

## How to Make Online Purchases using CampusDish

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### Instructions:

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

1. Click the **'Login/Create Account'** button on the top, right hand side of the screen to create a new account or to login if you already have an account.
2. Click the **'My Account'** button on the top, right hand side of the screen to go to the **'Manage Addresses'** section.
  - a. Click on the **'Click Here to Edit your Addresses'** (Manage Addresses). You will be directed to the Manage Addresses screen.
  - b. Click on the **'New Address'** button on the bottom, right side of the screen and create a new address. You will want to use the billing address that matches the credit card you will be using with your order. This is a requirement to checkout.
3. After you have added and saved your address, go to any of the Campus Tabs in the navigation bar (Downtown Campus, Polytechnic Campus, Tempe Campus or West Campus) and click on either the **'Student Meal Plans'** or **'Faculty/Staff Meal Plans'** buttons on the main page. You can also view our online ordering FAQs here by clicking the FAQs button.
4. Select a Campus Category or Maroon & Gold Dollars.
5. Review the product offerings and click the **'Add Item to Cart'** button to select the option that best fits your needs. **You can click on the 'View Detail' link to read more about the product details.**
6. 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.
7. When satisfied, click the **'Checkout'** button.
8. Review the **'Recipient Information'** screen and enter ASU ID Card number and name of the recipient.
9. When completed, click the **'Continue to Checkout'** button.
10. On the **'Checkout'** screen, select your payment type.
11. 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.**
12. Once your order is processed the screen will refresh and the **'Order Receipt'** screen will appear.



13. 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.

14. Click '**Logout**' when you have completed your online purchase(s).

15. Thank you for shopping with us and if you have any questions, please contact our Dining Office, we will be happy to help you! Please check the '**Contact Us**' section of the website for the email addresses and phone numbers to reach us.