



How to Pay for School Canteen

Manage all canteen services using the zenda app

Step 1

Go to the registration portal

Open the canteen registration portal by scanning the QR code or clicking on the link below:

[Registration Portal](#)

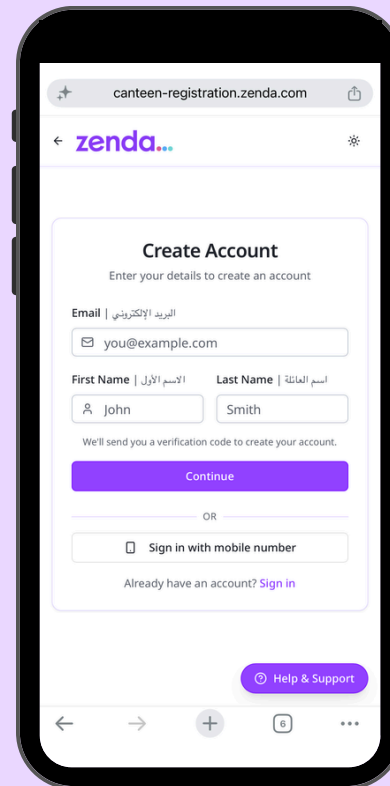


Step 2

Create account

Enter your email and name to create your account

[Click on Continue](#) to proceed with the verification and account login

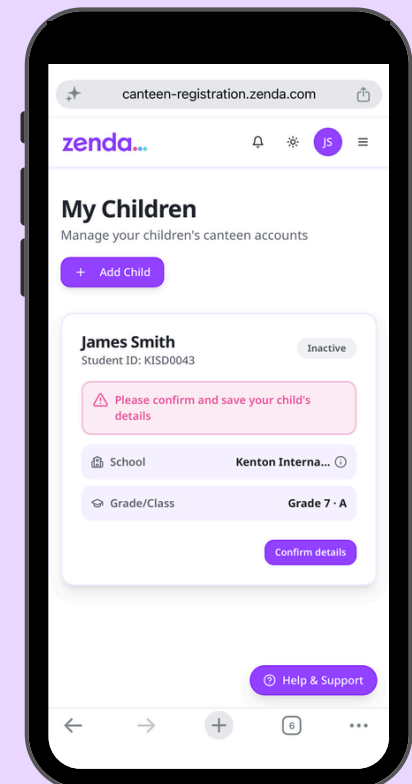


Step 3

Add/confirm children

If your child's profile already exists, review the details and [click on Confirm details](#)

To add a new child, [click on Add Child](#) and enter required details to create their profile





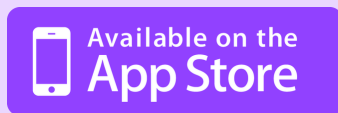
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Step 4

Download the zenda app

Scan the QR code or click on the app store links below to download the app,

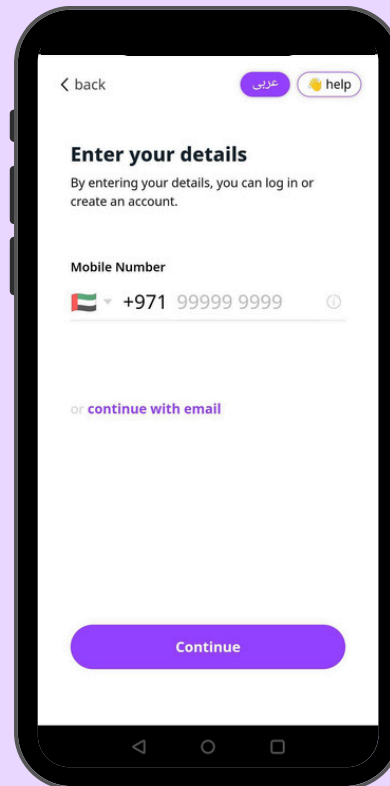


Step 5

Log into the app

with the same email or mobile number used on the canteen registration portal (Step 2)

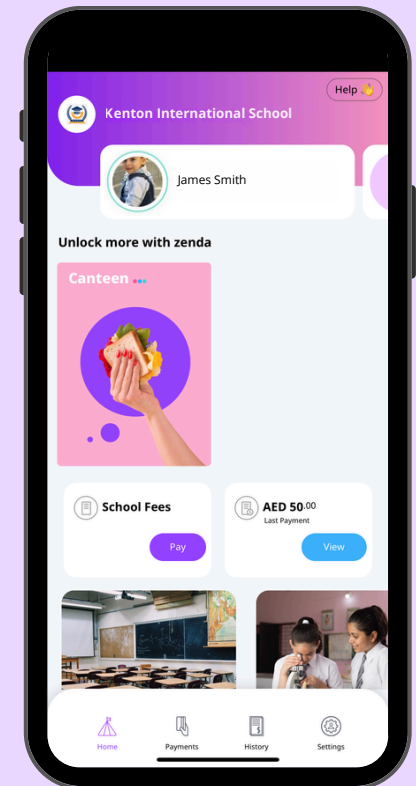
Please allow 20 minutes after you register on the portal for your profile to reflect on the app



