Creating a MyPanera Account and Adding a P-Card

1. Open an internet browser and navigate to https://catering.panerabread.com
2. Click Register. If your department already has a MyPanera Account, click Sign In. (Image 1)
3. Enter your email, password, name and address for your departmental MyPanera Account
4. Click Create Account
5. On the welcome page, click My Account (Image 2)
6. Click My Account Info (Image 2)
7. Upload the UNC-CH Tax Exempt Letter to your account at the bottom of the My Account Info page (Image 3)
8. Click My Addresses
9. Verify your addresses are correct
10. Click My Payment Methods
11. Click Add Credit Cards (Image 4)
12. Enter the P-Card number and expiration date
13. Enter a Card Nickname to identify your P-Card
14. Click Save
15. Select your default credit card (Image 4)
16. Click the Panera Bread icon in the upper left to return to the welcome page

Tips for MyPanera Accounts

Keep a physical record of your username (email) and password securely in your desk.

When leaving for a new position, transfer the MyPanera Account to a new user within the department by clicking My Account then My Account Info. Replace your name and email with the new user’s information.
Placing a New Catering Order

1. Open an internet browser and navigate to https://catering.panerabread.com
2. Click Sign In
3. Sign in with your department email and password
4. Click From Our Menu
5. Select Delivery or Pickup

Note: There is no delivery charge for pickup orders
6. For Pickup, select the closest Panera Bread Café and pickup time
7. For Delivery, select your delivery address and delivery time including any necessary instructions for the driver
8. Select your desired menu items from the Panera Catering menu for the cheapest price
9. Customize your order as desired.
10. Click Add Item
11. Review Items in your cart to the right and click Check Out
12. Check Tax Exempt below the Order Summary

Note: On orders of $150 or more enter UNCCH10 under Special Codes to save $10
13. Select or enter your P-Card information.
14. Review items and delivery address and click Place Order
15. Sign out after confirmation your order is placed.

Using a Departmental MyPanera Account Discounts

MyPanera Rewards
Panera Bread will provide a $20 coupon for every $500 dollars spent by the department. These coupons are for UNC-CH business purchases only and are not to be used for personal meals.

Panera Bread will provide frequent user coupons. These coupons are for UNC-CH business purchases only and are not to be used for personal meals.

Special Codes
Panera offers $10 off of orders greater than $150 dollars for UNC employees. To use this discount enter UNCCH10 (case sensitive) in the Special Codes box below special instructions.

Click Apply

Note: Only one discount code may be applied to an order.