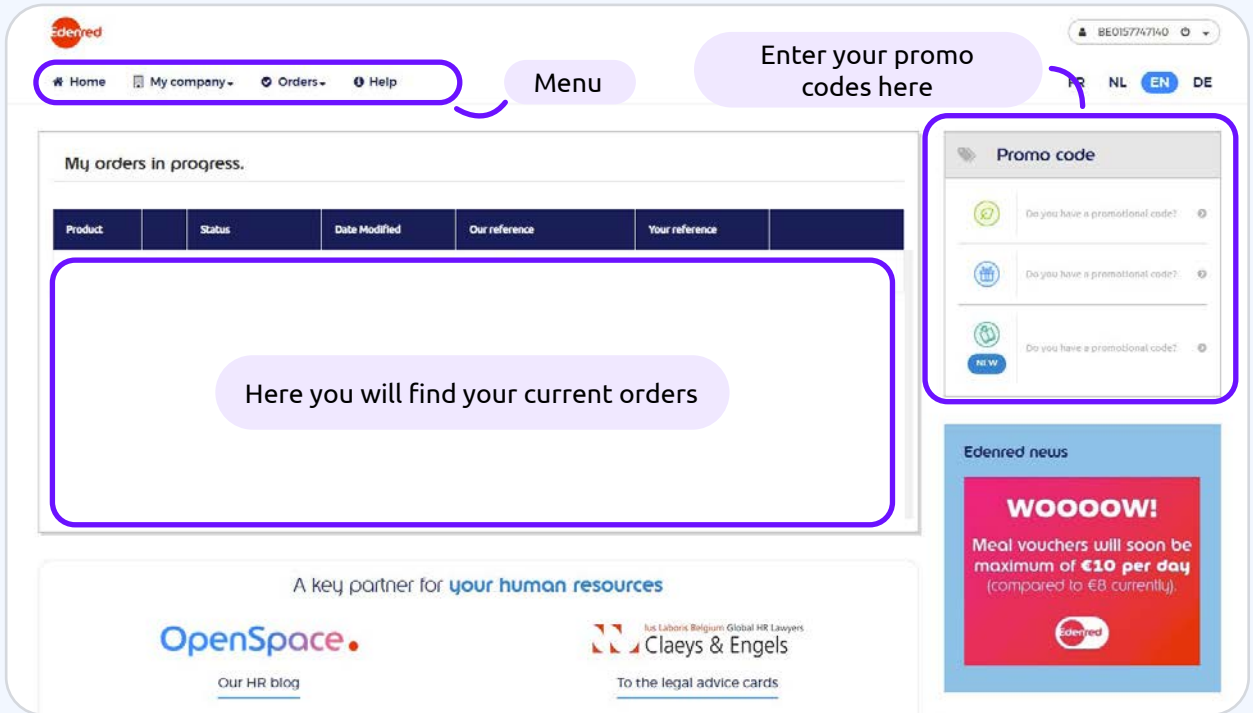


Your first MyEdenred order



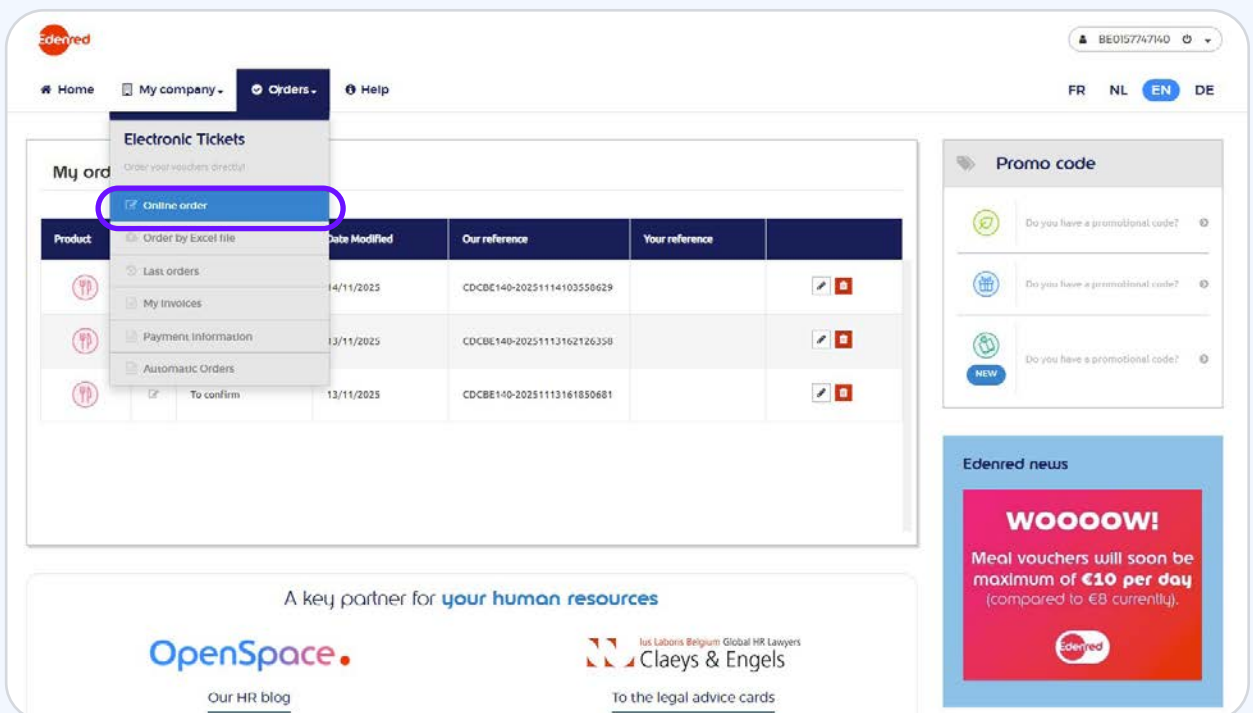
1

Welcome to your MyEdenred customer account (home page).



