

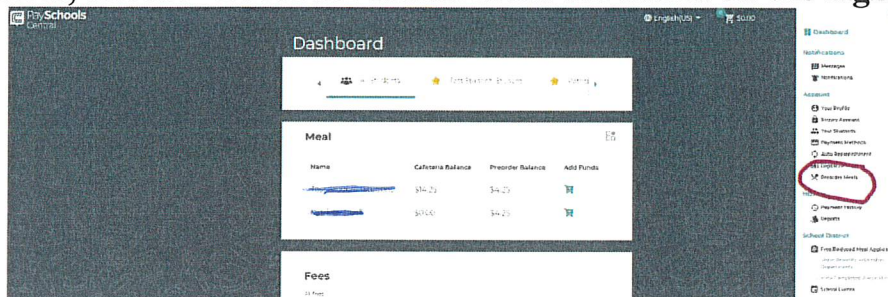
## Lunch Ordering Instructions

**MUST be used for ordering lunch as of October 17, 2022**

1. Log into Payschoolscentral.com with your user name and password.

Instructions for setting up a payschoolscentral account can be found on the school website on the Lunch Program page: <https://www.lebanonschool.org/Lunch-Program>

2. When you see your dashboard with your child's name(s) and account balances, choose "Preorder Meals from the menu on the right hand side.

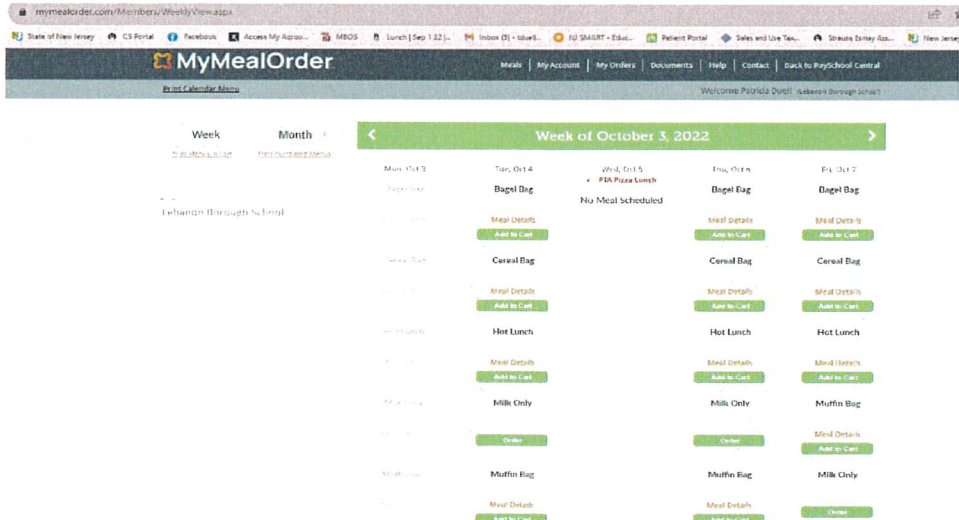


This will bring you automatically to MyMealOrder

3. Choose the button for the lunch option you would like to order. Please note that milk is included with every lunch order.

If you wish to purchase only milk, please choose the milk only button.

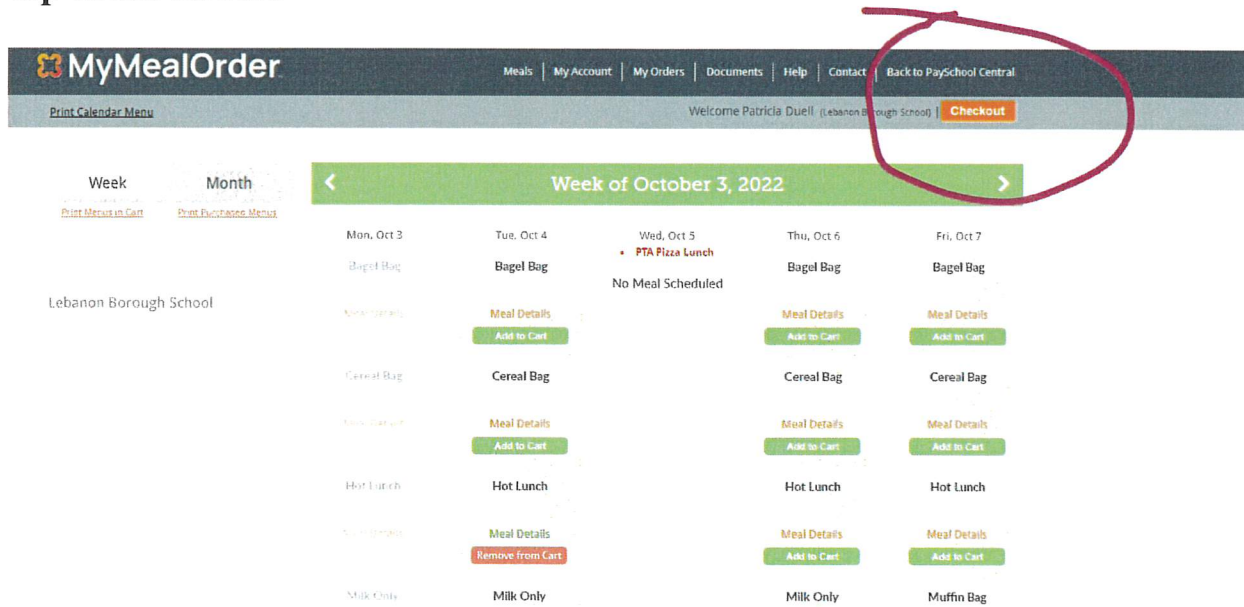
You may order lunch in advance for any amount of time that you wish, a day, week, month or even the whole year. (If your child is absent on a day that lunch was ordered, your account will not be charged that day).



- The school menu can be found here, so you can see what the hot meal is for each day.

<https://cpsnj.nutrislice.com/menu/lebanon-boro/lunch/2022-10-03>

When you have made all of your meal selections, click on “checkout” at the top of the screen.



- In the checkout screen, click on “Place Order”

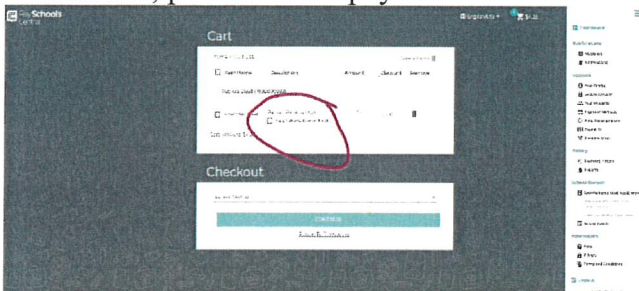
Lebanon Borough School			
Date	Description	Price	Delete
Tuesday October 4	Hot Lunch,	4.25	X
		<b>Subtotal: \$4.25</b>	

Order Total: \$4.25

[Empty Cart](#) [Place Order](#)

[Continue Shopping](#)

- This will bring your cart back to payschoolscentral.com which is where your lunch account funds are located, if you already have funds in your child's lunch account, click the box to **"apply cafeteria balance"**. If you do not have money in your child's account, please enter a payment method to continue.\*



\*Students eligible to receive free/reduced price meals will still be required to pre-order meals online. When you get to the payment screen, you will not be asked for a form of payment. Please follow all of the same instructions and call the school if you have any questions.

- Once you have completed your order, you will get the following message, followed up with an email to the address you have registered. We will be able to see your order at school and lunch will be prepared for your child each day.

