



Checking your Dining Card balance

Go to fspreorder.com

Select your school

Confirm your school selection

Click on Dining Card Balance

Enter your 16-digit dining card number located on the back of your card

Enter your pin ONLY if your dining card has a pin

Click check balance

Attention elementary school parents: You may need to get your 16-digit card number from your child's teacher if the teacher is holding your child's card in the classroom.

DINING CARD RECEIPTS

Please check your spam/junk folder for any automatic receipts- to receive automatic receipts be sure that you do not have this feature blocked from your email account. The receipts would come from Square.



Reloading Your Existing Dining Card or Purchasing a New Dining Card

Go to fspreorder.com

Select your school.

Confirm your school selection.

Click on red dining card (physical).

Select order type- **New** dining card or **Reload** existing dining card.

Select amount from drop down menu- ignore amounts in parenthesis.

Select grade.

Select school.

Enter email address.

Enter telephone number.

Enter students first and last name.

Click add to order.

Review your cart on right of screen.

Click checkout.

On left of screen enter contact information- this is where receipts are sent.

Enter payment information on right side of screen.

Click on add note under order summary for special instructions- for example- if you are splitting the funds between siblings, you can note it here including the names and grades of the children, and the amount you would like on each child's dining card.

Click place order.

The cashiers will reload the existing dining cards upon checkout or issue a new dining card to first time dining card purchases.