



Creating an Account

1. Access the CaterTrax website by either putting in the URL directly OR by our Catering portion of the Dining website:

<https://wiucatering.catertrax.com/>

https://www.wiu.edu/student_success/dining/catering.php

2. Select “ACCOUNT SIGN IN/REGISTER” in the top right corner.



3. If this is your first time logging into CaterTrax, click the Need an Account? Button.

Last Name

Email

Password

SIGN IN

[Need an Account?](#)

[Need your password?](#)

4. Fill out the registration form with a minimum of filling out fields marked with the * as these are mandatory.
5. Are you TAX EXEMPT? Select this button on the registration form to indicate that all future orders within this account should be TAX EXEMPT.
6. You will need to add a Wallet Entry to save payment methods for future orders. Click the “Payment Method” dropdown and select the option that best suites you – this payment will be available in quick selection when placing orders.