# New Parent Sign-Up Instructions

Please note that we do use the same payment platform as Stratford Friends School, but you will need to create a separate account to order lunches. Please be sure to select "Stratford Friends School Lunch Program" to register to order lunches.

If you need any assistance, please reach out to us directly at **Support@CousinsMike12.com**

How to Sign-Up

1) Go to cousinsmike12.com/schoollunchprogram#stratford
2) Click the "Order Here" button
3) Click Sign-Up
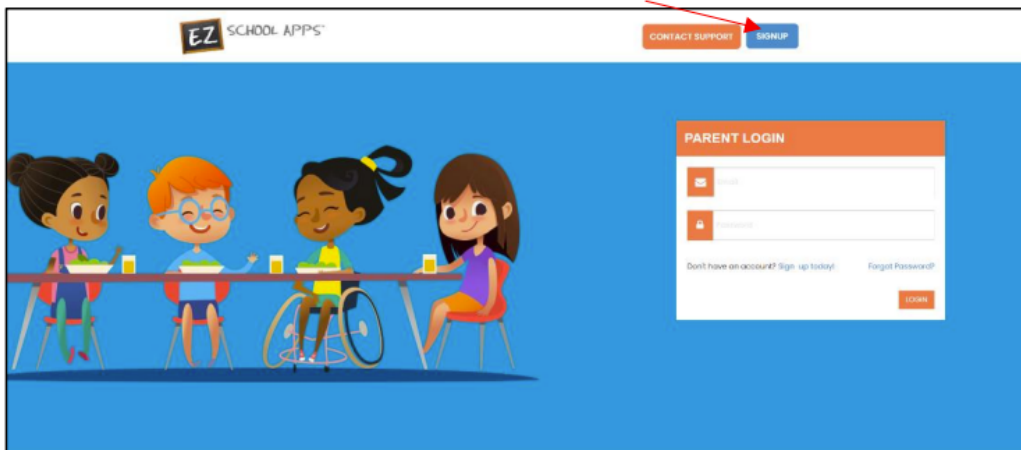
4) Type in the school's zip code in the box and click Submit.

5) Hit the dropdown button and select "Stratford Friends School Lunch Program"

If the code is successful or the school does not require an access code, then the below screen will appear. Type in the required information in the boxes below:
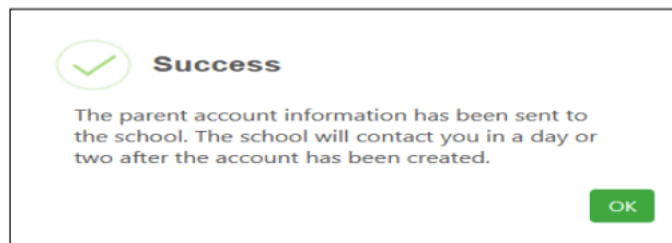
Parent Sign Up Form

Parent First Name	First Name

* Please fill out the first name field.

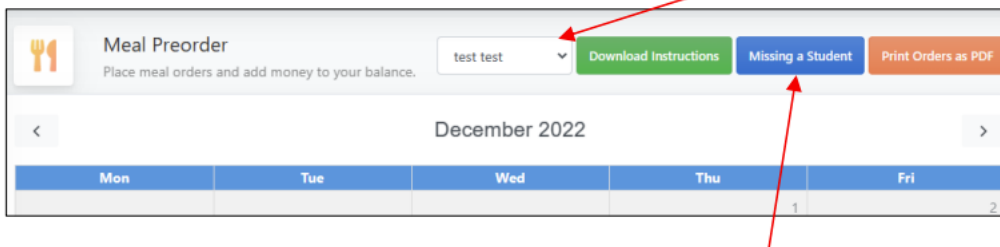|	
Parent Last Name	Last Name
Parent Number			
Email Address	Email Address
Create Password	Create Password
Confirm Password	Confirm Password

Sign Up   **Cancel**

Please remember to create a password with **letters** and **numbers** only

Click Send Account Creation Request. (Your registration is successful if you see the box below.)

✓ **Success**

The parent account information has been sent to the school. The school will contact you in a day or two after the account has been created.

