## Pre-Ordering Meals on MyKidsSpending.com

1. Visit MyKidsSpending.com and log-in with your email address (associated with onCampus) and password. If you need assistance obtaining your password, please enter your email address (associated with onCampus) in the email address field and click the "Send Password" option.



2. Once signed in, you'll see an overview of the student account(s) associated with your email address, each with an "Order Meals" link to the left of their names. Click that link to proceed to order selection. If your organization has made a separate menu document available to view, you'll see a link to "The Menu" above the student account section.

## Welcome back Test Parent

Please view THE MENU (opens in new tab) to assist in making your meal choices.

		ID NUMBER	BALANCE	FIRST NAME	LAST NAME		AUTOFUNDING
SUMMARY	ORDER MEALS	64	\$1.25	Steve	Anderson	TOGGLE AUTOFUNDING	Off
SUMMARY	ORDER MEALS	10762	\$51.50	Milan	Bedi	TOGGLE AUTOFUNDING	Off
SUMMARY	ORDER MEALS	9377	\$34.75	Abbie	Boyal	TOGGLE AUTOFUNDING	Off
SUMMARY	ORDER MEALS	ODINTE00	(\$36.10)	Test	Odin	TOGGLE AUTOFUNDING	Off

Statements	Auto Transfers	Fund Accounts
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3. Select items to purchase from the dropdown menus. A running total of your selections will appear at the top of the page, alongside this user's current available balance. Text can be entered in the "Order Note" box, and this text will appear alongside your order when it is processed.

Please note that order selections will be saved as they are selected, even if the "Submit" button is not pressed. Pressing the "Submit" button will bring you to a confirmation page for your selections, and it will send you an email confirming what you've selected.

Additionally, please note that items selected will not immediately be charged against your account. Charges officially post when the orders are accepted by your school or organization, so be sure there are available funds in the account greater than or equal to the total value of items selected. If an order needs to be changed or cancelled, this can be done on this order meals page by choosing a new item, or by choosing "Cancel Choice" up until the time that orders are confirmed by your organization.

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