Step 6

On the Home Page

Click on the Canteen widget to access school canteen services





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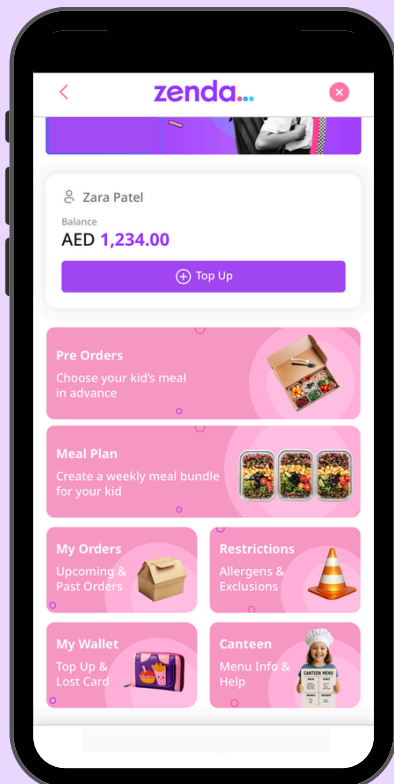
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Step 7

On the Canteen Page

View the current wallet balance

Choose an option - top up wallet, pre order meal, order meal plans, view orders, add restrictions, view wallet details, or view canteen info

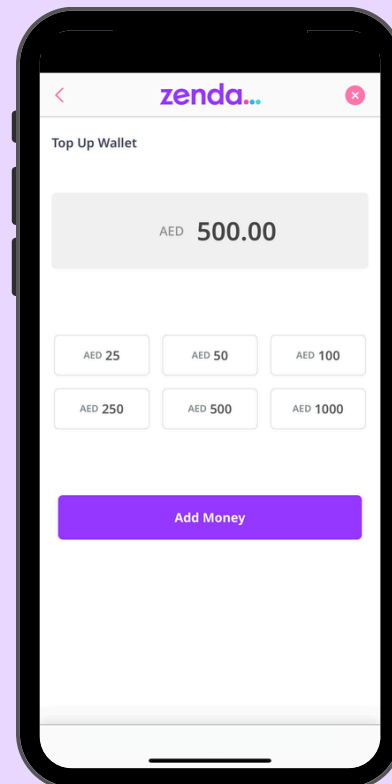


Step 8

To Top Up Wallet

Click on Top Up on the Canteen page

Select from the amounts shown or enter a custom amount, and **Click on Add Money** and complete the payment



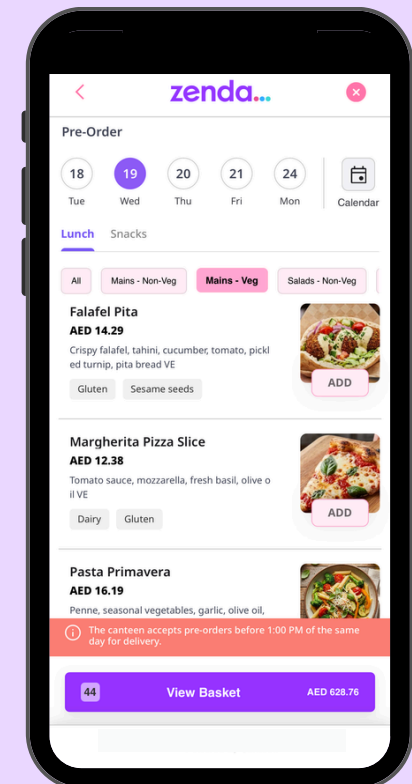
Step 9

To Pre Order Meal

Click on Pre Orders on the Canteen page

Choose the date, browse through available meals and **click on Add** to select the meal(s)

