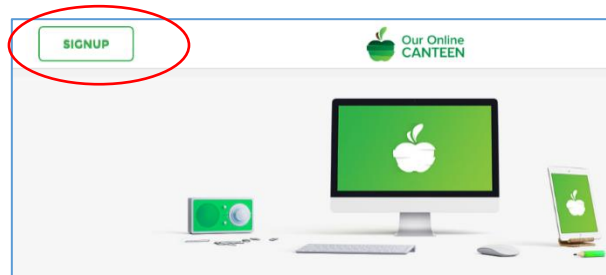
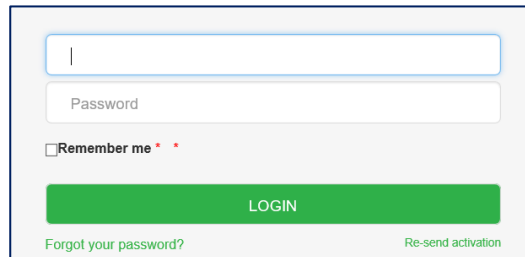


Last Update Status: Updated July 2016

1. Visit [www.ouronlinecanteen.com.au](http://www.ouronlinecanteen.com.au)
2. Select SIGN UP in the top left corner



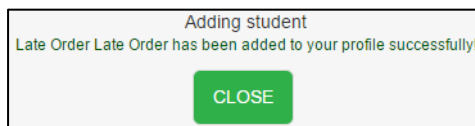
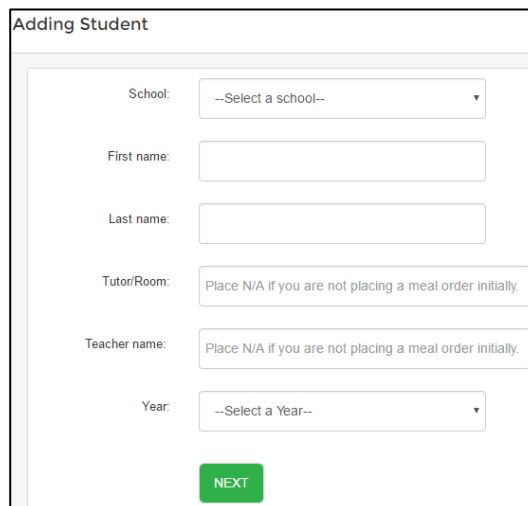
3. Complete the sign up form - enter your details as the account holder. Enter a valid email address and nominate a password for your account. Select FINISH at the bottom of the page.
4. Upon completion an activation email will be sent to you. Please follow the prompts on the email to activate your account.
5. Login to your account at [www.ouronlinecanteen.com.au](http://www.ouronlinecanteen.com.au)



6. Select **ADD STUDENT** on the main toolbar on the homepage.
7. Complete the **ADDING STUDENT** form.

*Please ensure that all details are correct and up to date.*

8. Select **NEXT** and then **CLOSE**.

9. From here you can proceed to order if paying as you go by credit card (surcharges apply) or select **ADD CREDIT** to create a balance on your account.