



# Tillery Charter Academy

**Food***ease*

## Parent Manual

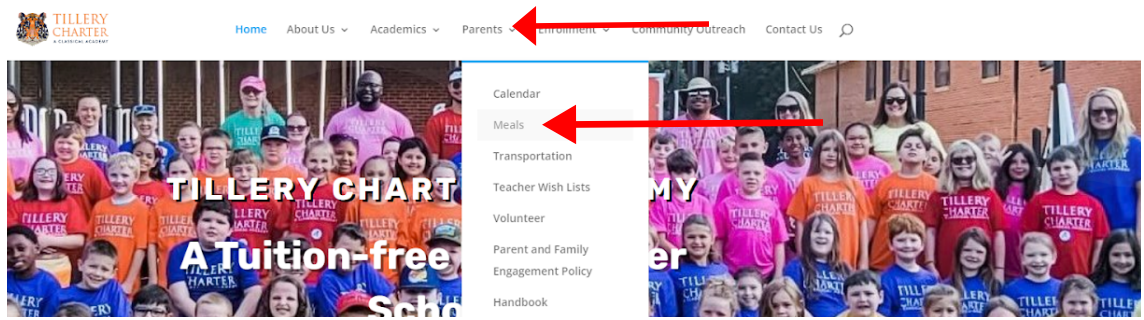
&

## FAQ's

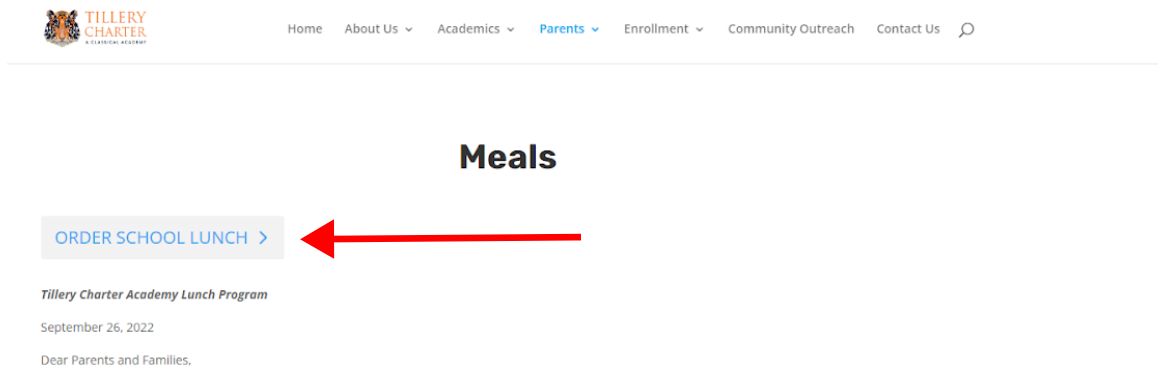
How to create an account on Foodease  
How to login to an existing account on Foodease  
How to order lunch for your child

## How to create an account on Foodease

1. Go to [www.tillerycharteracademy.org](http://www.tillerycharteracademy.org)



2. Click on Parents, then Select Meals.



3. Click on Order School Lunch.

A screenshot of the 'Account Login' form on the Foodease website. The page has a red header with 'STAFF' and 'PARENTS' tabs. On the left, there are buttons for 'LOGIN', 'REGISTER', and 'FORGOT PASSWORD'. The main content area is titled 'Account Login' and contains the text: 'Enter your email address and password to login, or click "Register" to create a new account.' Below this text are input fields for 'Email:' and 'Password:', and a 'Submit' button.

4. Click on Register.
5. Enter **YOUR** (parent/guardian) information on the Foodease User Registration screen and click Submit.

A screenshot of the 'Registration' form on the Foodease website. The page has a red header with 'STAFF' and 'PARENTS' tabs. On the left, there are buttons for 'LOGIN', 'REGISTER', and 'FORGOT PASSWORD'. The main content area is titled 'Registration' and contains the text: 'Please enter your information to register.' Below this text are various input fields: 'Parent Type\*' (dropdown), 'First Name\*', 'Last Name\*', 'Phone Type\*' (dropdown), 'Phone (xxx-xxx-xxxx)\*', 'Date of Birth (mm/dd/yyyy)\*', 'Email\*', 'Address 1\*', 'Address 2\*', 'City\*', 'State\*' (dropdown), 'Zipcode\*', 'Password\*', and 'Confirm Password\*'. A 'Submit' button is at the bottom. A callout box on the right says: 'Fill in Your information, not your child's information.'