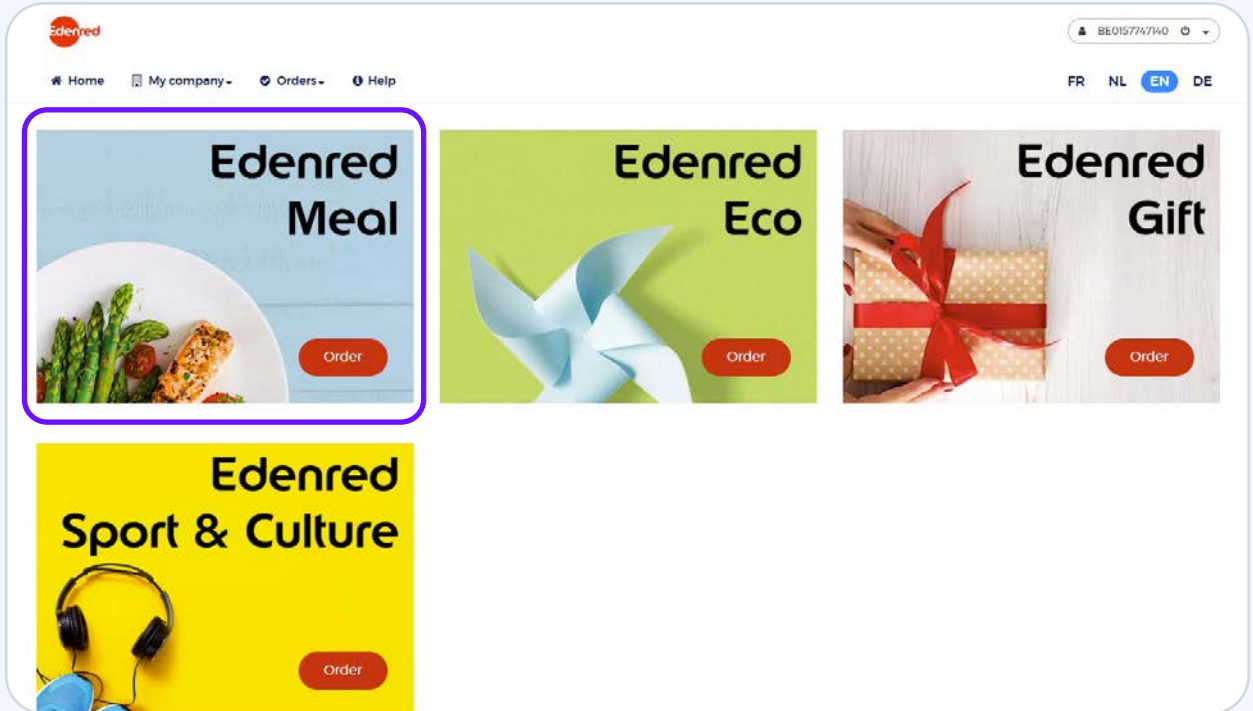
2

Click on "Online order" in the drop-down menu "orders".



