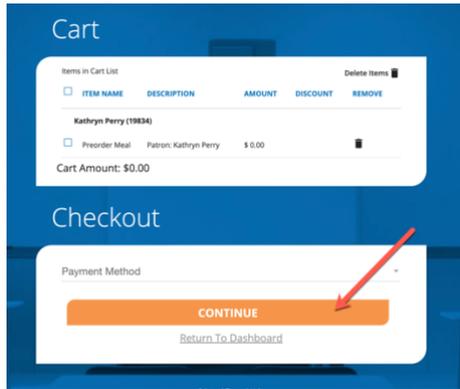
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8. You'll see your order. To the left you'll see "Place Order". **You must select "Place**



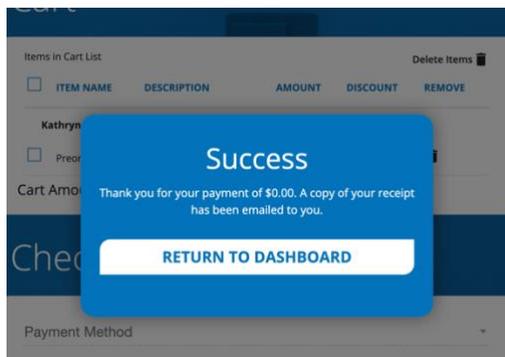
**Order".**

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.