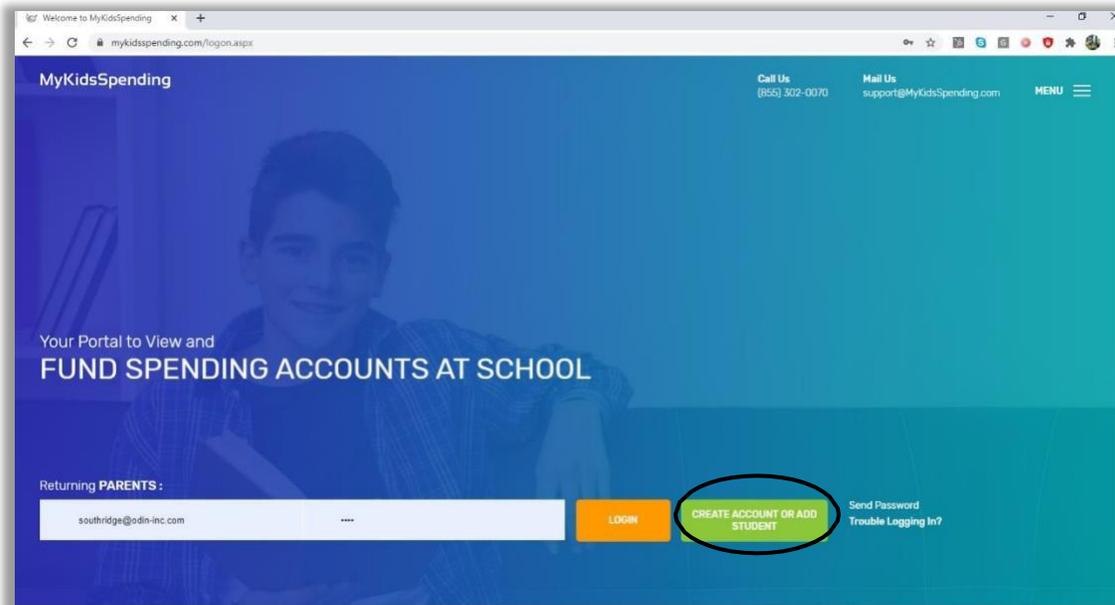


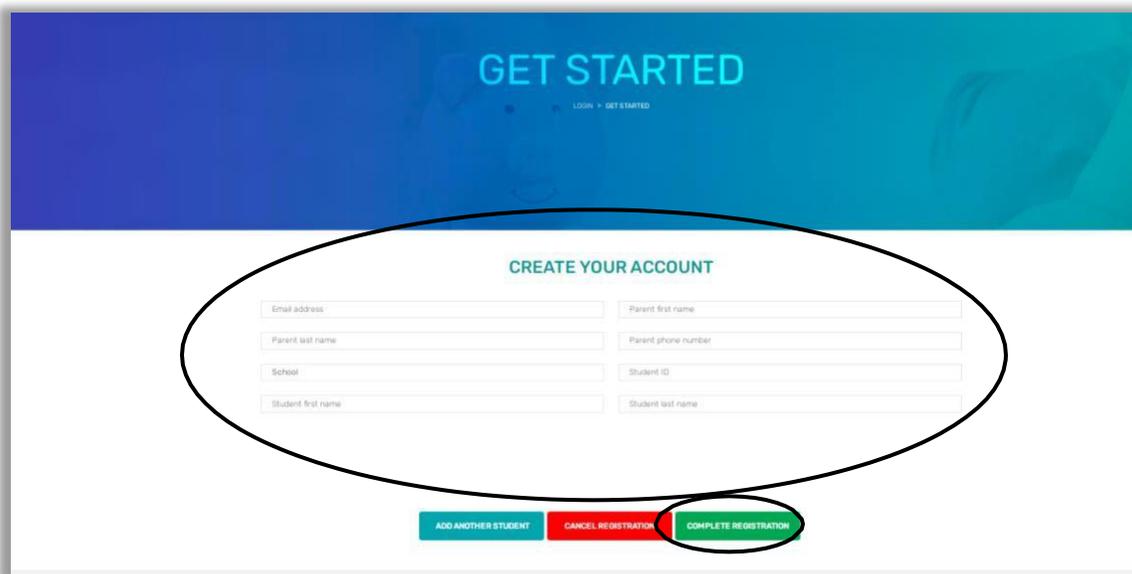
# WIS Weekly Online Ordering Instructions

If you do not have an account, please follow these first two steps to create an account.

