



COLLEGE AUXILIARY SERVICES

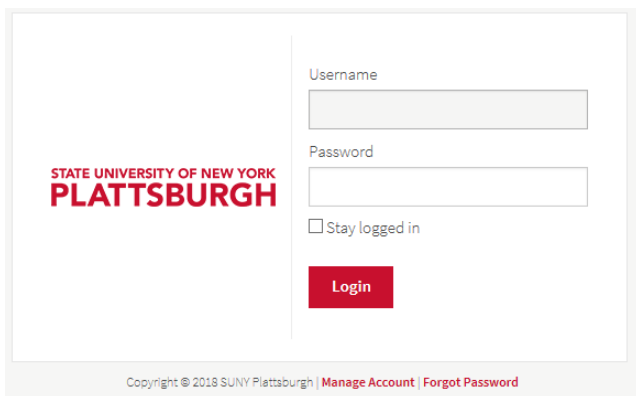
How to Change Your Residential Meal Plan

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 text 'STATE UNIVERSITY OF NEW YORK PLATTSBURGH' is displayed in red. 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 footer with the text '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, 2019)

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:	Flex 150 to Flex 120 + \$900
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.

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 Flex 150 to Flex 120 + \$900
Refund:	\$2200.00
Charge:	\$2220.00
Total Amount Charged:	\$20.00
Payment Type:	Apply Meal Plan change to Student bill

PRINT

HOME