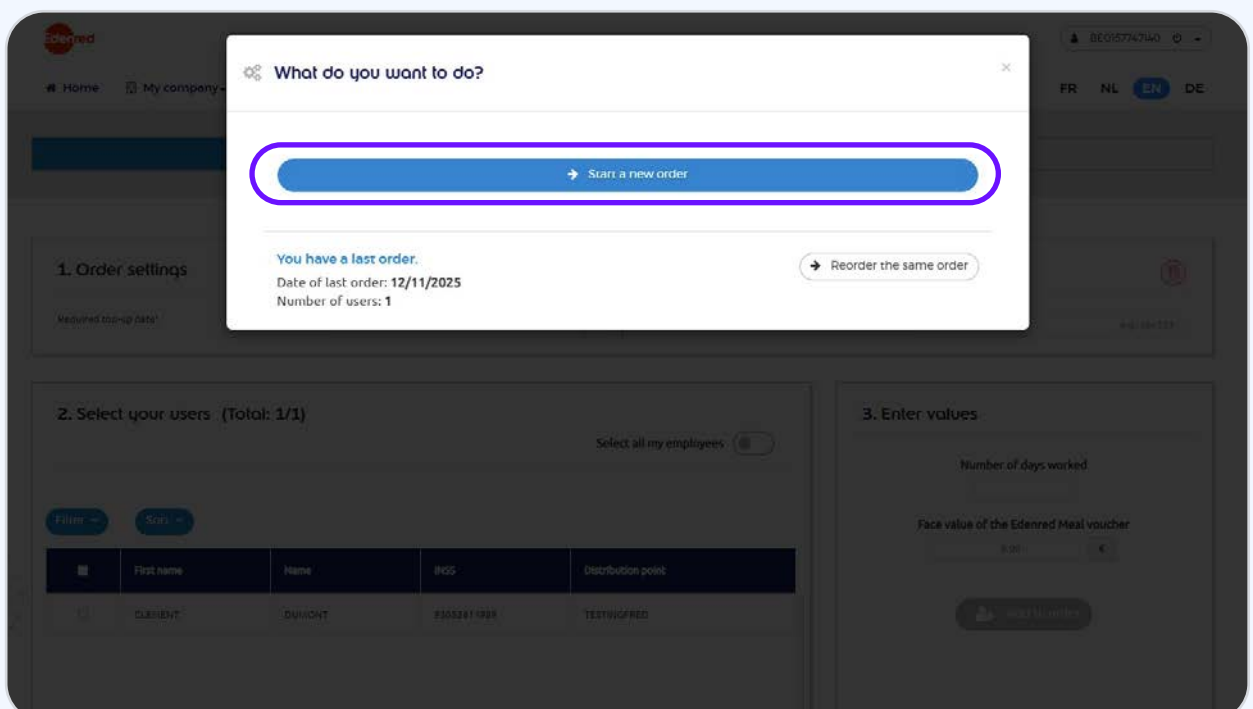
3

Choose a solution, for example Edenred Meal.



