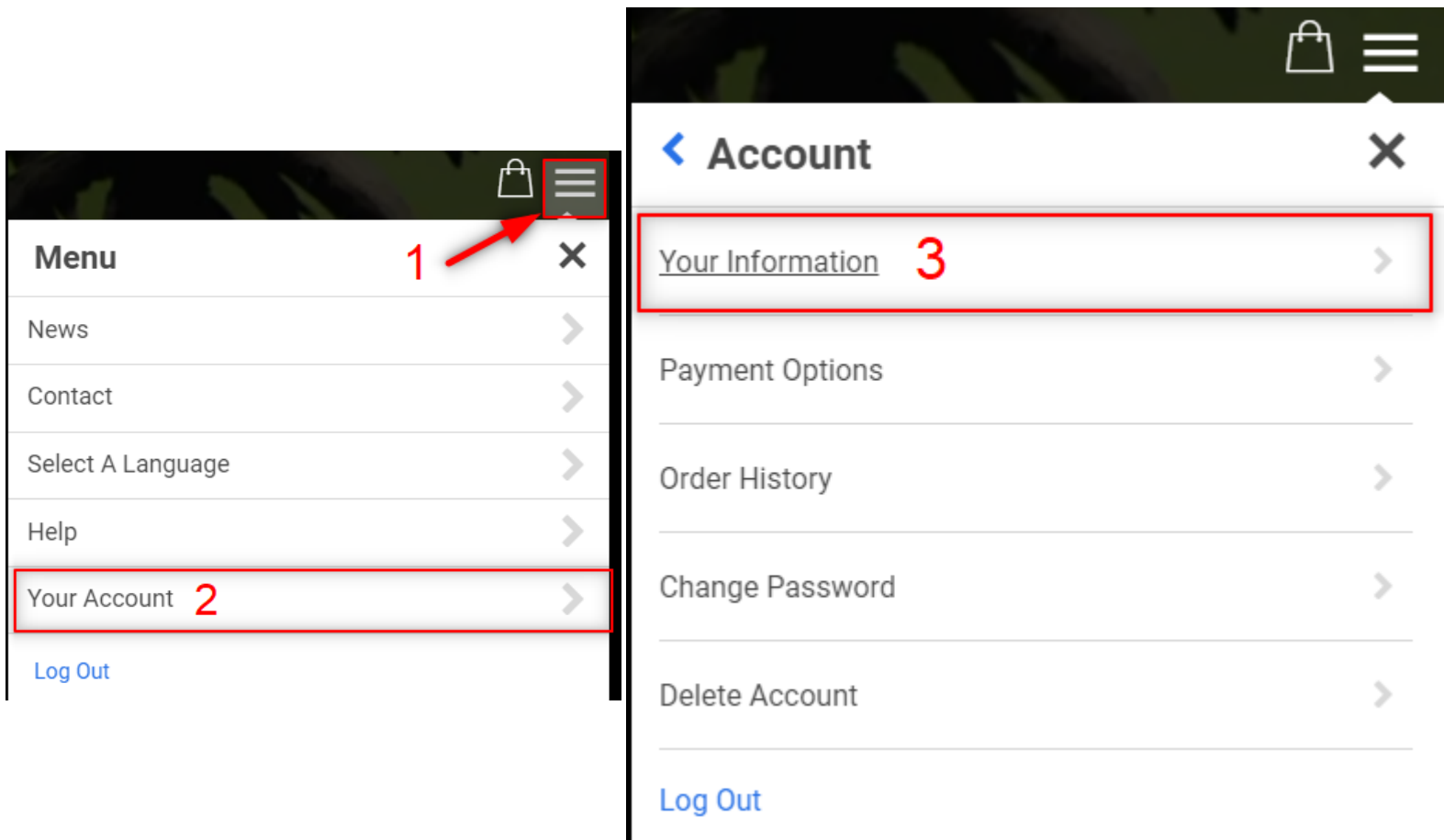


How to Edit Account Contact Information

1. After you are logged in on your organization's menu website, click on the menu icon (three lines in the upper right corner of your view) and go to Your Account > Your Information

[Not sure how to log in to your organization's menu website?](#)