1. Go to [www.mykidsspending.com](http://www.mykidsspending.com) and click “Create Account or Add Student.”

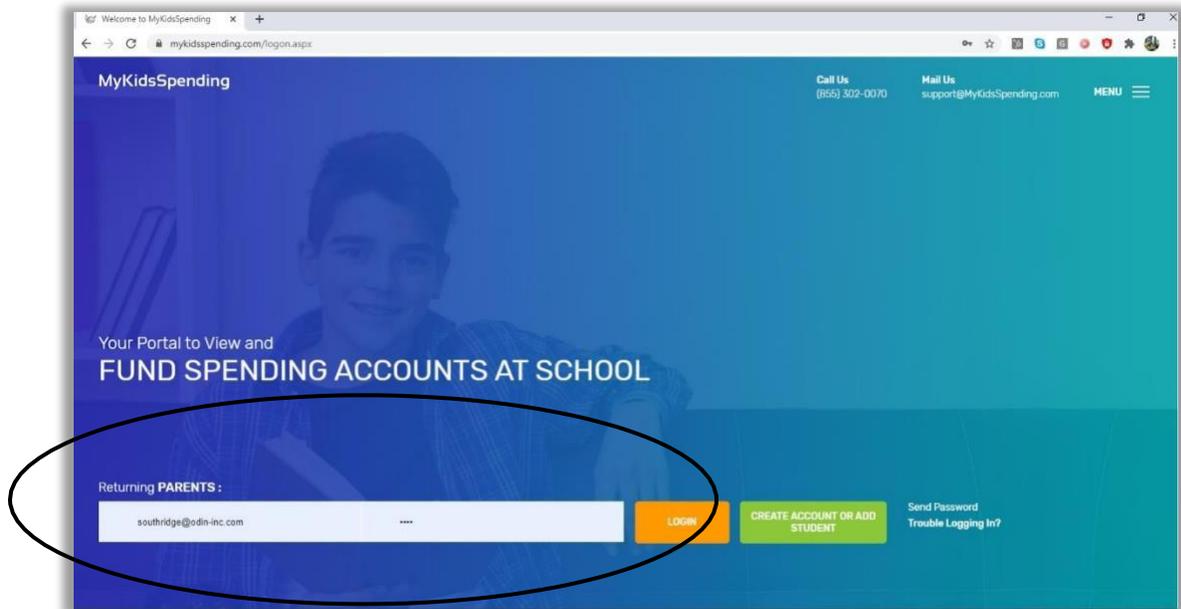


2. Enter your information and click “Complete Registration.”  
You do not need the student ID to create an account. If you do have your student’s ID number, please do enter that into the field provided.



# Steps for Ordering

1. Go online to [www.MyKidsSpending.com](http://www.MyKidsSpending.com) and log-in with MyKidsSpending username and password.



2. Once logged in, you will see an overview of your account(s). Click "ORDER MEALS" to pre-order lunches.

## For Viewing Puposes Only

-To view and print the menu, click "The PDF Menu." This menu will give you a better overall view of what is available on each day.

-To view nutrition information and allergy information, click "The Online Menu" button and this will take you to the WIS/Nutrislice website. When you click on an item, a new window will open showing all the ingredients, nutritional information, and allergens within a recipe.

WIS  
WASHINGTON  
INTERNATIONAL  
— SCHOOL —

Welcome back Test WIS  
Welcome back!

