

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.
- For the 2021/2022 school year, all students will be receiving one free meal. Even though the prices will be \$0.00 you will still need to finish the checkout process.
- 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.**