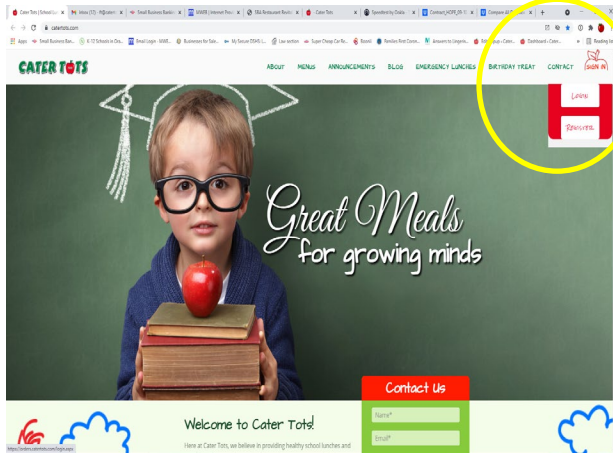
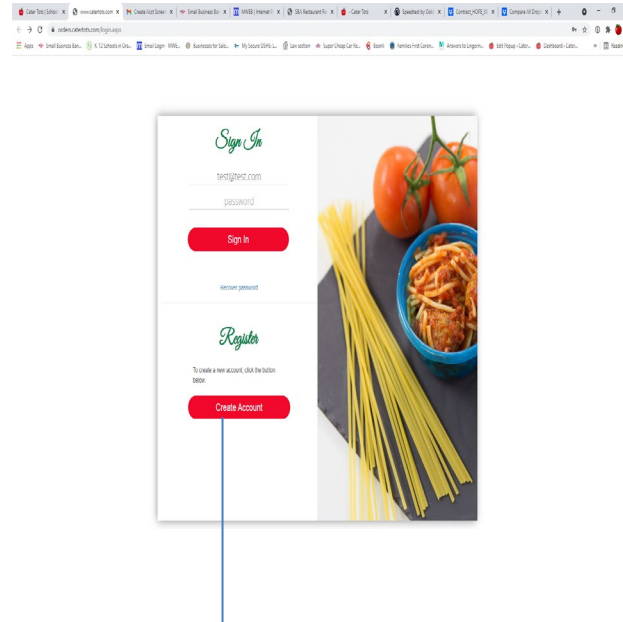


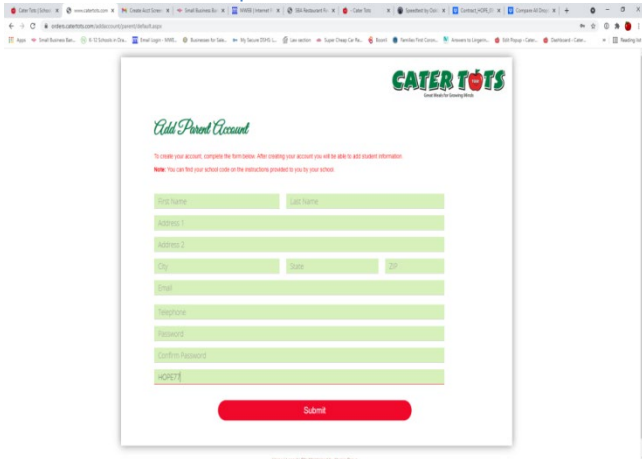
# Account Setup Instructions



Click on the sign in tab (Above) to Login to you existing account or register for a new account. It will then take you to the screen below



If you an existing user and signing in, it will take you to your account after you enter your username and password. If you have moved schools and already have an existing account with us, you will need to register again using your new school code. You may use the same email address but must use a different password.



Once you enter this information you can go into your account and add students

Click on the highlighted "add student" tab to add your student

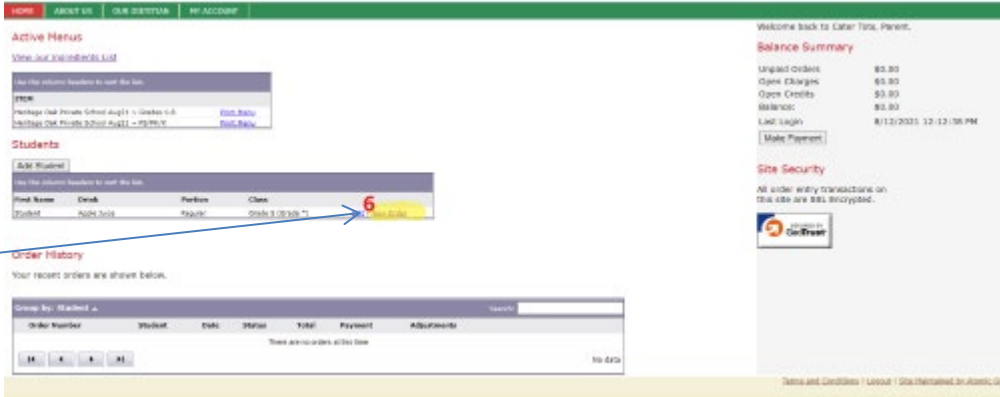


Select a default portion size and a default drink - this will automatically populate for your student when the menu loads.

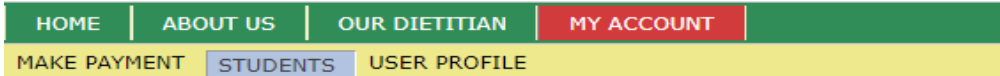


**Placing your order-**

You can place a new order or edit an existing order after you added a student. To add meals, always use "new order". Only use edit order when cancelling a meal or changing a day



Select from the available menus



**Place Order**

Select a menu:

- [Heritage Oak Private School Aug21 ~ Grades 1-8](#)

Make your selection and submit to save changes and make your payment. Orders not paid for will be timed out or deleted at 9am and 11pm during a system refresh. Remember to look out for your email confirmation and make sure all is in order