2. Information for the account contact will appear at the top of your view. To edit this information, click on the pencil icon to the right of the contact's name

< Your Information



Account Type: Parent

[Change](#)

First Name:

Last Name:

Email Address:



If you are the only person listed on your account, this information will also be the recipient information connected to orders submitted

3. Once your desired changes are complete, Save your adjustments before navigating away from this view

< Your Information



Account Type: Parent

[Change](#)

First Name *

Last Name *

Email Address *

Cancel

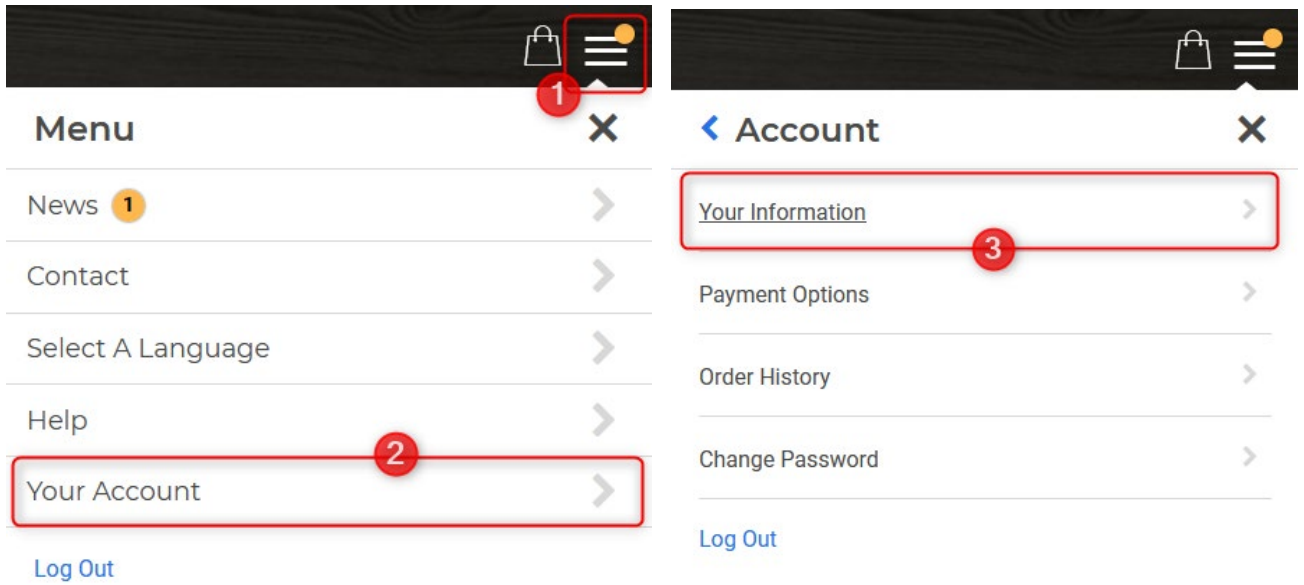
Save

Required fields are indicated with an asterisk (*). All required fields must be completed before changes can be saved

4. Updated information will now appear on your Information page

How to Edit Order Recipient Information

1. After you are logged in on your organization's menu website, click on the menu icon (three lines) in the upper right corner of the screen and go to Your Account > Your Information



2. The main account contact's information will appear at the top of the Information page, and any additional recipients added to the account will be displayed below. To edit the information connected to a specific recipient, click on the pencil icon to the right of their name.

< Your Information



Account Type: Parent

[Change](#)

First Name:



Last Name:

Email Address:

Your Students

First Name:



Last Name:

Student ID Number:

Classroom:

Grade Level:

Any Special Dietary Needs:

Staff or Student?:

To add one or more additional recipients to your account, please see our resource on [utilizing the Parent Account Type](#) for additional details

3. Once your desired changes are complete, Save your adjustments before navigating away from this view

Your Students

First Name *

Last Name *

Student ID Number *

Classroom *

Grade Level *

Any Special Dietary Needs

Please List True Allergies

Staff or Student? *



Required fields are indicated with an asterisk (*). All required fields must be completed before changes can be saved

4. Updated information will now appear on your Information page