

## **Creating a Foodify Order**

Start by requesting access to the Foodify platform managed by the LEED office by sending an email with Foodify Access Request in the subject line to [RSOFinance@jhu.edu](mailto:RSOFinance@jhu.edu). Provide the name, email address, and contact number of the person the delivery driver can contact with questions.

Use the link to set up an account for your group.

This access should not expire, but if there are issues using that account, contact the LEED office with questions.

Once you've logged into the Foodify platform, you can enter the appropriate details for your event to begin the process.

Next, chose a restaurant from the list provided. Select the restaurant to see the menu.

Then, add items to the order. The system will prompt you to provide a title for the order. Be sure to add the name of your group with the name of the event. This ensures that the correct group is charged for the order. The exact address for delivery should be clear to avoid any confusion on the part of the delivery driver.

Once you've added everything, click submit. You will then reach the checkout screen.

### **Do not enter any credit card information.**

Instead, please send an email to [RSOFinance@jhu.edu](mailto:RSOFinance@jhu.edu) with Foodify Order – Completed in the subject line. This will alert the LEED office that your group's order needs to be submitted to the restaurant.

Please also include the name and number of the person who will be the contact for the delivery driver if different from the person using the Foodify account.

The system may then send a receipt of the order to the email address on file for your group. Create a purchase request with that receipt attached as documentation so that the funds can be properly deducted on the Accounting page for your group.