Synchronization in progress. please log on again later

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

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

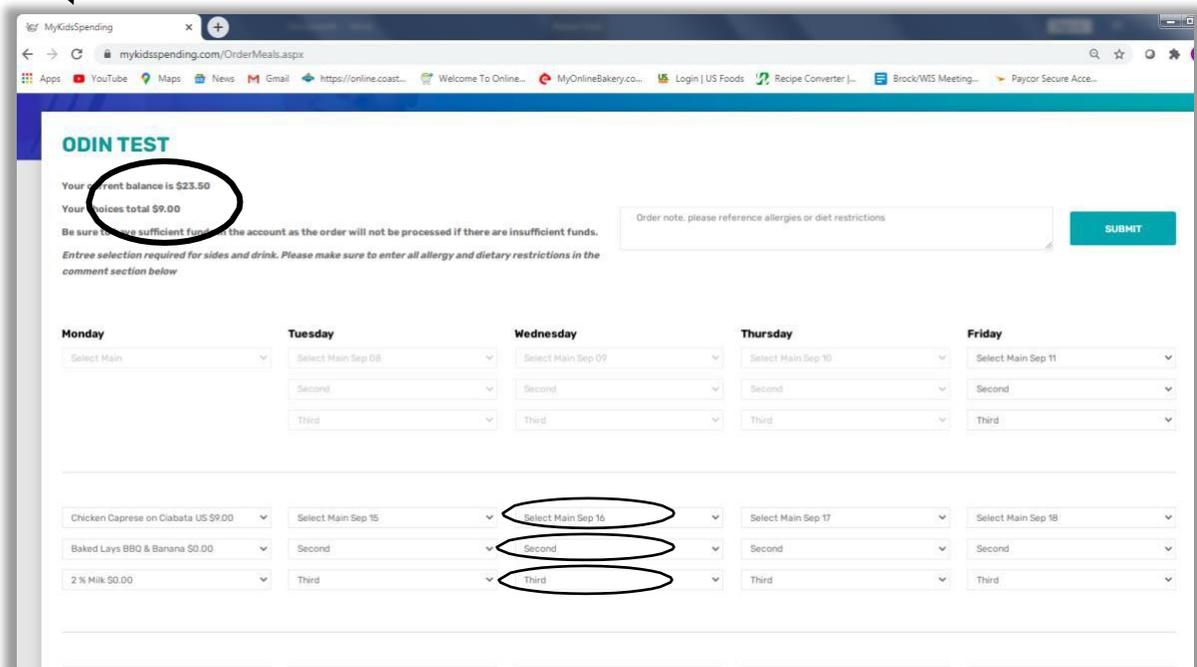
ID NUMBER	BALANCE	FIRST NAME	AUTOFUNDING
SUMMARY <b>ORDER MEALS</b> ODINTESTF	\$15.00	Faculty	<b>TOGGLE AUTOFUNDING</b> Off
SUMMARY <b>ORDER MEALS</b> TESTODIN	\$23.50	ODIN	<b>TOGGLE AUTOFUNDING</b> Off
SUMMARY <b>ORDER MEALS</b> ODINTESTP	\$2.00	Primary	<b>TOGGLE AUTOFUNDING</b> Off