6. Add your students. Student ID is your **child's first and last name**. EX. *Stephanie Smith*

MY ACCOUNT | ORDERS | MESSAGES | FOOD CONSUMED

DEMOGRAPHICS | FAMILY | CHILDREN | SPOUSE | ACCOUNT FUNDS | STUDENT INFO

### Add Child to Parent Account

Please enter the Child field to complete your registration.

Enter the Child information for [REDACTED]

First Name\*:

Middle Name:

Last Name\*:

Nick Name:

Date of Birth (mm/dd/yyyy)\*:

Now fill in your child's information.

MY ACCOUNT | ORDERS | MESSAGES | FOOD CONSUMED

DEMOGRAPHICS | FAMILY | ACCOUNT FUNDS | STUDENT INFO

### Parent Adding Student

You have successfully added the child account to the parent: [REDACTED]

Enter the Student Number for one of the [REDACTED]

If you don't see the child you are looking for, [Add Another Child](#) \*

Children\*:

Student Number\*:

Allergies:

Grade:

To link your child's account to their school, fill out the required information.

If you have more than one child that you are ordering lunch for, press **Submit and Add Another Child**. Otherwise, **Submit**.

7. Add your payment method.

MY ACCOUNT | ORDERS | MESSAGES | FOOD CONSUMED

DEMOGRAPHICS | FAMILY | ACCOUNT FUNDS | CREDIT HISTORY | ADD CREDIT | CREDIT CARDS | STUDENT INFO

### Add Credit Card

You have successfully added the new student.

For the parent's security, only the Nickname and last 4-digits are stored by Foodesse. [more...](#)

Credit Card Nickname\*:

Name on Credit Card\*:

Credit Card Number\*:

Credit Card Expiration Date (mm/yy)\*:

Credit Card CVV (on back of card)\*:

Billing Street Address\*:

Billing Zip Code\*:

Enter your credit card information and **Submit**.

8. Add an amount to your child's lunch account.

MY ACCOUNT | ORDERS | MESSAGES | FOOD CONSUMED

DEMOGRAPHICS | FAMILY | ACCOUNT FUNDS | CREDIT HISTORY | ADD CREDIT | CREDIT CARDS | STUDENT INFO

### Add Credit

You have successfully submitted the Credit Card Information.

Credit Card:

Amount to Charge Credit Card:

Choose which card to charge and add the amount you wish to charge to your child's lunch account.

9. Set up Auto-Pay or to Cancel Auto-Pay.

**Auto-Pay Settings**

You have successfully submitted the Food Order.

Set the amount that will automatically be paid by  when their account reaches a predetermined minimum amount.

Credit Card\*:

Replenish account when it is this amount\*:

Amount to Add to Account\*:

Fill in the required information to set up Autopay or press **Cancel Autopay**.

**Notification Settings**

You have successfully submitted the information.

You will receive a message when your account balance falls below the Low Account Balance Amount that you set below.

Low Account Balance Amount\*:

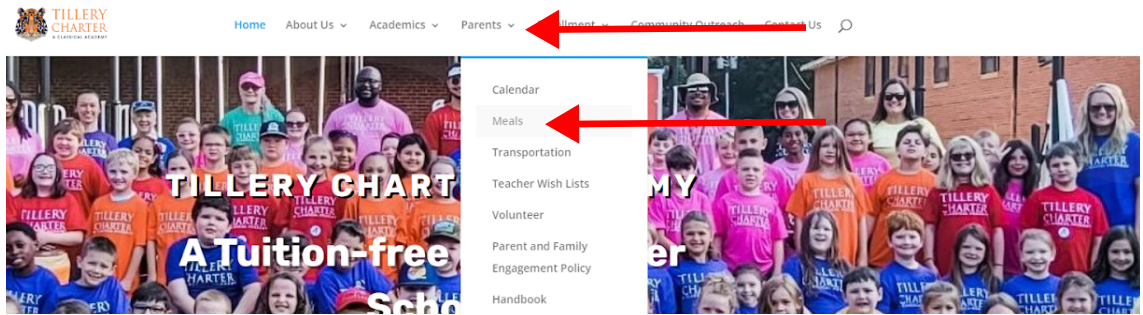
If you set up Autopay, please set a Low Account Balance Amount so that you can be notified if your child has little money left.

10. Congratulations! You have set up your account. If you need to review the information you submitted, scroll over to **My Account** and click the corresponding links to check your account information.

