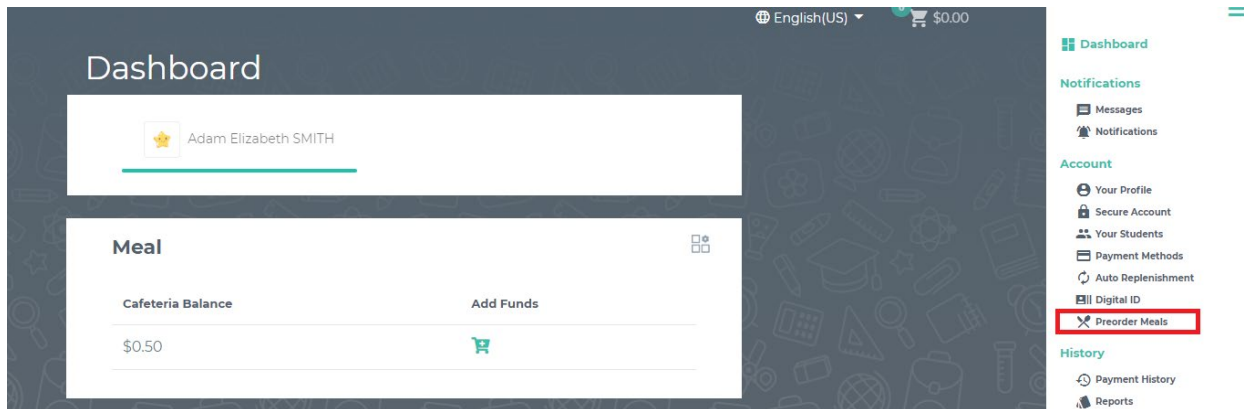# I3 EDUCATION

### Preorder

## **Pre-Order**

The PaySchools pre-order system, powered by myMealOrder makes preordering meals quick, easy, and secure. With our preorder system, you can plan and pay for your students' meals several days in advance. Please note, if your district doesn't offer preorder, this feature may not be available in your PaySchools Central Menu.

Open the Menu on the right-hand side of the screen by selecting Preorder Meals > You will be directed to myMealOrder's website > You will not need to register nor sign in to myMealOrder as all of your account and students' information will have already been transferred.

Choose meals/items for each student for the days you wish to pre-order for > Once your items have been added to your cart you can View Cart OR Click Checkout



Review your total and click process your payment by selecting Place Order > You will then be re-directed to PaySchools Central to Select your payment method

Review totals > Apply to Cafeteria Balance OR Select Payment method > and check to process the terms and conditions box to agree and then click preorder selections and payment.

## Cart

Items in Cart List                                    Delete Items 🗑

| ☐ Item Name | Description | Amount | Discount | Remove |
|---|---|---|---|---|
| Justin Quan Chi Adkins (420342) | | | | |
| ☐ Preorder Meal | Patron: Justin Adkins<br>☐ Apply Cafeteria Balance : $ 48.76 | $ 3.00 | $0.00 | 🗑 |

Cart Amount: $3.00

## Checkout

Payment Method
Discover                                                        ▾

**CONTINUE**

Return To Dashboard

### Totals                                                    ✕

| | |
|---|---|
| Sub Total | $3.00 |
| Internet Convenience Fee: ⓘ | $1.95 |
| Total Amount Due | $4.95 |

✅ By Checking this checkbox, I agree to the terms and conditions.

Credit Card Processing terms and conditions :    ▾

**MAKE PAYMENT**

Make sure not refresh your screen while the payment is processing. Once you have processed your payment in PaySchools Central account, you will receive an email receipt as well as a message with order details in your PaySchools Central Account.

## Success

Thank you for your payment of $3.00. A copy of your receipt has been emailed to you.

**PRINT RECEIPT**

**RETURN TO DASHBOARD**

Please do not hesitate to contact the PaySchools Support Staff for assistance.
1-800-669-0792, support@payschools.com

EDUCATION

PaySchools
An i3 Education Product

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