Statements Auto Transfers Fund Accounts

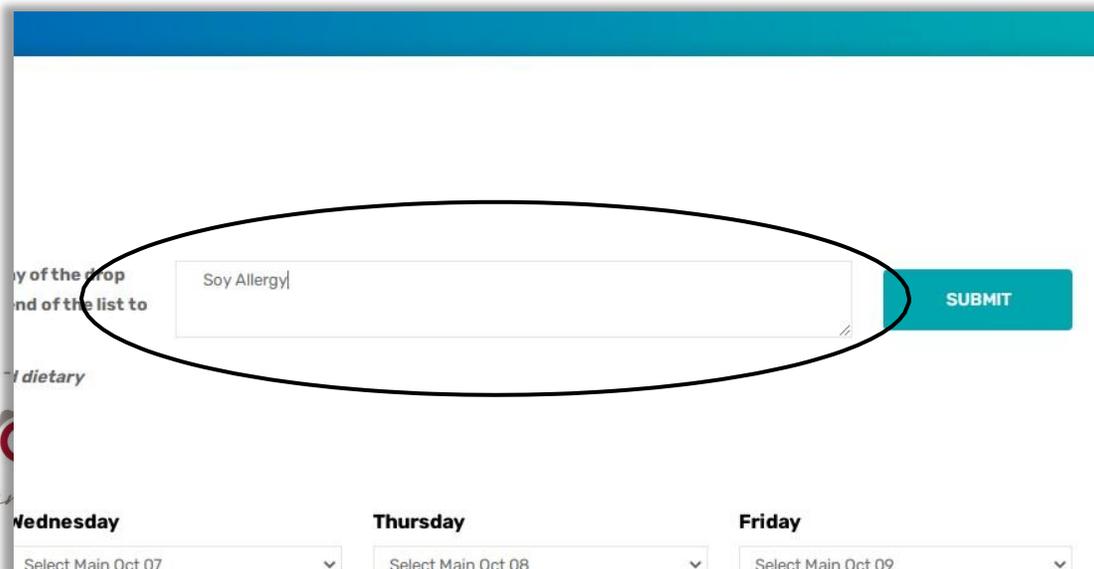
3. The ordering page will open and you now have access to all the available ordering days.

- Select your entree from the first dropdown menu.
- Select a dessert option from the second dropdown menu.
- Select a beverage from the third dropdown menu.

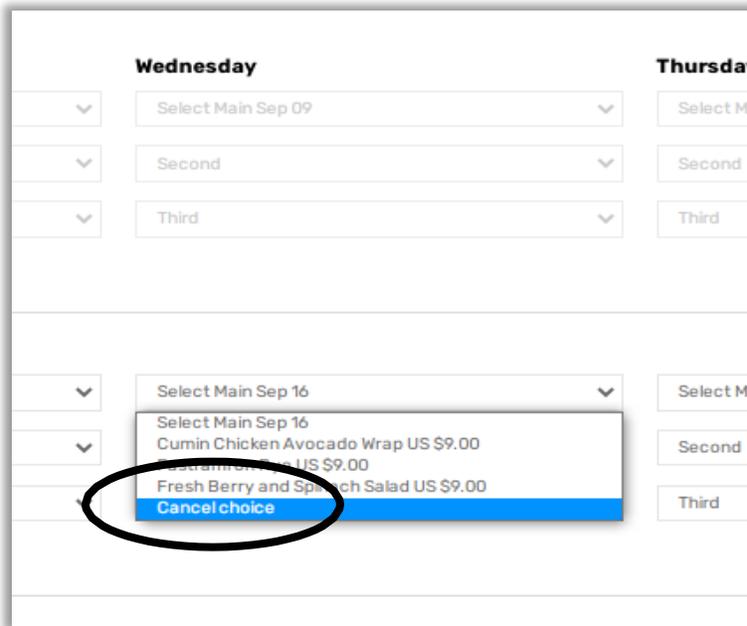
● **Please note:** At the top left of the ordering page, you will see your available balance. As you add your selections, it will calculate your order total. Please make sure you have sufficient funds in your account before submitting your order. The order will not be processed at the cutoff time if funds are insufficient. You will then receive an email for insufficient funds when the orders are processed at the order cutoff time, and we will not be able to process your order until funds have been added to your account. If this occurs, please send the chef an email when you have added funds so they can run a production function again to ensure your order appears on the production reports.



