

HOW TO COMPLETE THE VERIFICATION PROCESS:

MUST BE COMPLETED BY 11/2 in order to place an order online this year!!

All it takes is a few minutes and your ABA Routing Number!

Step #1: Email JBN PTO Coordinator Heather Tarmichael at tarmichael@sbcglobal.net your family last name so that she can provide you with your family's username and password.

Step #2: Once Heather Tarmichael has emailed your username and password:

Go to the following website:

www.mannaorders.net

Step #3: Enter Your Participant Information

Participant Sign In

Organization #	507
Participant Code	Provided by Heather via email
Password	Provided by Heather via email

Step #4: At the top of the screen it says, "Verification process must be completed before MannaPay account is approved. CLICK HERE"

Step #5: Click on "CLICK HERE"

Step #6:

- Fill out and submit the form
- One time verification process should take approximately 5 business days for approval
- Banking information provided will be saved/encrypted in the database
- The Manna Group will deposit a small amount (between \$0.01 and \$0.09) in to the bank account provided
- Within 2 to 3 days the deposit will appear in your account (BE ON THE LOOKOUT FOR THAT DEPOSIT)
- *****REQUIRED Once the amount has been deposited into your account, please confirm the exact amount deposited, your organization id #, participant code & password to the following email: approvals@mannaorders.net

Step #7: Once approved JBN PTO Coordinator Heather Tarmichael will contact you! At that point you will be all set to place your first order in a few weeks!!