4

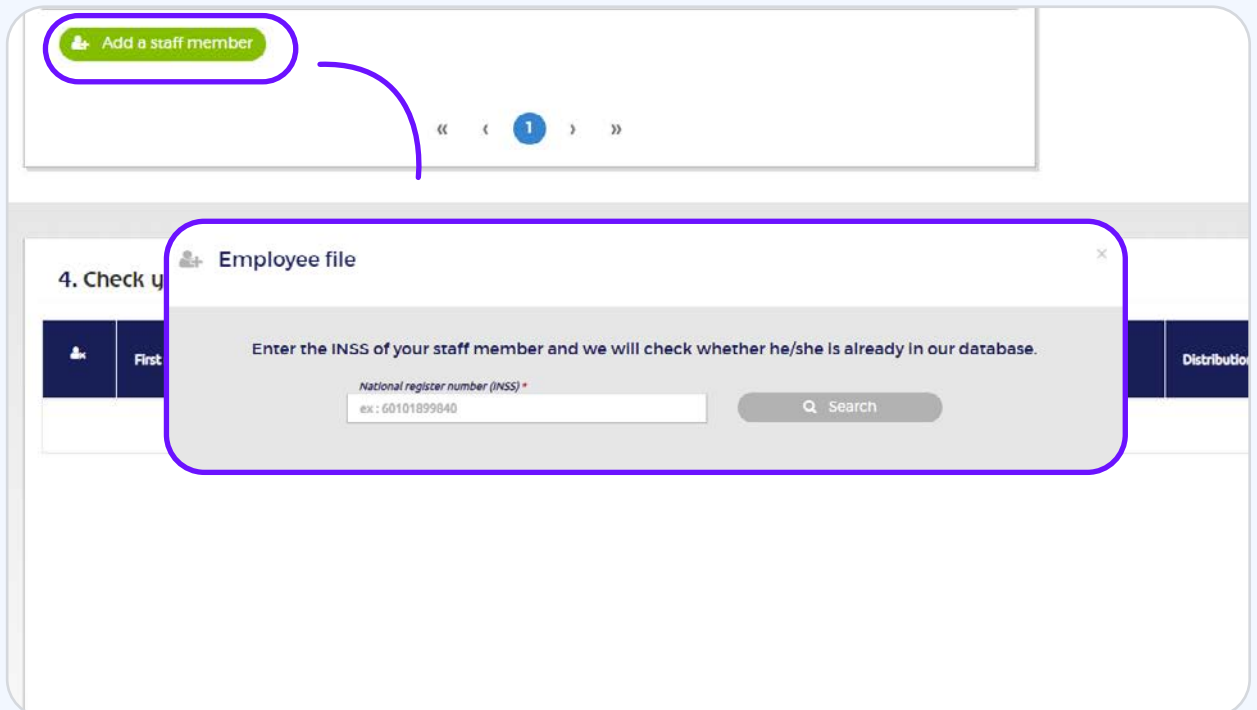
You can “start a new order” or duplicate your previous order to save time.
This option only appears from your 2nd order.



