



## How to Change Your Residential Meal Plan

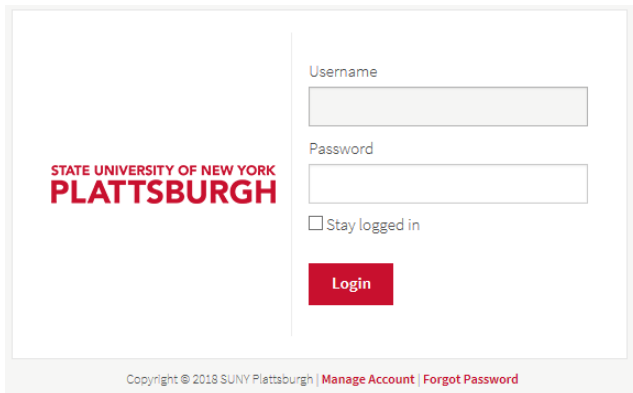
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### How to Log In:

- Access <https://services.jsatech.com/index.php?cid=76>
- Click on the **Meal Plan Portal** button in the left pane

A red rectangular button with the text 'MEAL PLAN PORTAL' in white, uppercase letters.

- In the window that appears below, enter your **NetID** in the Username field and your password. Click the **Login** button.

A screenshot of a login form for SUNY Plattsburgh. On the left, the SUNY Plattsburgh logo is displayed. On the right, there are two input fields: 'Username' and 'Password'. Below the password field is a checkbox labeled 'Stay logged in'. A red 'Login' button is positioned below the checkbox. At the bottom of the form, there is a copyright notice: 'Copyright © 2018 SUNY Plattsburgh | Manage Account | Forgot Password'.

- Click on the **Meal Plan Portal** button again.

### How to Change Your Meal Plan:

- In the Manage Meal Plan window, click on the button for the term you are selecting your meal plan for (i.e. Fall, 2020)

Manage Meal Plan

Term Selection

Please select a term to proceed.

A red rectangular button with the text 'SPRING 2019' in white, uppercase letters.

- The current meal plan that you are assigned will display similar to below:

## Current Meal Plan

This is a review of your currently assigned meal plan:

MEAL PLAN	BALANCE
Anytime Dining A125	Pending Manage
<i>Current Plan Names</i>	<i>Current Balance</i>

MANAGE

- If it does not display, please call the College Auxiliary Services office at (518) 564-2035.
- Click on the **Manage** button, then the **Change** button to view available meal plan options that you are eligible for based on your class status.

## Manage Meal Plans

Edit Meal Plan

Please choose an option for existing **Anytime Dining A125**.

CHANGE

CANCEL

## Manage Meal Plans

Change Meal Plan

Please select a new meal plan:

MEAL PLAN	PRICE
<input type="radio"/> Anytime Dining A125	\$2,370.00
<input type="radio"/> Flex 120 + \$900	\$2,220.00

CONTINUE

CANCEL

- Click on the radio button next to the plan that you want to purchase and click **Continue**.

A confirmation page will appear showing the plan change that was made and the financial impact to your student bill.

- Enter an email address and click the **Confirm** button.

## Manage Meal Plans

### Confirmation

Customer Name:	Holly Owen
Transaction Detail:	<b>Flex 150 to Flex 120 + \$900</b>
Refund:	\$2200.00
Revoke Meals:	0
Charge:	\$2220.00
Total Amount Charged:	\$20.00

#### Payment Type

Apply Meal Plan change to Student bill

#### Email Address

Person to notify?

CONFIRM

CANCEL

The following confirmation page will appear and an email will be sent to the address entered in the screen above.

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## Confirmation

### Receipt

Please retain this receipt for your records. Payment Type: Charge will post to semester bill within two business days.

Reference:	1543866375-76-41154
Customer Name:	Holly Owen
Transaction Detail:	Changed <b>Flex 150 to Flex 120 + \$900</b>
Refund:	\$2200.00
Charge:	\$2220.00
Total Amount Charged:	\$20.00
Payment Type:	<b>Apply Meal Plan change to Student bill</b>

PRINT

HOME