

How to Make Online Purchases using CampusDish

Instructions:

(Please Note: CampusDish only supports Internet Explorer or Firefox when using a Mac. Safari is not a supported browser.)

1. Click the **'Login'** button on the top, left side of the screen to create a new account.
2. Create/Edit Address:
 - a. Select **'Click here to Edit your addresses'** in the **'Manage Addresses'** section (bottom, left button).
 - b. Click on the **'New Address'** button on the bottom, right side of the screen and create a new address. You will want to add the billing address you will use with your order.
 - c. **Please note:** A billing address must be set up here in order to checkout.
3. After you have added and saved your address, click on **'Order Now'** on the navigation bar.
4. Click the button marked **'BUY ONLINE NOW'** to be directed to the shopping page.
5. Select a category (i.e. Dining Dollars/ EZ Pay Plan).
6. Review the options and click the **'Add Item to Cart'** button to select the option that best fits your needs.
7. Review the **'Shopping Cart'** screen and verify your intended purchase.
If you did not create an address as outlined in Step 2, you must go back and do so now by selecting the **'Manage Addresses'** from the My Profiles links on the left side of the screen.
Please Note: The address field on this screen is required for checkout purposes.
8. When satisfied, click the **'Checkout'** button.
9. Review the **'Recipient Information'** screen and enter ID number and name of the recipient.
10. When completed, click the **'Continue to Checkout'** button.
11. On the **'Checkout'** screen, select your payment type.
12. On the bottom of the **'Checkout'** screen, review the **'Terms and Conditions'**, found below the **'Accept Charges'** button in the bottom, right side of the screen. The **'Terms and Conditions'** screen will open in a new window. Once you are satisfied with the **'Terms and Conditions'**, close the new window and check the box on the **'Checkout'** screen to accept the **'Terms and Conditions'**.
Please note: You must accept the **'Terms and Conditions'** and check the box before you can complete the purchase by checking the **'Accept Charges'** checkbox. **Please click the 'Accept Charges' button ONLY ONE TIME in order to avoid a duplicate charge.**
13. Once your order is processed the screen will refresh and the **'Order Receipt'** screen will appear.
14. In addition to recapping your order details on the **'Order Receipt'** screen, you can also view your orders by selecting **'Order History'** in the **'My Profiles'** section on the left side of the screen.
Please note: You will also receive an email confirmation of your order.
15. Click **'Logout'** when you have completed your online purchase(s).