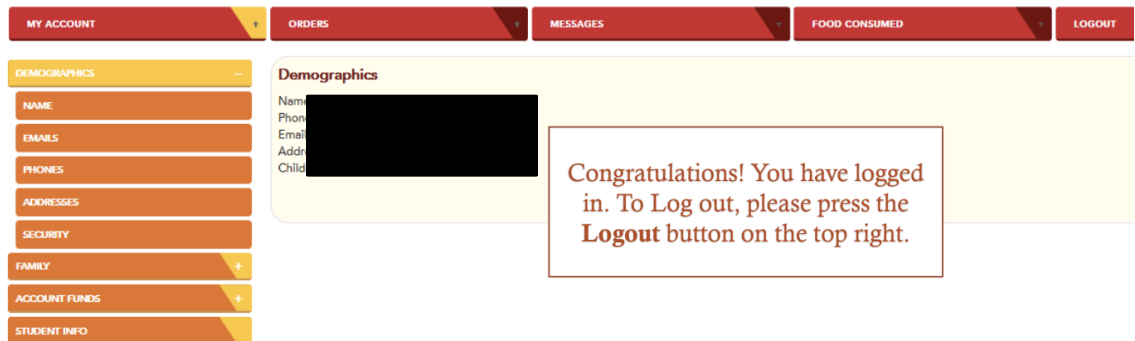
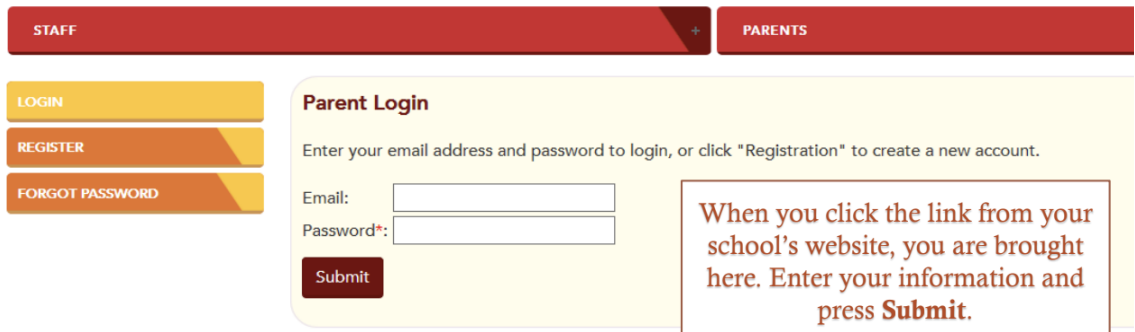


