Adding a Meal Plan to Grubhub

1. Download the Grubhub app

2. Sign In or Create an Account

3. Open Settings
3. Select “Campus Dining” from the Settings menu options

Add or manage payment options and saved credit cards (and BucklIDs)

Manage your address(es) for delivery when ordering for delivery service

Push Notifications menu for adjusting app behavior for orders, promotions, etc.
4. Click “Find Your Campus”

5. Search for Ohio State

6. Click “Add Affiliation”
7. Select your OSU affiliation from the list.
Home Grubhub Order Screen

Toggle between On-Campus / Off-Campus Options

Full Endless-Scroll List of OSU Dining Locations

Recent/Frequent orders for a quick checkout
“4 min”: estimated time for order prep and pickup

“No line”: (or a # of customers) in queue waiting to place order

Closed for business, but menus and pricing are still accessible
“Your Order” Screen

Return to menu to add items, and an estimated time for pickup

Notes for your order: allergies and diet restrictions, special requests, etc.

Full breakdown of all order selections and modifications, prices, and totals

Click “continue to checkout” to select payment method, contact information, and finish
Dining Location Menu Screen

Recently-ordered items listed at the top of menu

Categories most unique to shop will appear first

Closed for business, but menus and pricing are still accessible
“Review Order” Screen

Switch between credit/debit and BuckID / Meal Plan options here

Always verify you are using your desired payment method to prevent order errors

Can switch between any stored credit/debit cards, or add a new card

By placing your order, you agree to Grubhub’s terms of use and privacy policy
### BuckID Select Payment

**“BuckID Debit” (or “BuckID Cash”):** same as cash or credit/debit card.

**“Visit Exchange”:** $8.00 value, redeemable in $8.00 increments (no partial swipes).

**“Dining Dollars”:** orders purchased will receive a 35% discount off the $ balance.

**“Visit Exchange + Dining Dollars”:** uses a full swipe, then Dining Dollars on remaining balance.

**“Visit Exchange + BuckID”:** uses a full swipe, then BuckID Cash on remaining balance.

<table>
<thead>
<tr>
<th>BuckID</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>7890</td>
<td>BuckID Debit</td>
<td>$4.96</td>
</tr>
<tr>
<td>7890</td>
<td>Visit Exchange + Dining Dollars (35% off)</td>
<td>N/A</td>
</tr>
<tr>
<td>7890</td>
<td>Visit Exchange (Multiple Swipes)</td>
<td>M9.00</td>
</tr>
<tr>
<td>7890</td>
<td>Dining Dollars 35% off</td>
<td>$0.02</td>
</tr>
<tr>
<td>7890</td>
<td>Visit Exchange + BuckID</td>
<td>N/A</td>
</tr>
<tr>
<td>7890</td>
<td>Visit Exchange + Dining Dollars (10% Off)</td>
<td>N/A</td>
</tr>
<tr>
<td>7890</td>
<td>Dining Dollars 10% off</td>
<td>$0.02</td>
</tr>
<tr>
<td>7890</td>
<td>Dining Dollars</td>
<td>$0.02</td>
</tr>
</tbody>
</table>

**Add new payment**
Placing Your Order

Make sure your contact info is accurate so you can be contacted if necessary.

- **Name and Order #**
- **Order & Item Details**
- **Special Requests**
- **Payment Information**

Verify order total, items, and pick-up time, and click to complete your order!
Grubhub Help

Investigate order issues or ask for help with an order with the help of a Grubhub rep.

Update your payment info (like adding your BuckID!) and adding/deleting payment cards.