

Frozen Treats Online Ordering Instructions (Step by Step)

- Our new website address is: <https://cop.frozentreatsmiami.com>
- Your user name and password is the same.
- ****PUT YOUR CAPSLOCK ON**** (You can tell it's on, because if you click in the password box, it will tell you, CAPSLOCK IS ON.)
- Username is DA (followed by your 4 digit school number.) example: DA7431 for Palmetto Sr.
- The next page will show you any orders you have already placed (online orders only) or have started but not completed placing. Click on "New Order".
- Your Name and the Date Requested are required. Special Instructions are optional.
- Products are broken down into category tabs. Pouches/4oz/6oz are all different tabs. BE CAREFUL IN SELECTING THE RIGHT TAB!
- Click "Save." You're not done!
- The order won't go through till you "Post" the order.
- On this screen, you can "suspend" the order. Situation: You are in the middle of placing your order when US FOODS walks in. Don't just close out internet explorer. If you exit the order "inelegantly" (My IT guy's words) then it will freeze you out of the order and you won't be able to go back into it at the first page I was talking about. You can "suspend" the order and then log off.
- If you've made a mistake and want to delete the order without/before posting it... suspend it. When you go back in to that first page, you will have the option to delete it.
- Once you've posted the order, you will see your order number attached to the order/s you've just placed. This is the page you should print.
- Once you have posted an order, it's mine! If you want to change an order you've posted, please call the main office: 1-800-330-0674 ext. 3
- Any un-posted orders, which can be seen from the first page and will be marked as "in use" instead of "posted", will be automatically deleted after 48 hours if not posted.