

## NEW - On-Line Ordering Instructions

Launch your Internet browser and access the ESNS website at [Http://www.esns.ca](http://www.esns.ca) and select your school from the "Schools" web page.

Click on the Red Tab titled **REGISTER**

Enter the Access Code (this was provided in your parent letter) and complete the form to register

### Register for an Account

**\*\* All fields are required unless marked otherwise**

Access Code:

This is the value that was sent home on the instruction sheet. This code is required to create a "Parent" account. **The access code is case sensitive.**

Your First Name:

Please enter your name, not your child's name.

Your Last Name:

Home Phone:

Home Email Address:

Please enter only one valid email address.

Preferred User ID:

(no spaces allowed)

Note: Your user id will be visible to other users and volunteers. Please choose a user id that is not embarrassing or inappropriate.

Enter Your Password:

Enter Your Password Again:

You can now add your student information, by clicking on **students**

First Name:

Last Name:

Class:

Include on Class List:  Yes  No

Class lists are only available to the parents of children in each class. You cannot view a class lists unless you have a child in that class. You will be able to view the class list if your child is on the list and has been verified in the system.

Add additional students by completing one form for each child and click **Add New**

You may now place your Orders - Click on the Tab **ORDERS**

September & October Orders - Place Order & Proceed 7 Days Prior to Menu Date					
Name	Date Modified	Order Total	Paid	Status	
My Childs Name	--			No Order	<b>Order Form</b>
		\$0.00	\$0.00		Order Balance Owing :: \$0.00
Current Account Transaction Balance :: \$0.00					

[Print Remittance Form](#)

Click on Order Form to place your order. Select the products you wish to order and enter the quantity in the box beside each product. When you have completed your selections click on **Place order & Proceed**

You may continue to place orders for your remaining children **OR**

You may print the Remittance form if you are sending a cheque to the school, or you can proceed to payment. If you have any questions or are having difficulty placing your order please contact us at [info@esns.ca](mailto:info@esns.ca) or 519-570-3767.

Thank-you  
Elementary School Nutrition Services  
519-570-3767