Click on View Basket and place the order





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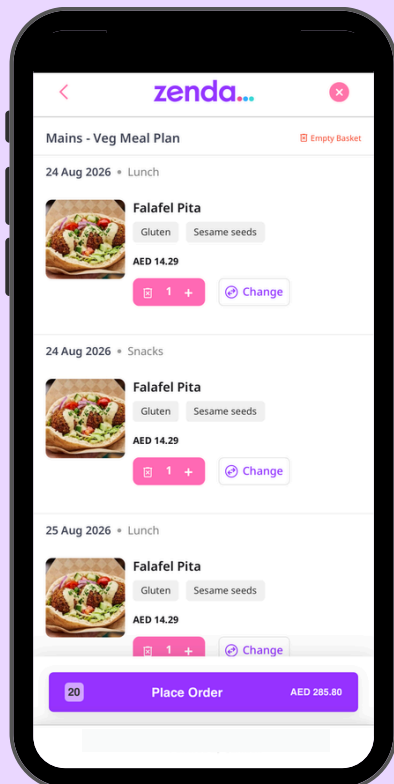
Step 10

To Order Meal Plans

Click on **Meal Plan** on the Canteen page

Select date range and **desired meal plan**

View and edit items in the meal plan, and
click on **Place Order**



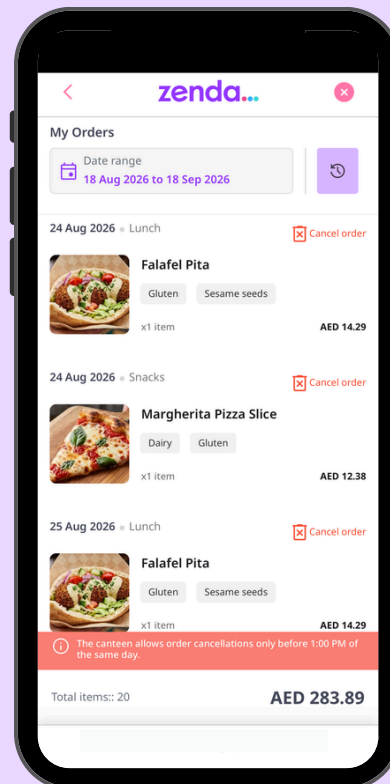
Step 11

To View Orders

Click on **My Orders** on the Canteen page

Select date range and **view upcoming orders**

Click on the **clock icon** next to the date range
to **view order history**

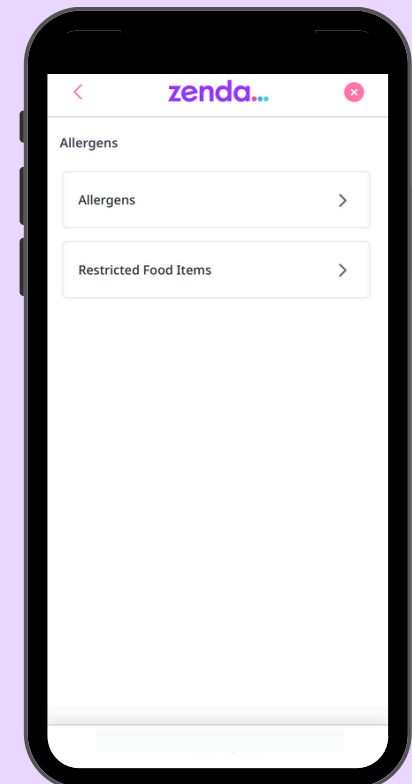


Step 12

To Add Restrictions

Click on **Restrictions** on the Canteen page

Click on **Allergens** to view, add or remove
allergen options. Click on **Restricted Food
Items** to view, add or remove food items





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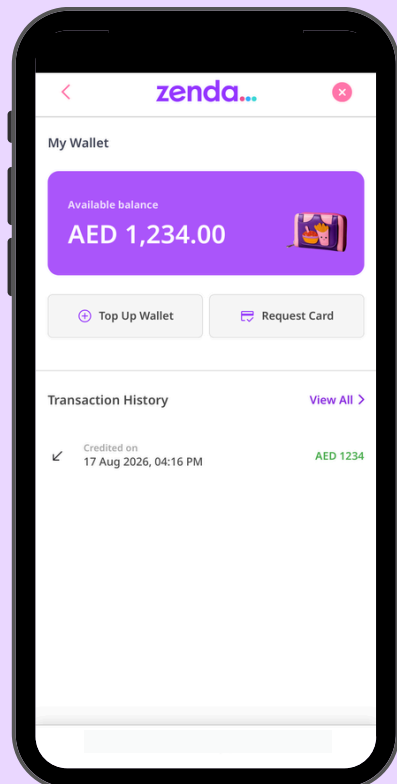
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Step 13

View Wallet

Click on **My Wallet** on the Canteen page to review wallet balance and transaction history

Click on **Top Up Wallet** to add money to the wallet and **click on Request Card** to order a replacement canteen card



Step 14

For Help & Other Info

Click on **Canteen Info** on the Canteen page

View other canteen information like menu and **Click on Help** to reach out to the team for any assistance

