

Totowa Borough Public Schools

294 Totowa Road, Totowa, NJ 07512

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Patricia Capitelli
Superintendent

Vincent Varcadipane
School Business Administrator/Board Secretary

October 12, 2020

Dear Parents/Guardians,

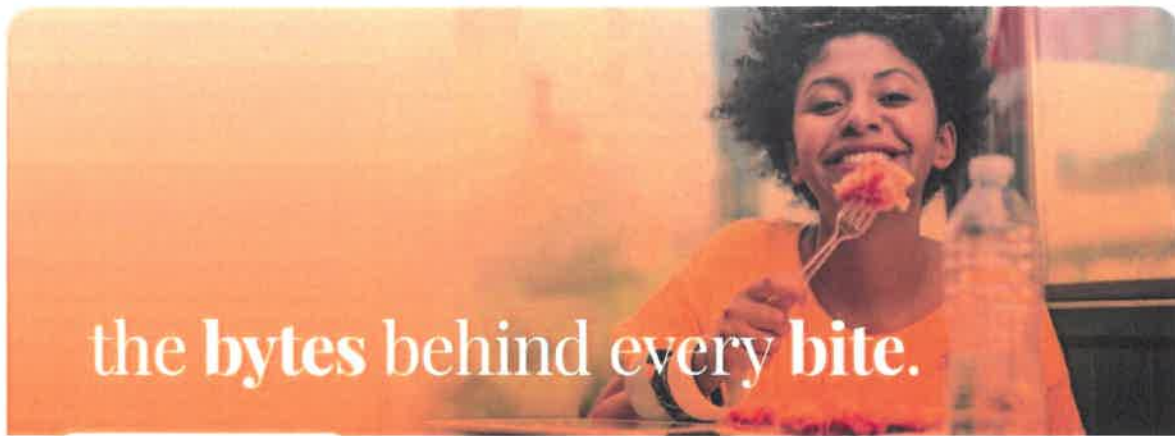
Online lunch pre-orders will begin for the month of November 2020. This method will be used going forward for the remainder of the 2020-2021 school year. Online lunch pre-orders will be completed using myMealOrder. A myMealOrder brochure can be found under Important Announcements on the Totowa School District website. Also, attached to this letter are instructions on how to sign up and process your orders for the month. When selecting your pre-order options, any options selected will default to \$0.00. The system might still ask you for your credit card information to store for future purchases when and if the free lunch program is ended by the government. Your card will not be charged since all prices are adjusted to \$0.00. Please make sure to complete the entire pre-order process to make sure it goes through properly.

Please also be reminded that all pre-orders still need to be completed by the 7th of the month. All orders after that date will not be accepted. If you have any questions or concerns, please feel free to contact me at 973-956-0010 ext. 6002 or at vincent.varcadipane@totowa.k12.nj.us.

Sincerely,



Vincent Varcadipane
SBA/Board Secretary



Pre-Order / myMealOrder

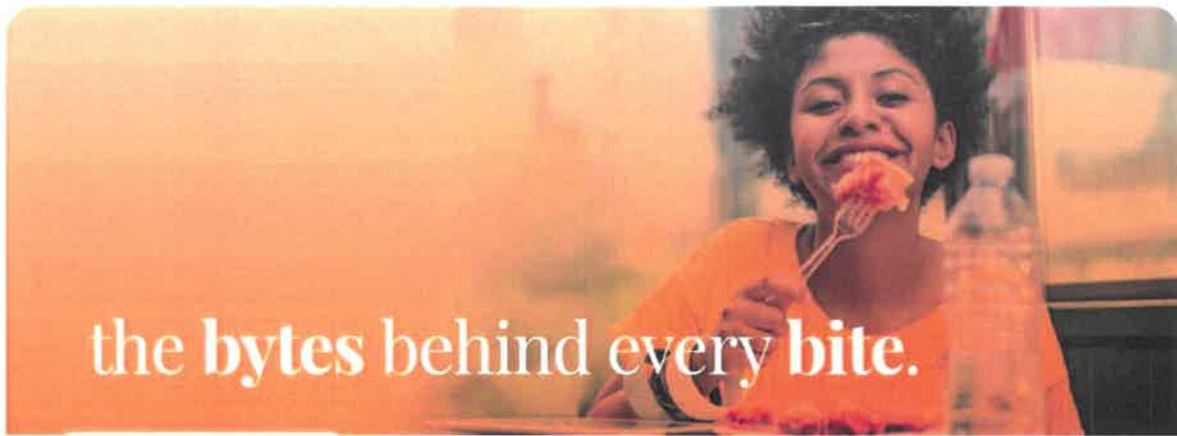
The PaySchools preorder system, powered by myMealOrder makes preordering meals quick, easy, and secure. With our preorder system, you can plan and pay for your students' meals several days in advance. Please note, if your district doesn't offer preorder, this feature may not be available in your PaySchools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

