Register for your online account

- Under the 'My Account' section, click the 'register' button

- Enter your personal details – each person has an individual login

- If your company has a credit account with Just Eat, you will need to contact us for the relevant registration code and separate link before registering your details.

- Submit and you're ready to place your first order. You will receive an email confirming your log in details, including email and password.

Dashboard

- Once logged in, from your dashboard you can view previous orders, change your account details including password, and add different delivery addresses

Placing an order

- Click the "order online now" button at the top of the Office Catering page.

- Login to your account.

- Select your required delivery date.

- Select your delivery times – you can select a different time for each category, although where deliveries can be combined, we may contact you to confirm this.

- In the box at the right of each product you would like to order, enter the quantity required. The line total will be updated automatically.

- Once you have selected all the products you would like for that category, click the 'add to order' button at the top of the product selection boxes.

- Repeat this process for each required category. Once you have selected all the items you wish to order, click the 'checkout' button.

- The order summary will list the items selected for each category, and the times required. Any special requests can be made on this screen.

- Once you are happy with the details of your order, click 'checkout' which will take you directly to the 'payment details' section.

- If you require delivery to a different address to the default stored on your account, click the 'delivery information' banner and add or adjust.

- Additional delivery addresses will be stored for future use on your account.

- Click 'continue' (if required) to move through the remaining steps to 'payment method'.

- Enter your credit card details and a purchase order or reference if required. If your account has been set up as a credit account, this will default to 'on account' terms.

- Review and place your order.

- At any point you can edit your order, which will take you back to the product selection page.

- Once your order is finalised, you will receive an email confirming the details.

- If you need to make any changes to an order, please call or email us.

- Remember to log out of your account before leaving our website.