

# Manna On-Line Ordering

## Participant Step by Step Instructions

Visit [www.mannaorders.net](http://www.mannaorders.net) – Enter the log-on information received from the Manna Coordinator under **Participant Sign In**: (Once you log on, please change your password by clicking on ‘Change Password’).

**To Place an order as follows:** Click on “Place an Order”

1. Order by choosing the store from the pull down boxes from “Active Scrips” section.  
These stores will be listed in alphabetical order.
2. After choosing a store, enter the **Total Dollar Value amount** for that particular store gift card.
3. Press **SUBMIT**
4. Repeat steps 1 to 3 for each Store you wish to order a gift card until your order is complete
  - Your order can be added to as many times as needed – you do not need to save when exiting.
  - Your order is automatically saved until **Order Complete** has been selected
5. When your order is complete—Press ‘**Click Here**’ at the top of the page. Your order is displayed.
6. You must print out your order. To do so, press “**Click Here**’ next to Printable version
7. If you choose to do On-Line Payment using MannaPay, click on MannaPay\*\* at this point.
8. Once you have printed your order, click **SUBMIT** to place your order. Otherwise it will not be processed.
9. Your order has been submitted to your Volunteer for Processing.

### Order Summary – Payment Options.

- ◆ **Check/ Cash/ Credit Card** — Please send your printed copy of your order with your payment to your Manna Coordinator by the specified due date.
  - \* **Checks** should be made payable to St. James School Manna
  - \* **Credit Cards**—We offer credit cards, although we prefer Checks/Cash as the school is charged a fee for accepting credit cards. If you choose to pay with a credit card, please include on the order copy your Credit card number, expiration date, and the authority code (found on the back of card).

**Once payment has been received, your coordinator will accept your order and submit for fulfillment.**

\*\* **On-Line Payment using MannaPay**– Please follow the following instructions.

- Click on the  Pay directly from your bank account at No additional charge (ACH)
- Fill out the necessary fields to complete the ACH payment – ALL fields are required
  - Family Name**
  - ABA Routing Number**
  - Bank Account Number**
  - Payment Amount** – You cannot pay a partial MannaPay payment, the amount shown is the total amount of your order. If you want to split your payment, paying some with MannaPay and some with check, separate orders must be submitted to your coordinator.
  - Select Account Type:** Checking or Saving
  - E-mail Address** – Will only use in case of problem with account information provided
  - Daytime Phone Number** – Will only use in case of problem with account information provided
  - Once complete** – Press Submit and a Receipt will appear for your records.
  - Please **Print** for your records at this time.