Quick Guide – How to Create an Account

1. Go to http://ccs.fundraiserorders.com/admin/
   a. **"Click Here to Register"** – to register your own profile
   b. Register for an account – access code is *CCSHL* (this code is case sensitive)
2. Complete the registration form
3. The next screen will ask you to register your students. Start by clicking on the "**Students**" button.
   a. Enter child's first and last name.
   b. Select child's **homeroom** class from the drop down menu.
   c. When completed, click the black button and add another child if needed.
4. To place an order for your child(ren) click "**Order**". You will note that your child's status will be listed as *Unverified,* this will not hold up your order. We will verify your student in the system after you have set up your profile and placed an order. Verification simply allows us to confirm that those who have ordered are current students of CSS.
5. The next screen is the "**Student Order On-Line Order**" screen. Choose the meals you would like to order. Click **"Update Order & Proceed".**
6. **Payment**
   a. **Cheque Transactions:** If you are electing to pay by cheque or cash please print the **Remittance Form**, attach your payment to the form and return it to your homeroom teacher.
   b. **Credit Card Transactions:** We are charged a fee for credit card transactions and to reduce the costs of providing this service we are passing on the expense to the purchaser. This transaction fee will appear on the **Account Balance** page. At this point you can continue with credit card payment or you can select *Print Remittance Form* and continue with a cash/cheque payment. If you have paid by credit card you do not need to send in a **Remittance Form**.
7. If you have any questions or problems registering your child(ren) or need assistance placing an order please email langillep@gmail.com. We will contact you at our earliest convenience.