



Colham Catering Plus Lunch Ordering & Payment Portal

1. Go to www.colhamcateringplus.co.uk



2. Click on "register as a new user"

A screenshot of the user registration and login form. It features two input fields: "User name" and "Password". To the right of the "User name" field is a link that says "Register as a new user". To the right of the "Password" field is a red button labeled "Login".



3. Complete the registration form

User name: [Register as a new user](#)
 Password: [Login](#)



Home ▾

Register

First Name **Fill in your name here**
 Last Name
 User Name **Choose a username**
 Mobile Phone

Account Type: **Choose "parent" as account type**

Name	School	Year	Class	Free Meal
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Enter your child's name here **Choose your child's school from the drop-down menu**

Email **Enter your email address**
 Confirm Email
 Image No file chosen

Choose your child's year group from the drop down-menu
and their class from this drop-down menu

This button allows you to add siblings

Personal information.

Title: **Complete your personal details and provide a second email address**
 Telephone:
 Telephone (2nd):
 Other Email:

Security


Security Question 1: **Answer your chosen security questions**
 Answer:
 Security Question 2:
 Answer:
 Security Question 3:
 Answer:
 Password: **Choose and confirm a password.**
 Confirm Password:

This will be used along with your username when you next log in to the ordering and payment portal

If your child is in Reception, Year 1 or Year 2 they will automatically be entitled to a free school meal and you will not be charged.

If your child is in years 3,4,5 or 6 and they are entitled to a free school meal, please register and wait for an email confirming your eligibility to Free School Meals.

Once authorisation has been made you will see this symbol



when clicking this button



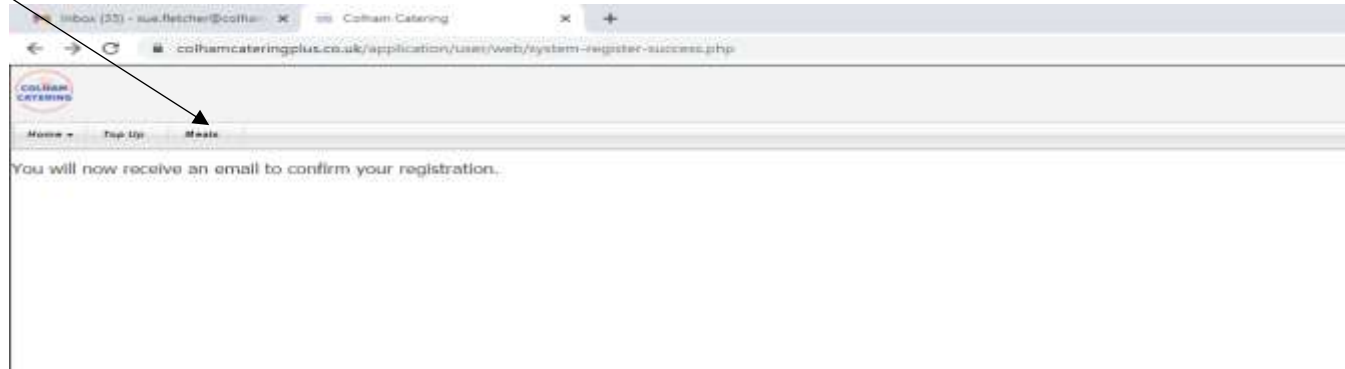
4. After submitting your registration form you can now credit your account



5. Enter your card details and credit your account



6. Click on the meals tab and start ordering lunches



Click here to move along the menu weeks

Click the box to choose the required lunch

This symbol tells you this is the halal choice

This symbol tells you this is the vegetarian choice

If you are choosing a jacket potato add your chosen filling in the additional information box

Wed 8/1	Thu 9/2	Fri 9/3
<input type="checkbox"/> Roast Chicken	<input type="checkbox"/> Hunters Chicken	<input type="checkbox"/> Fish Fingers
<input type="checkbox"/> Roast Chicken	<input type="checkbox"/> Hunters Chicken	<input type="checkbox"/> Mini Spring Rolls
<input type="checkbox"/> Roast Beef	<input type="checkbox"/> Vegetable Chilli	<input type="checkbox"/> Jacket Potato <small>Additional Information</small>



Once you have ordered your meals you can see them listed in your order history by clicking on this calendar icon at the top of your home page, next to your name and your credit total.

Different devices show different views of these pages.

When using the ordering and payment portal, if possible, use a computer or laptop for the best experience.

When using a mobile phone, turn it to landscape orientation to ensure you see all parts of the form.

