

## ORDERING LUNCHES VIA PRAXISCHOOL APP

1. From a mobile device, open the PraxiSchool app, enter the School ID of 7595.
2. Enter your individual User ID number and password.
3. For Portal, select Billing. and click Login.
4. Click on the three horizontal bars at the top, left corner.
5. Click the + sign next to Lunch. Click on PreOrder. Make sure you have selected the name of the student for whom you would like to order lunches.
6. Click on the day for which you would like to order lunch (currently Wednesdays, Thursdays and Fridays.)
7. Click the + sign next to the lunch item(s) you would like to order, then click Add to Cart. When you are done ordering items, click the back arrow to return to the lunch menu to add items for other days.
8. You can also change the Student field to another one of your children.
9. When you are finished adding items for all your children, click the cart icon in the top, right corner. Then click Purchase.
10. Be sure all fields are entered correctly, then click Next.
11. If you have a saved payment, you can select that info here or add a new payment option. Click Next.
12. Click on the circle next to Agree to Terms of Payment, and select agree or disagree after reading the terms of payment.
13. Make sure that there is a total next to "Total Payment". Click Submit Payment.
14. Again, make sure the total has tallied to be greater than \$0.00. Click confirm.
15. If everything has been processed completely, you will see a pop up saying "Payment Successful!" You can click Ok and your lunch order has been processed.