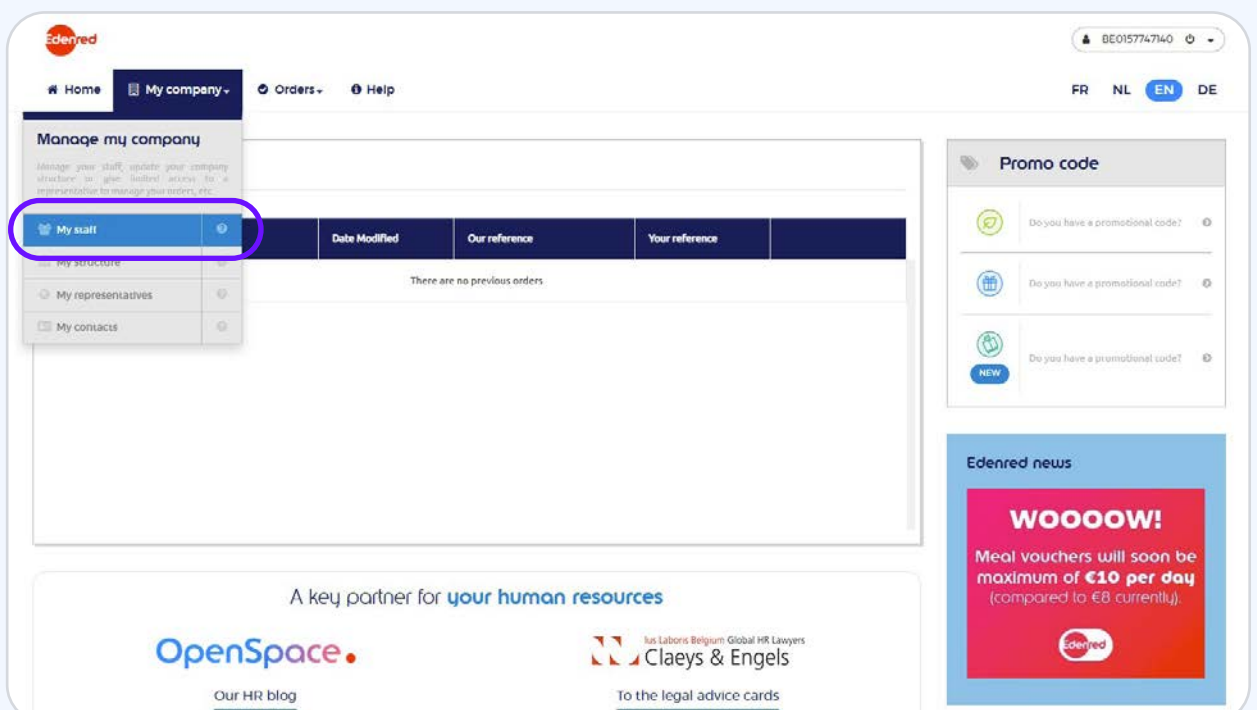
5

Add your beneficiary employees using the desired method.

- **1st option (while placing your order):** click on “Add a staff member”, then complete the information in the window that appears.



- **2nd option (before placing your order):** click on “My staff” via the “My company” drop-down menu.



6

Enter your order details.

Edenred BE0157747140

Home My company - Orders - Help FR NL EN DE

Prepare my order Confirm my order

1. Order settings

Required top-up date: X Enter my order reference e.g.: abc123

2. Select your users (Total: 1/1)

Select all my employees

Filter Sort

<input type="checkbox"/>	First name	Name	INSS	Distribution point
<input checked="" type="checkbox"/>	CLEMENT	DUMONT	9305261-0889	TESTINGFRED

3. Enter values

Number of days worked

Face value of the Edenred Meal voucher €

7

Tick the beneficiary or beneficiaries, choose the number of days worked, then the daily value (face value) and click on "Add to order".

Edenred Home My company - Orders - Help FR NL EN DE

Required top-up date: X Enter my order reference e.g.: abc123

2. Select your users (Total: 3/3)

Select all my employees

Filter Sort

<input type="checkbox"/>	First name	Name	INSS	Distribution point
<input checked="" type="checkbox"/>	Dorian	D'hayer	89050623334	TESTINGFRED
<input checked="" type="checkbox"/>	Clément	Dumont	93052614969	TESTINGFRED
<input type="checkbox"/>	Frédérique	Lenglez	86120926002	TESTINGFRED

3. Enter values

Number of days worked

Face value of the Edenred Meal voucher €

8

Check the summary of your vouchers and cards order. Then click on "Validate my order".

The card order for your beneficiaries who do not have one yet is added automatically at this stage.

4. Check your order summary (Total: 2/3 - Card(s):1)

Edenred Card: automatically added to your order for users without a card

First name	Name	INSS	Amounts	Distribution point
Dorian	D'hayer	89050623534	20 x 8 €	TESTINGFRED
Dorian	D'hayer	89050623534		TESTINGFRED
Clément	Dumont	93052614888	20 x 8 €	TESTINGFRED

Validate my order

9

Confirm your order.

