

# How to Order Manna Gift Cards Using MannaPay

1. First, go to [www.mannaexpress.net](http://www.mannaexpress.net) to print the order form. Note that the form changes occasionally (retailers and percentages), so always use the form on the website.
  - Click on “Download Forms” on the left side of the screen
  - Under Order Forms in the blue bar, click on the form you wish to print. You can print the retailers by discount percent or alphabetically.
  - Print whichever form you wish to use.
2. Next, go to [www.mannaorders.net](http://www.mannaorders.net)
3. Under Participant Sign In, input the following information
  - School Number – for Fairhaven, Diamond Lake & West Oak teachers, input 1612
  - Participant Code & Password – input the code and password given to you in a separate email. If you forget these items, contact Alice Dutler (contact info below).
  - Click “Submit”
4. On the next screen, click on “Place An Order”
5. The next screen is where you actually list the retailers from whom you wish to order. FOR EACH RETAILER, do the following:
  - Click the drop-down box for in the Active Scripts box for the retailer you are purchasing. They are listed alphabetically.
  - Select the retailer and dollar amount. Note: Many vendors have different dollar amounts such as \$25, \$50, and \$100. Be careful to select the correct amount.
  - If you are ordering more than the dollar amount available (i.e., you want to order \$200 for Jewel and the highest dollar amount/ card is

\$100, select Jewel \$100 on the drop-down boxes and for order amount at the bottom of the table, type in \$200).

- Click “Submit”
- If you need to revise part of your order on the screen: click the “Change” button next to the retailer you wish to change at the bottom of the screen. This takes you to a new screen when you can revise your order and then click “Submit”.
- Keep doing this until you are done with your entire order. You can review the order @ the bottom of the screen. THEN:
- Click on the button @ the top of the screen: When your order is complete “Click Here”

6. You will now be on the Order Summary page.

- First, review your order. If it is not complete, click on the button “Click Here” near the red writing.
- **Next, you need to indicate that you are paying electronically through MannaPay. To do this, click the box next to the green words “MannaPay”.** If you don’t follow this step, your order will NOT be processed. This is the most common error in the ordering process.
- When your order is complete, click “Submit”

7. You will now be on the MannaPay screen. Input all of the information on this screen. There is a sample check at the bottom of the screen to assist you. NOTE: You will need to input this information EVERY time you place an order. Manna does not store this information.

8. You are done! The order gets sent to the Diamond Lake School District liaison. Your cards will be distributed to you @ school approximately 4 days after the deadline for ordering.

9. For questions, call or email Alice Dutler. Home: 847-918-7958 or Cell: 847-846-7958. Email address: [dutlers@comcast.net](mailto:dutlers@comcast.net)