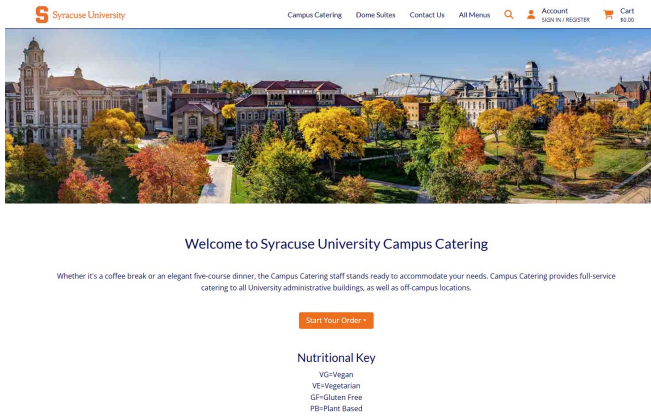

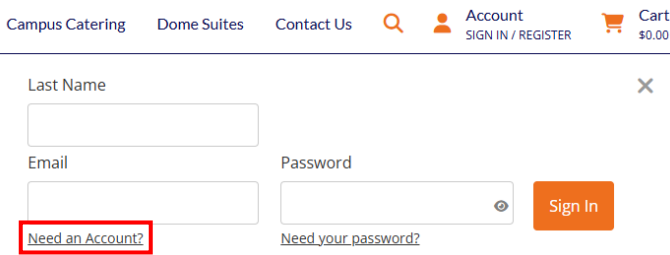


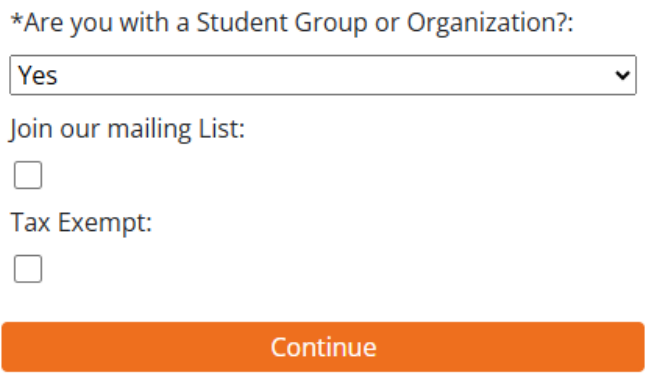
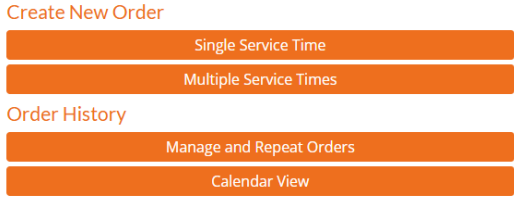
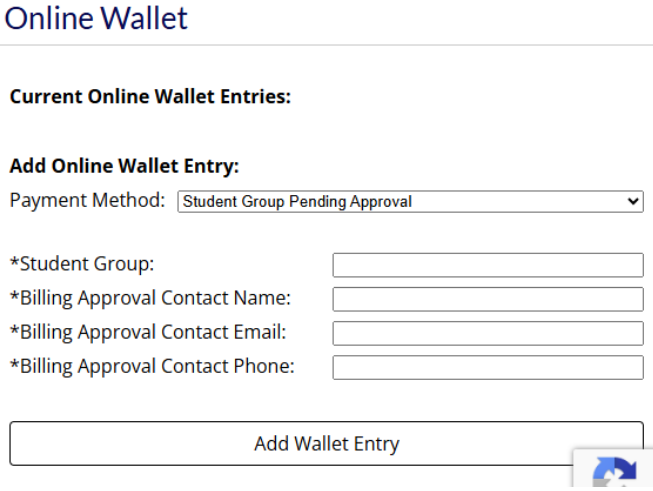
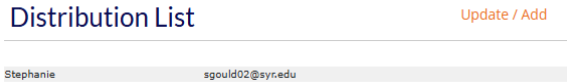
## CREATE A STUDENT ACCOUNT IN CATERTRAX

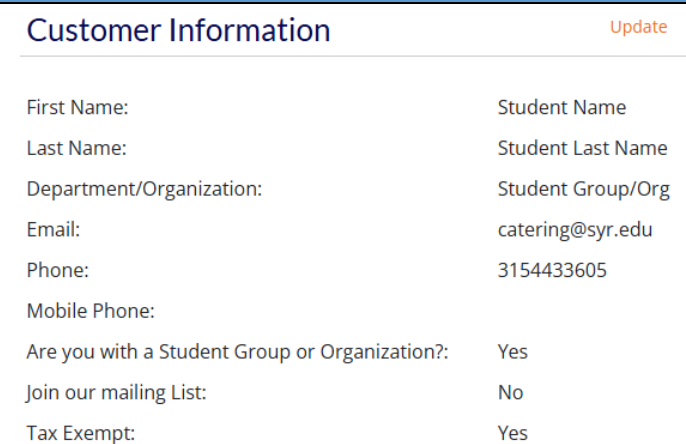
**Purpose:** To provide guidance on how to create an account in CaterTrax, including:

- Account Creation
- Maintaining your Online Wallet
- Maintaining your Distribution List

### Procedure:

Step	Screenshot
<p>1. Navigate to the CaterTrax webpage.</p> <p><a href="https://syracuse.catertrax.com/">https://syracuse.catertrax.com/</a></p>	
<p>2. In the top right corner, click the <b>Account Sign In/Register</b> button.</p>	
<p>3. The first time you are logging into CaterTrax, click the <b>Need an Account?</b> button.</p>	

Step	Screenshot
<p>4. Complete the registration form, providing information for at minimum those fields marked as mandatory with an *. Indicate that you are with a Student Group or Organization</p> <p>Then, click the <b>Continue</b> button.</p> <p>Note: Please note the <b>Tax Exempt</b> checkbox at the bottom that can be used to indicate that all future orders placed with this account should be considered as Tax Exempt.</p>	
<p>5. You will automatically be brought to your user account page. In the top right, you can place a new order or review/manage existing orders.</p>	
<p>6. You can add a Wallet Entry to save payment methods for orders. To add a new payment method, click the <b>Payment Method</b> dropdown, and select "Student group pending approval" Then, complete the mandatory fields. You will need your FASA/RSO Consultant or Billing Approver contact name, email</p> <p>When you place an order in the future, this payment method will be available for quick selection at checkout. You will also have the option to enter a payment manually if preferred.</p>	
<p>7. You can add people to a Distribution List by clicking the <b>Update/Add</b> button and entering a <b>Name</b> and <b>Email</b>.</p>	

Step	Screenshot
8. The last section on the page is a summary of your Customer Information. If you need to correct any of this, click the <b>Update</b> button.	 <p>The screenshot displays a 'Customer Information' form. At the top right is an orange 'Update' button. The form contains the following fields and values:</p> <ul style="list-style-type: none"> <li>First Name: Student Name</li> <li>Last Name: Student Last Name</li> <li>Department/Organization: Student Group/Org</li> <li>Email: catering@syr.edu</li> <li>Phone: 3154433605</li> <li>Mobile Phone:</li> <li>Are you with a Student Group or Organization?: Yes</li> <li>Join our mailing List: No</li> <li>Tax Exempt: Yes</li> </ul>