4. In the notes section at the top right of the page, enter any allergies or dietary restrictions.

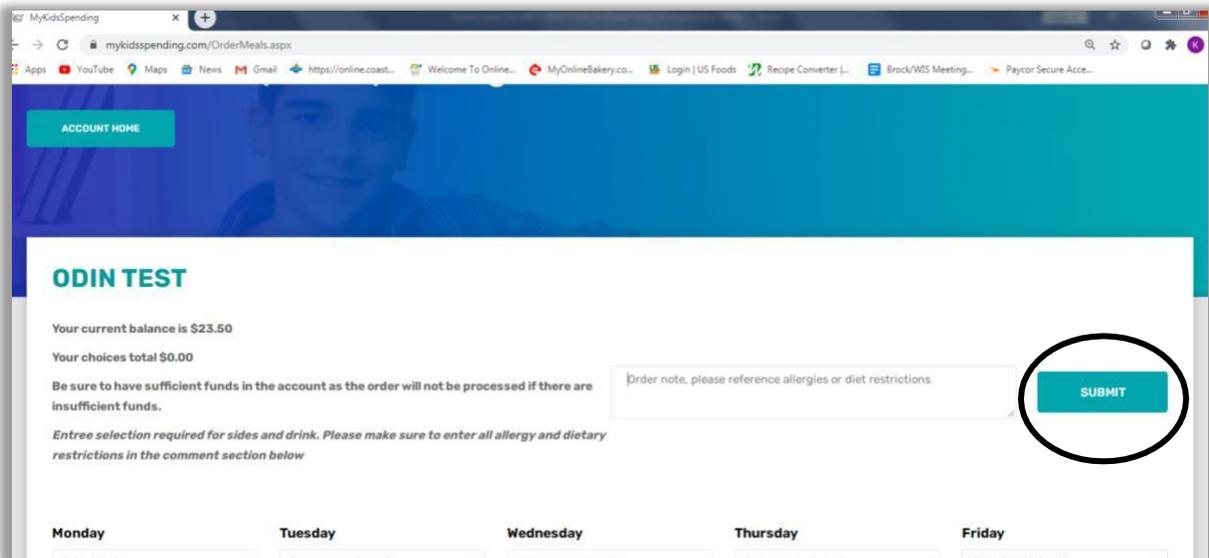


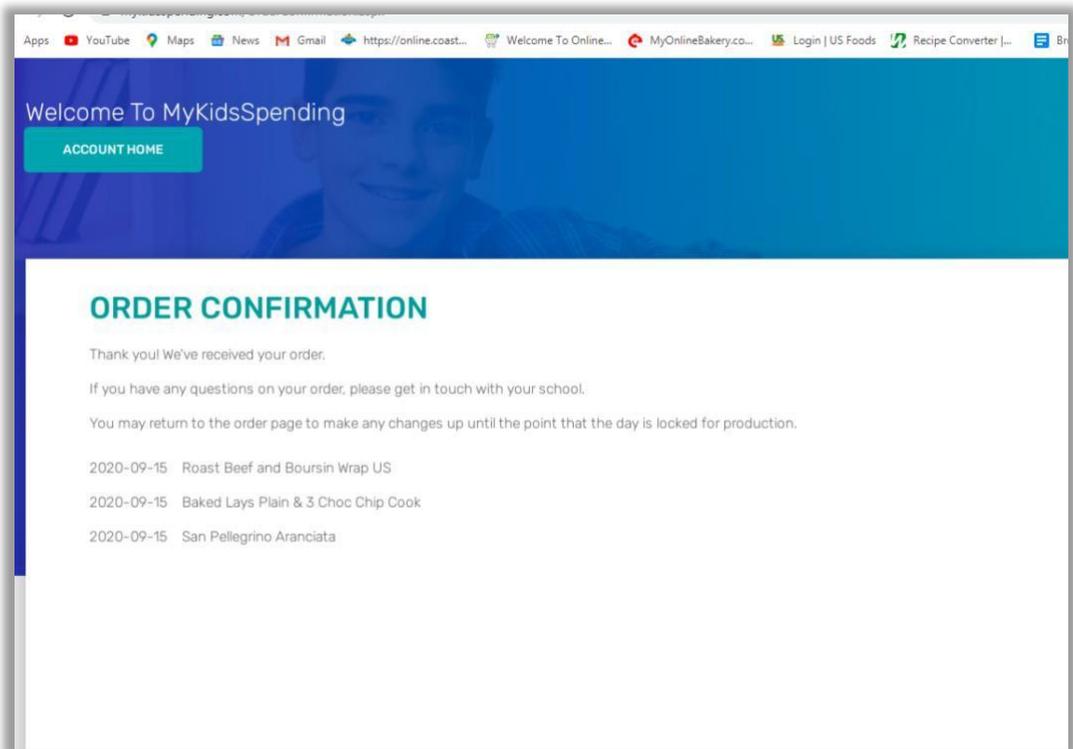
5. If you would like to remove a selection before submission, you **MUST SELECT** “Cancel choice” from the drop-down menu. This must be done for all 3 drop-down menus on the day you wish to cancel. Otherwise, the original entry will be processed when you click “Submit.”



