

Frequently asked questions

Where do I go to place a catering order?

The Catering Site can be found Via “The Vine”

The Vine > Nutritional Services > Click “online catering form”

[My E-Catering](#)

Will I have to sign up again?

No, current users will be asked to change their password. Users that have been inactive for 90-days will be deactivated.

[New users please see below steps to sign up](#)

What is new?

A larger working screen when creating caterings

The ability to view reports of individuals/cost centers catering requests history

The ability to request multiple cost centers and set default cost centers

Will the menu change?

No, the menu and prices are remaining the same. For special requests please reach out to Lynn.green@valleywisehealth.org

What do I do if my account isn't working?

Please reach out to

Lynn Green: lynn.green@valleywisehealth.org

Melissa Link: melissa.link@valleywisehealth.org

Who do I contact with questions?

Melissa Link, System Retail Manager

Melissa.Link@valleywisehealth.org | (602) 344 - 5259



Overview

MyeCatering is an online catered events ordering and tracking system. The system allows locations to setup its own unique users, departments and customized catering menu. With MyeCatering, client administrators and managers can easily keep track of all catered events with an intuitive, user friendly website and approval process.

Request Access

For new users only. Existing users do not need to register and can log in from the Landing Page.

1 Navigate to the MyeCatering Landing Page: <https://www.myecatering.com>. Alternatively, you can use a unit-specific website where available.

2 Under New User, select your type.

- **Non-Compass:** For client and customer users.
- **Compass:** For Food and Dining associates with Compass network credentials.

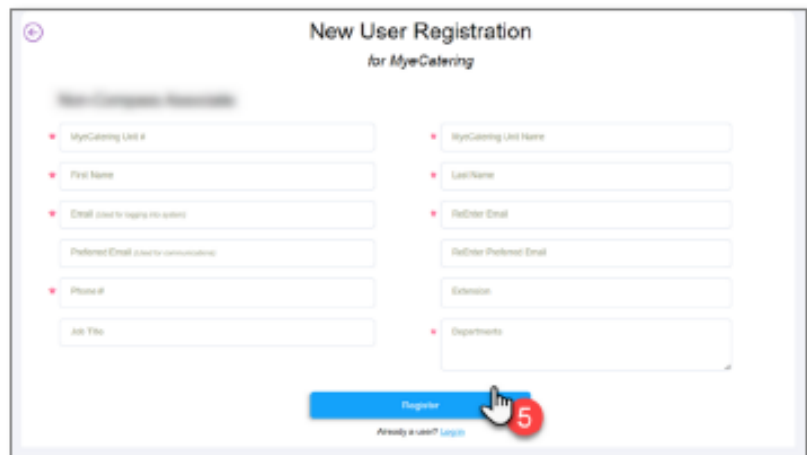
3 Click **Register**.

4 Enter the necessary information. Red asterisks (*) indicate required fields. **IMPORTANT!**

- **Unit Number:** This is the unit's 5-digit internal Compass house code number. If you don't know it, please reach out to your Food and Dining department. ***unit number 32973**
- **Email:** Used for logging into the system after approval.
- **Preferred Email:** Optional. Alternate email used for communications. If not used, communications will be sent to the login email.

5 Click **Register**.

6 The registration request will be sent to the unit's MyeCatering Team for approval. Requestors will receive an email (a) confirming their registration is pending, and a second email (b) after the registration request has been approved or declined to communicate next steps.



IMPORTANT! Please contact your Food and Dining department or your MyeCatering Coordinator for registration support or if you don't know the location's MyeCatering Unit Number.