## How to login to an existing account on Foodease

1. Go to [www.tillerycharteracademy.org](http://www.tillerycharteracademy.org)

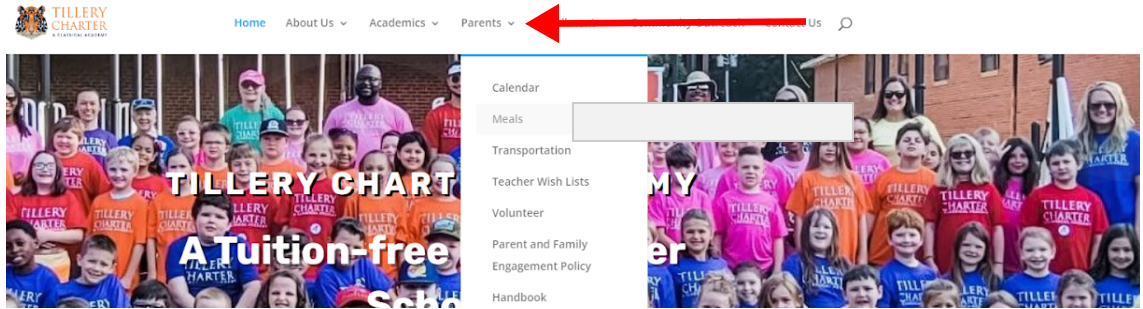


2. Click on Parents and then Select Meals.

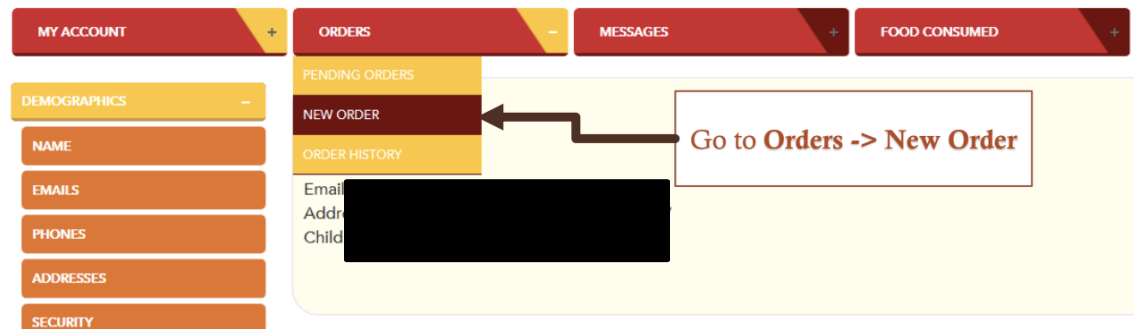
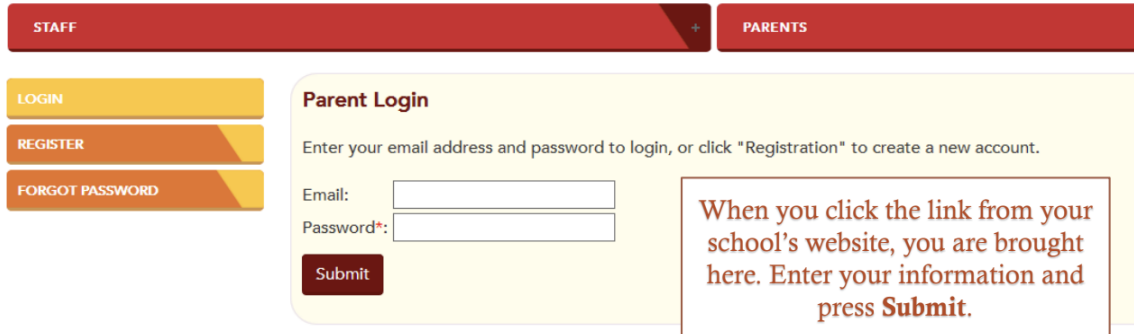


## How to order lunch for your child

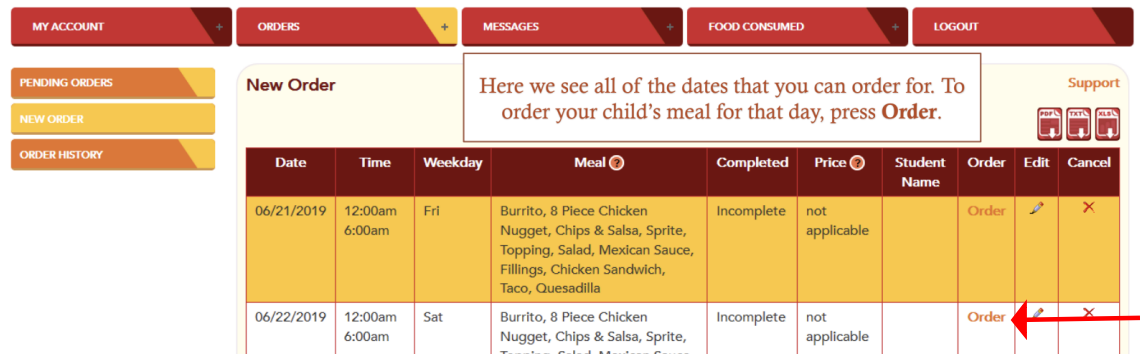
1. Go to [www.tillerycharteracademy.org](http://www.tillerycharteracademy.org)



2. Click Parents and then Select Meals.



3. Select a Dining Location (if applicable).



- Your child may only have one to two choices depending on the vendor used for that day. Select only one meal for your child. Click the submit button.

**Select Products** Support

[Redacted]

You are selecting items for, [Redacted]

Add these products to the food sale. [more...](#)

Now choose the items your child will eat on this day.

Quantity	Selections ?	Product	Price	Requirement	Select ?	Remove
<input type="text" value="0"/> +		8 Piece Chicken Nugget	3.50	optional	Select	×
<input type="text" value="0"/> + -		Burrito	3.00	optional	Select	×
<input type="text" value="0"/> + -		Chicken Sandwich	3.50	optional	Select	×

- When you click submit, you will go back to the Order menu and you can continue to order other meals for your child.
- To view your orders, go to Orders > Pending Orders.
- To see a history of meals for your child, go to Orders > Order History.