6. After you have made all of your selections, and entered any allergy information in the notes section, scroll up to the top of the page and click the “Submit” button on the right.

7. All done! Your order has been submitted and a confirmation page will appear. Please review this page to ensure your order is correct. If it is not, you may go back into the ordering page and make the proper adjustments.

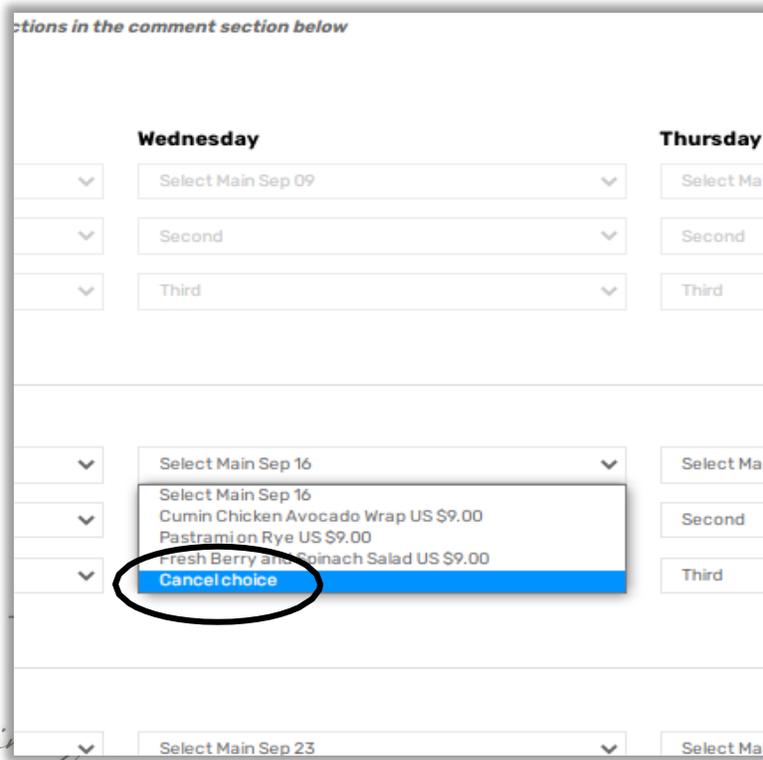




## IMPORTANT!

### How to Cancel an Order After You Have Already Clicked “Submit”

If you would like to cancel an order before the order cutoff time (**Sunday at 11:59 PM the week of service**), follow the same steps to place an order. When you are on the selection page, choose the drop-down menu on the day you would like to cancel and choose “**Cancel choice.**” Perform this for all 3 drop-down menus for that specific day. Once you have selected “Cancel choice,” scroll to the top of the page and click “Submit.”



**BROCK**

Premier Culinary

# How To Cancel An Order After The Ordering Cutoff Time

(Cutoff time: Sunday at 11:59 PM the week of service)

We strongly encourage you to ensure all orders are correct before the ordering cutoff time. During these times we understand that unforeseen circumstances may arise and we are committed to working through such challenges with you.

Should you need to cancel an order after the cutoff time, please contact:

Chef Manager Kenzig Rufino

Email: [wis@brockco.com](mailto:wis@brockco.com)

## Lunch Service Pick Up and Drop Off Procedures

- The pick up location on the Tregaron Campus is outside the Carriage House on the Academic Walkway.
- Primary School students will have their meals delivered to their classroom.