

### To Get Started:

Login or create a MyPaymentsPlus account.

The pre-order form for meal kits will be open each Tuesday to Thursday, closing at noon on Thursday.

The pre-order form must be completed EACH WEEK to receive meal kits.

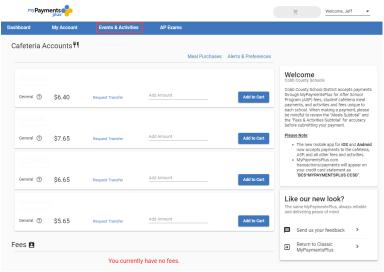
You must have a payment method setup in the My Account section before checkout can be completed.

Questions? Email us at Meals@cobbk12.org



#### Step 1:

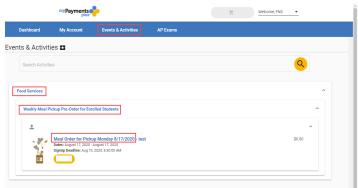
Upon login to MyPaymentsPlus, the user will be taken to the Dashboard. To begin a meal kit pickup order, you will click the Events & Activities tab to get started.





### Step 2:

After clicking Events & Activities, click Food Services and then Weekly Meal Pickup Pre-Order for Enrolled Students, click the 1st student's name you would like to include in the order, then click the description of the date you would like to order for.





#### Step 3:

Click: Add to Cart



Meal Kit Order for Pickup on Monday 8/17/2020

Dates: 8/17/2020 - 8/17/2020

SignUp Deadline: Aug 3, 2020, 3:30:00 PM

\$0.00

#### **Activity Details**

This price is for a "meal kit" that includes breakfast and lunch for 5 days. To confirm your meal kit pickup order, click the "Add to Cart" button and provide the required information on the form that follows. Once your order has been placed, please print the confirmation page and bring it with you to show the attendant when picking up your order. Please make note of your selected pickup location.

Cancel

Add to Cart

X



### Step 4:

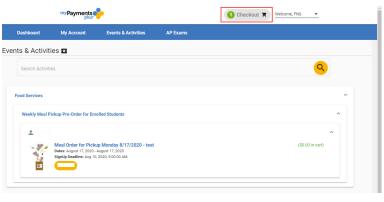
Complete the form; sections outlined in red are required, you must select the pickup location, provide a telephone number, and sign the form, then click Save.





### Step 5:

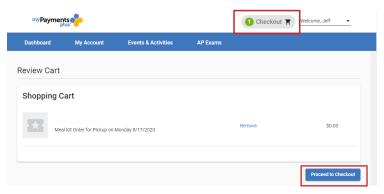
The order for this student will be added to the cart. Repeat the process for each additional student you would like to place an order for, then click Checkout.





### Step 6:

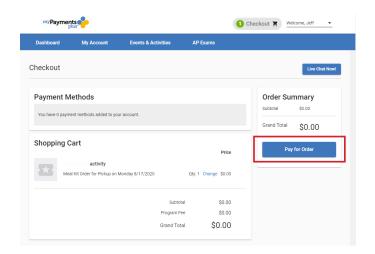
You will be presented with the review screen where you can remove an item if desired, or Proceed to Checkout.





#### Step 7:

The final checkout screen will appear; click "Pay for Order" to complete the order. You must have a payment method setup in the My Account section before checkout can be completed.





#### Step 8:

Once the order is completed you will receive a confirmation page that can be printed. Please print or save the confirmation page and bring it with you when picking up your order to show to the Food & Nutrition Services staff member at the pickup location.





#### Hi Jeff.

Thank you for your MyPaymentPlus purchase!

#### Order Details

Confirmation #: 1271581256 Order Date: 8/3/20 at 12:00 AM

Name	Description	Amount
	Meal Kit Order for Pickup Test	\$0.00
Subtotal Grand Total		\$0.00 <b>\$0.00</b>

#### Payment Details

Jeff Smith

Cash - -

Paid To

MPP Cobb County School District