Order settings

Summary of my order:

- Billing site: Mon Entreprise 320 € - Card(s): 1
- Delivery point: Siège social 320 € - Card(s): 1
- Distribution point: Siège social 320 € - Card(s): 1
- Number of vouchers: 40 x 8 €

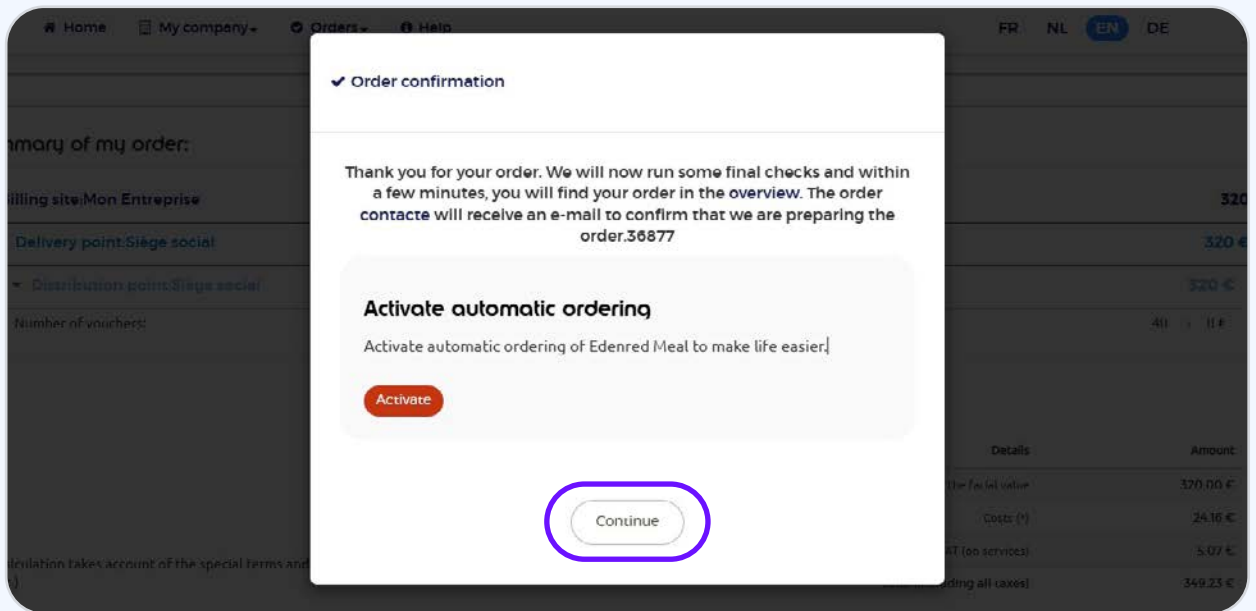
Details	Amount
Costs for the facial value	320.00 €
Number of edenred cards	1
Costs (*)	35.16 €
VAT (on services)	7.38 €
Total (including all taxes)	362.54 €

Confirm my order

Please note: *If you order by file import, the final total price will not appear, only the value of your meal vouchers multiplied by the number of beneficiaries.*