OK

How to Request a Student Connection

Once you log in you can check your student connections in the dropdown menu

🍴 Meal Preorder
Place meal orders and add money to your balance.

test test ▾   **Download Instructions**   **Missing a Student**   **Print Orders as PDF**

‹   December 2022   ›

Mon	Tue	Wed	Thu	Fri
				1
				2

If you find that you are missing a student, please click the "Missing a Student" and follow these steps:

1. In the following popup please select your school and type the student name(s) in the box below

2. Then click "Send Email", this will inform the school that they need to adjust the student connection
3. Lastly all you must do is wait. Your school will connect your child for you

How to Add a Credit Card

The credit card information that you will be submitting here will be stored and processed by PayPal. You do not need to create an account with PayPal to use.

1. Click on Credit Card on the left, then click Add Credit Card.

2. Add the information about your credit card and click on Save Credit Card.

3. For safety and security, the only numbers saved on our site are the last four digits of the credit card.

How to Pre-Order Meals

1. If you have multiple accounts to order for, use the dropdown to select the correct one
2. You can change the month by clicking on the left or right arrows.

3. Select lunches by clicking on the button in front of your food item of choice.
4. **IMPORTANT:** When you pre-order meals, you will be required to pay the balance before submitting your order. Once your payment is completed, all **paid items will turn blue** and be sent to the school. If you can't make a payment at this time, your selections will **not** be submitted.

How to Make a Payment or Save Your Order

5. If you scroll down, at the bottom of the calendar/menu, you should see the following:
   a. **Current Student Balance:** How much money you currently have available
   b. **Pre-order Amount:** total amount of money on pre-ordered meals.
   c. **Owed Amount:** Current Student Balance minus the Pre-order Amount

6. Once you are done choosing your meals, click on **"Save/Pay"** to save your selections. If the Current Balance doesn't cover the Owed Amount, you will get a popup to add money before submitting your order.

7. All the fields will be pre-populated for you, all you need to do is review the details and click **"Add Mount"**

8. If you also wanted to add additional funds, click the on the button before "Choose specific amount". This will let you edit the "Amount to Add". Then click Add Amount.

9. You will get the following popup box if the transaction is successful.

How to Print Your Final Order

You can print your order by clicking on **Print Orders as PDF** right above the calendar.
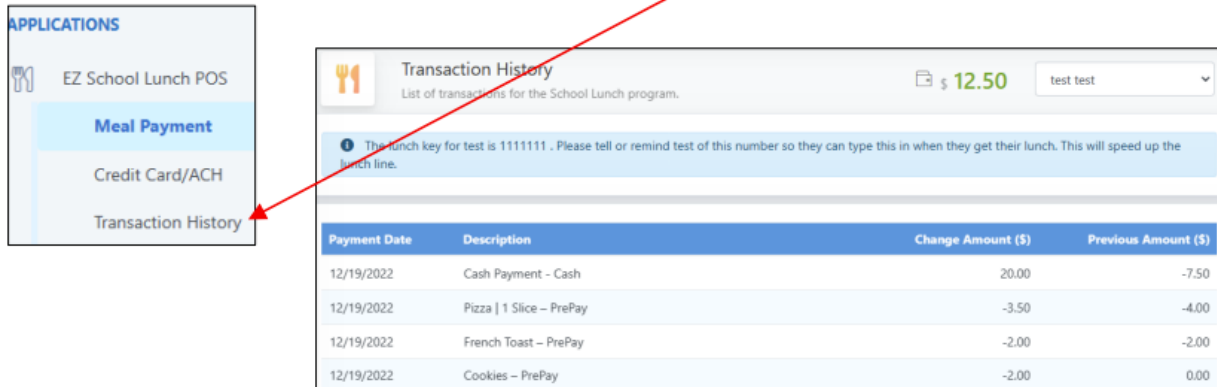
Transaction History

You can check your history of current transactions in **Transaction History** on the left.

Thank you for supporting our small local family owned & operated business, Cousins Mike!

We look forward to making fun, delicious, & nutritious meals for your children! Please always reach out to us at Support@CousinsMike12.com for any assistance that you need.

Check our some of our other services at https://www.cousinsmike12.com and on Instagram @CousinsMike12