

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. If you are placing an order for a Gift Basket, make a SECOND address for your Gift Recipient (usually a school address).
 - c. **Please note:** A billing address that is the same as your credit card billing address must be set up here in order to checkout.
3. After you have added and saved your address, click on **'Order Now'** in the **gray** navigation bar.
4. Click either the **'Click to Buy Crusader \$'** button – if you want to purchase add on Declining Balance (Crusader Cash) dollars OR the **'Purchase a Gift Now'** button – if you want to purchase a gift from our Sweet Temptations program online.
5. Select a category (GIFTS – Monthly or Everyday Specials, CRUSADER CASH – All Products).
6. Review the product 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 for a Crusader Cash purchase. Select your Gift Recipient address and the Delivery (Pick up date) if purchasing a Gift from Sweet Temptations.
 - a. Crusader Cash purchases - If you receive an error on this screen, please check our **Recipient Info FAQs** on our website, as purchases of Crusader Cash are INSTANTLY deposited into your account, you MUST have an active ID card in order to purchase.
10. When completed, click the **'Continue to Checkout'** button.
11. On the **'Checkout'** screen, select your payment type. If you are purchasing with a Declining Balance Account, you will need to have your Student ID card linked in the **'Student Card Number Options'** (OneCard) screen prior to making this purchase. **Using this payment option will automatically debit this account for the purchase of a Gift Basket. You must have enough available balance in order to make this purchase.**

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).