



Last Update Status: Updated April 2016

1. Overview

See Purpose.

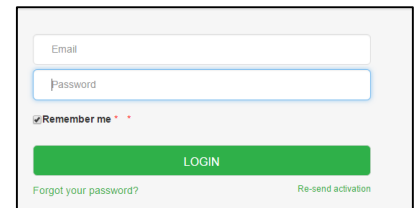
2. Purpose

The purpose of this document is to outline how to update your Profile and account details

3. Scope

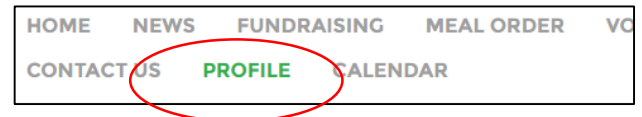
This policy applies to all OOC schools and food providers. In the event that you need any assistance please contact OOC.

1. Log into www.ouronlinecanteen.com.au



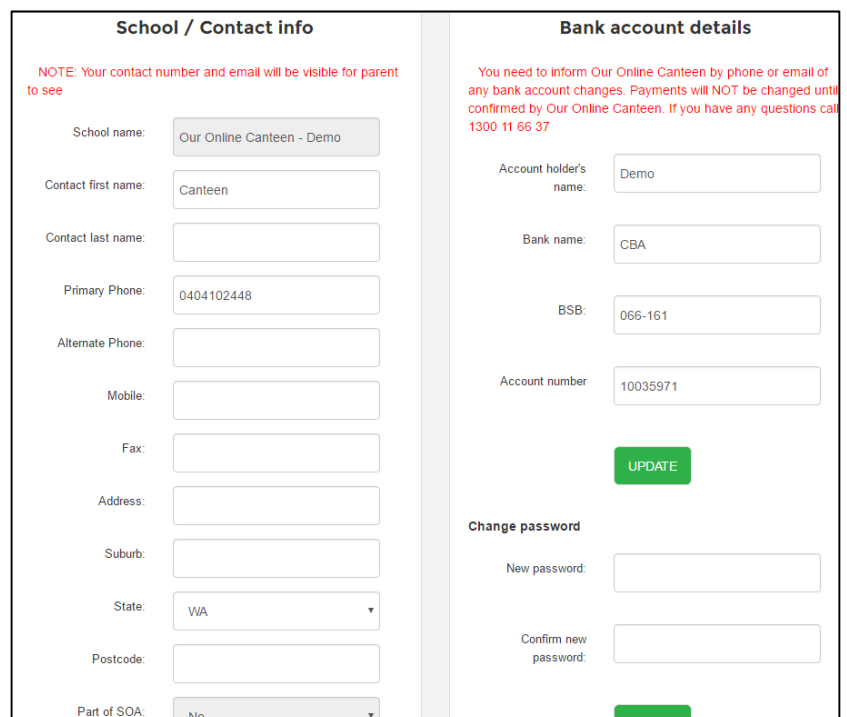
Form fields: Email, Password, Remember me (checked), LOGIN button, Forgot your password?, Re-send activation.

2. Select **PROFILE**.



4. A range of details can be viewed and change here including contact details, update password, amend cut off times and your POS details (if applicable).

NOTE - You need to inform Our Online Canteen by phone or email of any bank account changes.



School / Contact info

NOTE: Your contact number and email will be visible for parent to see

School name: Our Online Canteen - Demo

Contact first name: Canteen

Contact last name: [Empty]

Primary Phone: 0404102448

Alternate Phone: [Empty]

Mobile: [Empty]

Fax: [Empty]

Address: [Empty]

Suburb: [Empty]

State: WA

Postcode: [Empty]

Part of SOA: No

Bank account details

You need to inform Our Online Canteen by phone or email of any bank account changes. Payments will NOT be changed until confirmed by Our Online Canteen. If you have any questions call 1300 11 66 37

Account holder's name: Demo

Bank name: CBA

BSB: 066-161

Account number: 10035971

UPDATE button

Change password

New password: [Empty]

Confirm new password: [Empty]

UPDATE button