

Totowa Borough Public Schools

294 Totowa Road, Totowa, NJ 07512

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Patricia Capitelli
Superintendent

Vincent Varcadipane
School Business Administrator/Board Secretary

September 2, 2021

Dear Parents/Guardians:

Online lunch pre-orders will be utilized by the parents of any pre-school student that wants lunch. This method will be used for the entire 2021-2022 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 meal options selected will default to \$0.00. The system may ask you for your credit card information to store for future purchases or if an a la carte snack or drink is selected. A la carte snacks or drinks are not free and will have a charge. **Please follow the last two instructions carefully. There is a two-part checkout process. If you do not receive the verification that your order has been placed, as noted in the instructions, your order is not complete.** Incomplete orders may result in lunches not being delivered to students properly.

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

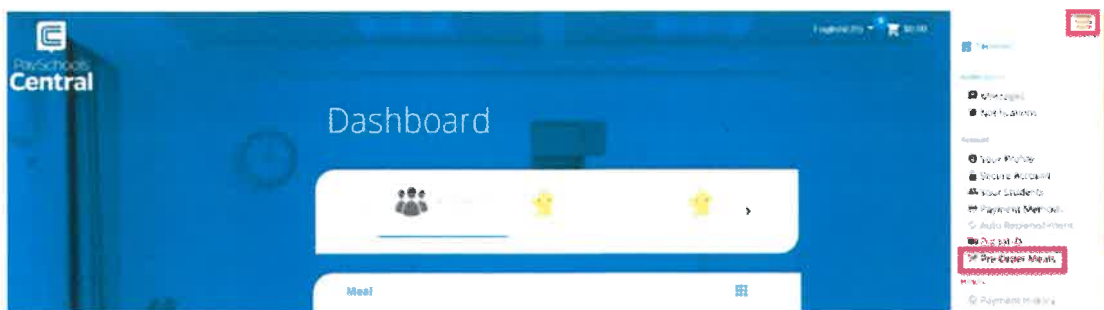


Pre-Order / myMealOrder

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

Week of July 27, 2020

Your Student's Name
High School

Your Student's Name
High School

Meal Selections:

- Mon, Jul 27: Chicken Parm w/ Chocolate Milk
- Tue, Jul 28: Mac n' Cheese
- Wed, Jul 29: Chicken Parm w/ Chocolate Milk
- Thu, Jul 30: Mac n' Cheese
- Fri, Jul 31: Chicken Parm w/ Chocolate Milk
- Mac n' Cheese

Checkout

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

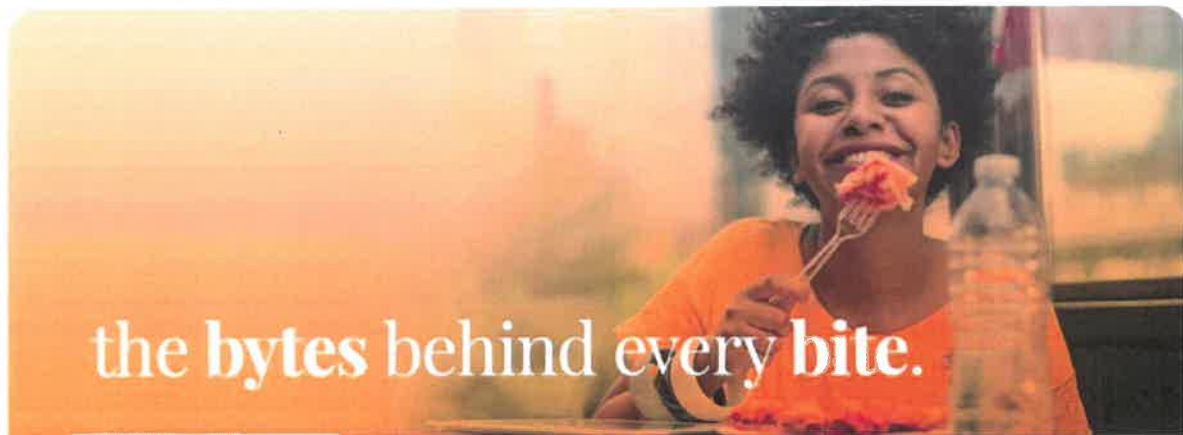
myMealOrder.com

Order Total: \$5.00

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

Place Order

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.



Cart

| ITEM NAME | DESCRIPTION | AMOUNT | DISCOUNT | REMOVE |
|-----------|-------------|--------|----------|--------|
| (378176) | | | | |
| Paper Pie | Exp on | \$3.00 | | |
| (378713) | | | | |
| Paper Pie | Paper | \$3.00 | | |

Cart amount: \$5.00

Checkout

My CC

CONTINUE

Totals

Sub Total: \$5

Internet Convenience Fee: \$1.95

Total Amount Due: \$6.95

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

Credit Card Processing terms and conditions

MAKE 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.

Success

Thank you for your payment of \$5.00. A copy of your receipt has been emailed to you.

RETURN TO DASHBOARD