

# CaterTrax

## Step by Step instructions for new account

“New Customer” - will need to set up a user name and password

Click the CaterTrax Link or use this link for remote

access <http://stmarysmaine.catertrax.com>

From there under customer login click on “Need an Account”

Now you can create a user name and password. Make sure to fill in all fields required

Once you are in now you can order.

Click on “Catering” or “Floor stock”

Click floor stock again if applicable

Scroll down and select your department

Click view details

For Catering, Click the Category of food & select any options you wish to add

Click view details

Enter how many you want and click order.

Repeat for other categories

Then click continue

Pick the date you want delivered (not the day you ordered)

Enter your phone number and click continue

Review your order and click Proceed to checkout

Click on department charge

Click select and scroll down till you see your account number

Click Process this order

And you are done.

Make sure you click “Process this Order” or it will not go through