GET FOOD How-to make an ONLINE order

Online

1. Go to my.chatham and select Cougar Dollars in tools. Or go to this website: https://get.cbord.com/chatham/full/login.php.
2. The following log-in screen opens.
   - Username = chatham username
   - Password = chatham password

3. Once logged in you'll see a similar screen to this: (You can also view your account balances here): Select ORDER.

4. There will be 4 options when the next window opens (Currently just showing the meal plan swipe option):
   - Firehouse Grill – Meal Swipe (for Meal Plan Swipes or Faculty/Staff Meal Plan)
   - Firehouse Grill – Declining Balance (for FLEX or Cougar Dollar Purchases)
   - Hello Bistro – Meal Swipe (for Meal Plan Swipes or Faculty/Staff Meal Plan)
   - Hello Bistro – Declining Balance (for FLEX or Cougar Dollar Purchases)
5. On bottom left, they will have your previous orders that you can just select and repeat.
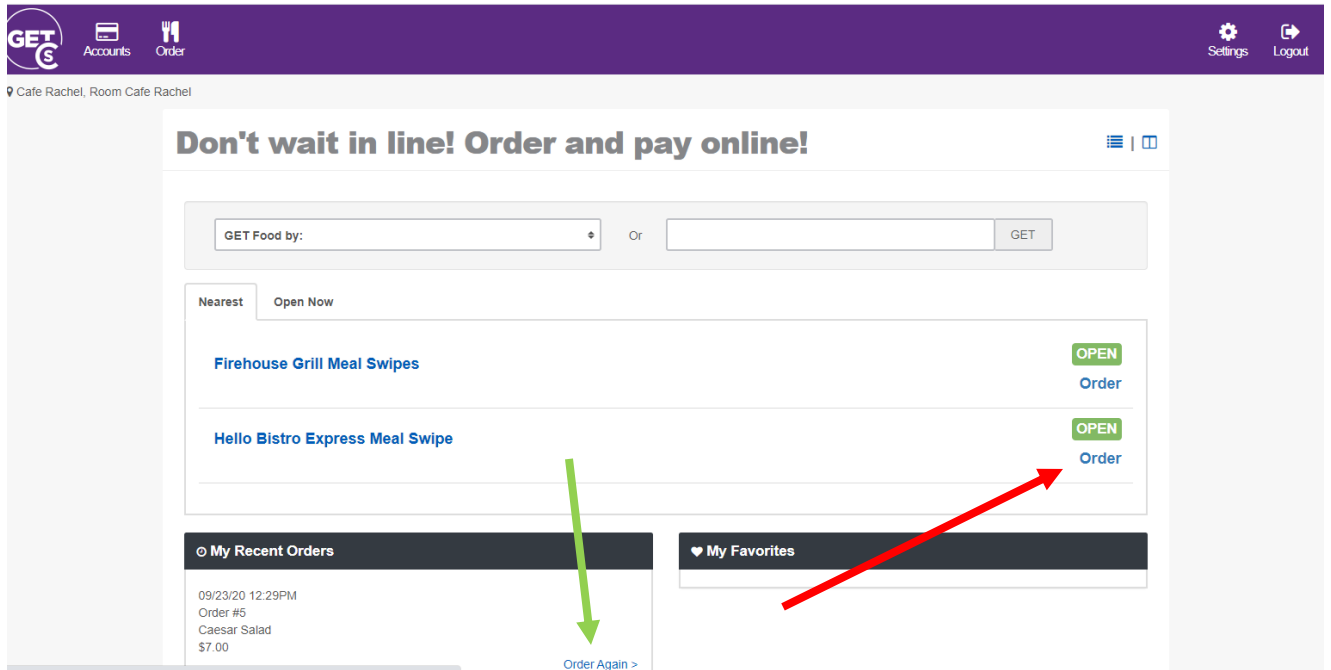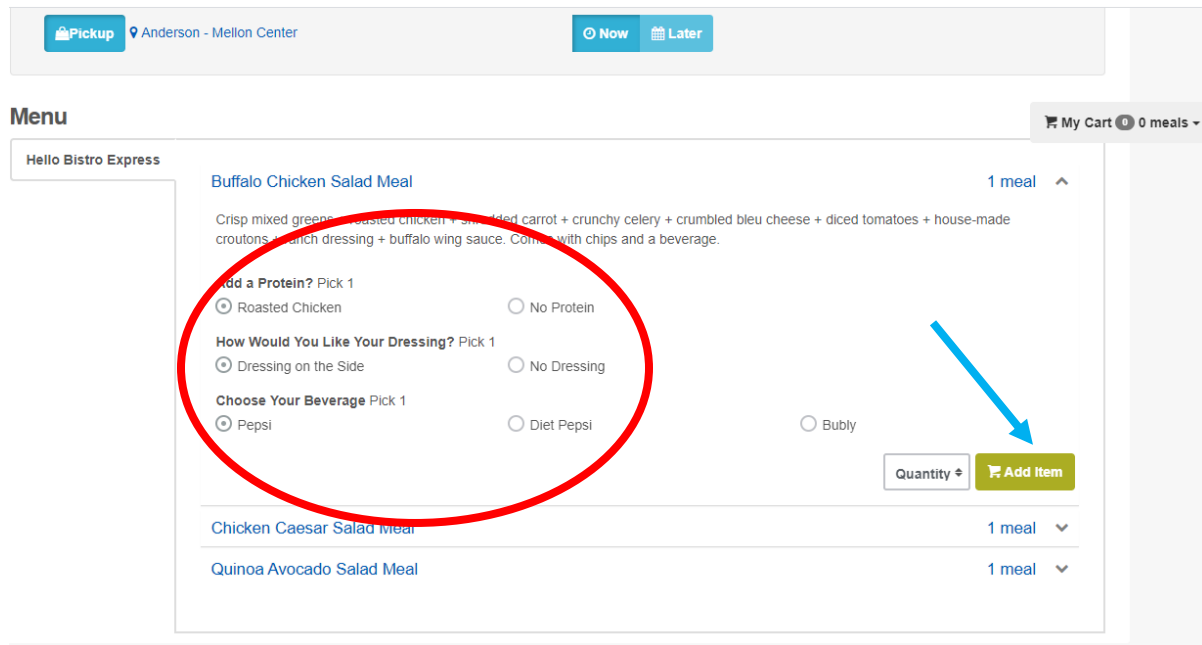