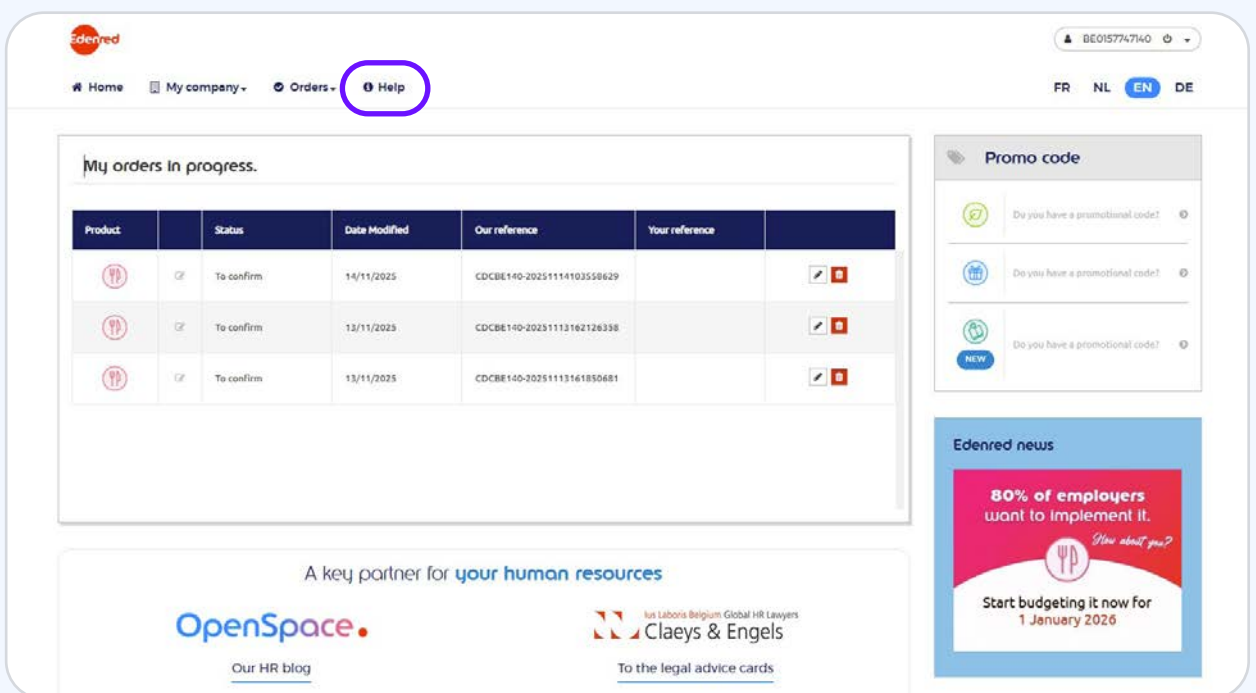
10

Your order has been confirmed. You can click on "Continue".



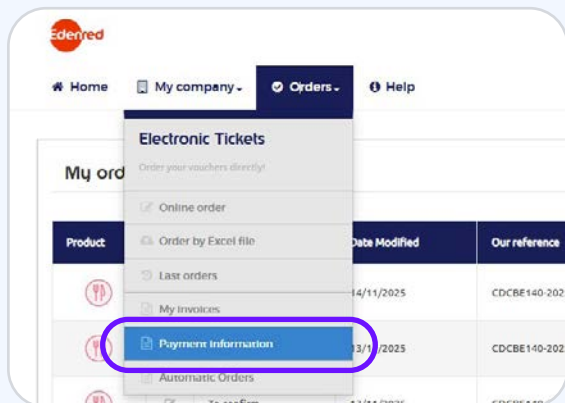
11

Follow the status of your order and payment on your MyEdenred account. If you have any questions, click on "Help".





Online direct debit for your payments



You can set up automatic payments **by activating direct debit**. Follow these 2 steps:

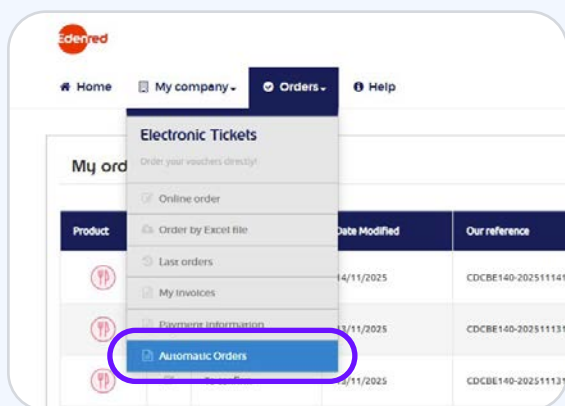
- 1 Click on “Payment Information” in the “Orders” dropdown menu.
- 2 Complete your payment information, check the box, and click on [Activate direct debit](#)



Automation of your Edenred Meal vouchers orders

For companies ordering meal vouchers for a **maximum of 5 employees**, you can **automate your orders for Edenred Meal vouchers**.

You must first activate the direct debit for your payments and then simply follow these steps:



- 1 Click on “Automatic Orders” in the “Orders” dropdown menu.
- 2 Click on [+ Activate an automatic order](#)
- 3 Fill in the requested information and click on [Activate an automatic order](#)

Five days before the validation date, you will receive a **summary of your order by email**. If everything is in order, you don't need to do anything! If you wish to make changes, you have five days to make the necessary adjustments. Simple, quick, and efficient!

**Thank you for your order,
we look forward to our collaboration.**