



Homely Meals. Every Day. Your Way.

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## Important Update

### Cutoff time for daily meals and changes:

The cutoff time is **8:50 AM**. You must request meals, leaves, or changes **before 8:50 AM on the same day**.

## How to Use Zopa Food Drop

### 1. Log in to Your Customer Account

Use your registered phone number and password. Only approved and active accounts can access the dashboard.

### 2. Buy Meals

- **Buy a Plan:** Prepay and get meals in your Meal Wallet.
- **Buy Single Meal:** Pay for one-time meals as needed.

### 3. Daily Meal Allocation

Meals are auto-assigned each morning if:

You have at least 1 meal in your wallet

You have not applied for leave

No meals on Sundays.

### 4. Request Extra Meals

Request extra meals (for guests or special needs) **before 8:50 AM** on the same day via the My Meals page.

### 5. Apply for Meal Leave

Mark off days you don't want a meal.

- Leaves can be applied up to **30** days ahead.
- Cannot cancel after **8:50 AM** on the day.

### 6. Track Orders & Wallet

View upcoming meals in Daily Orders and track Meal Wallet balance.

### 7. Profile & Settings

Update personal info, check past purchases, and logout securely.

## 8. Feedback

Leave suggestions through the Feedback section anytime.

## Extra Tips

- Use the **Site Map** for quick navigation
- Keep wallet topped up to avoid missing meals
- Always apply leaves or request extras **before 8:50 AM**