6. Meal Swipes: Select a menu by hitting **order** or **order again** (from your previous orders)

7. In the next window – select your **pick up location (Anderson or Café Rachel)**, if you want it **now, or schedule for later**, and **your menu item**.
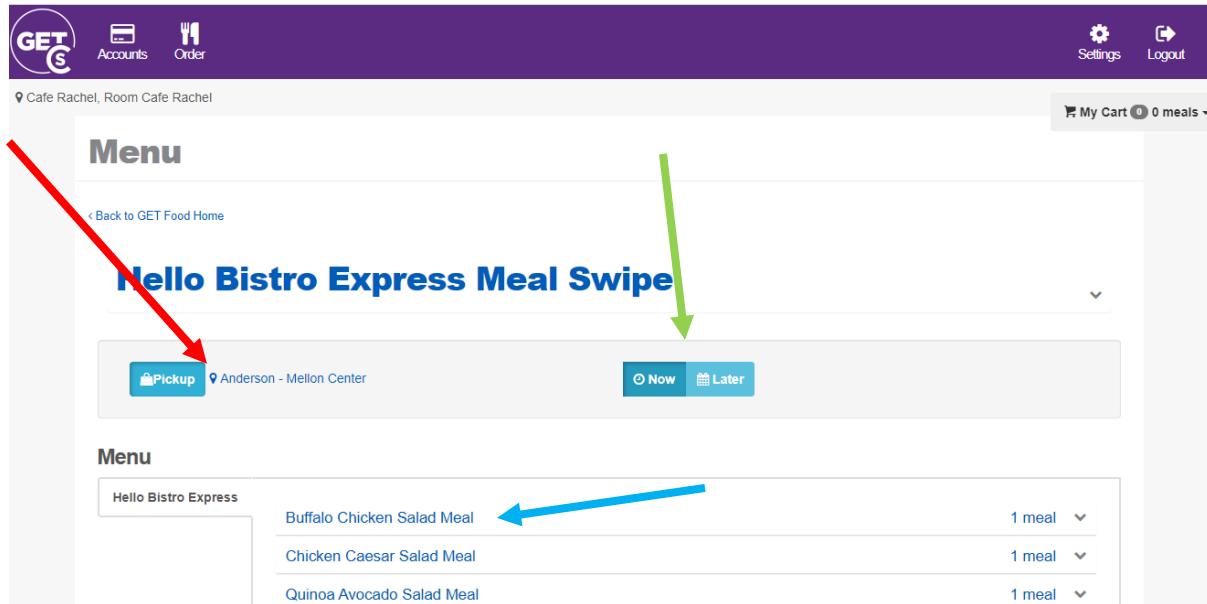
8. Select your **options**. Then select **Add Item**.

9. Go to your cart and select **check out**.

10. Confirm your order. Select **Pay Now**.

11. Your order has been received (It takes a little bit to get to us sometimes!) Check the right side for your order details – including pick-up time.

12. You will also receive an email confirmation from Parkhurst Dining at Chatham University GET Food with the time that you are to pick up your order.