Getting to myMealOrder

1. To access your preorder account, first log into your PaySchools Central account by going to www.payschoolscentral.com. If you have not yet registered, click **REGISTER** to set up your account.
2. Open the Menu on the right-hand side of the screen by clicking the hamburger icon, click "PreOrder Meals," and 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.



3. Choose meals/items for each student for the days you wish to pre-order for. Once your items have been added to your cart, click **Checkout** as pictured below.



myMealOrder.com

Meals | My Account | My Orders | Documents | Help | Contact | Log off

Week of July 27, 2020

Day	Meal	Meal Details	Remove from Cart
Mon, Jul 27	Mac n' Cheese		
Tue, Jul 28	Mac n' Cheese		
Wed, Jul 29	Mac n' Cheese		
Thu, Jul 30	Chicken Parm w/ Chocolate Milk	Meal Details	Remove from Cart
Fri, Jul 31	Mac n' Cheese	Meal Details	Remove from Cart

Checkout

4. Review your total and click **Place Order**. You will then be re-directed to PaySchools Central to process your payment.

myMealOrder.com

Meals | My Account | My Orders | Documents | Help | Contact | Log off

Welcome Martha Stewart (Do not see a phone)

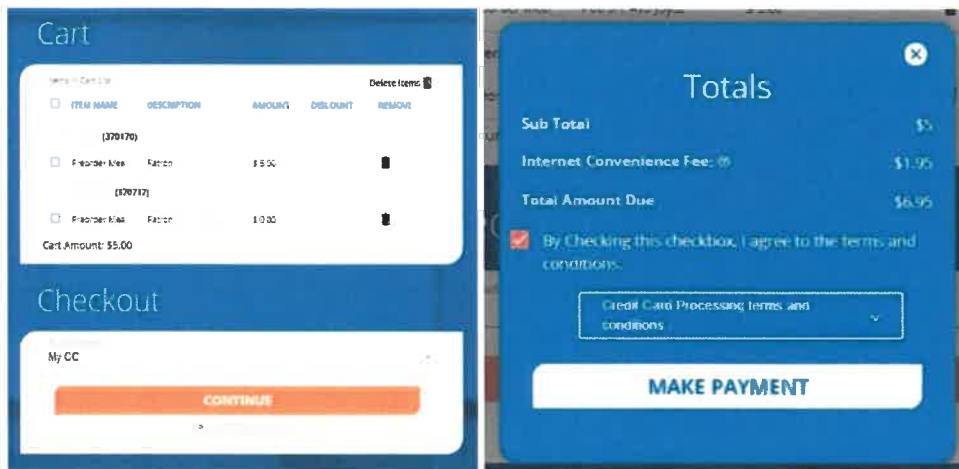
Date	Description	Price	Delete
Thursday July 30	Chicken Parmesan Panini, 2% Chocolate Milk	2.00	X
Friday July 31	Mac & Cheese, 2% Milk	3.00	X
		Subtotal: \$5.00	

Order Total: \$5.00

Empty Cart | **Place Order**

Continue Shopping

5. Select your payment method, click **CONTINUE**. Review your totals and check the terms and conditions box to agree and then click **MAKE PAYMENT** to process your preorder selections and payment.



6. Make sure not refresh your screen while the payment processes. Once you have processed your payment in PaySchools Central 2.0 account, you will receive an email receipt as well as a message with order details in your PaySchools Central Account.

