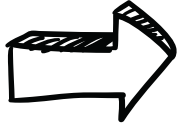


Millennium Elementary Hot Lunch

ORDERING PROCESS

Please follow these steps to ensure correct ordering



Go to: <https://millenniumschool.h1.hotlunchonline.net>
OR use QR code for quick access

NEW USERS

- 1 Click on "Create an Account". You will create one account for your entire family.
- 2 Create an account for your whole family by entering your email, creating a password, and a security question.
- 3 Once your family account is created, you will go to the Home Page. On the LEFT SIDE click "Getting Started". Follow the step-by-step instructions on how to add each child in your family, pick menu items, and check out.
- 4 Once you have either added your children (NEW USERS) or updated your children's teachers (EXISTING USERS), you will click on ORDER at the top.
- 5 Make sure you go through each month. We are ordering for **February 5th through May 31st**. Click on an item and hit "Add To Cart". You must do this for each child.

EXISTING USERS

- 1 Log into your existing account. Use the links if you have forgotten your password.
- 2 **IMPORTANT: Update your child's grade and classroom number.** Otherwise your child will end up on the wrong roster. To do this, click the ACTION button next to your child's name, then select EDIT. Select your child's new teacher under the GRADE drop-down.
- 3 Repeat this process for each child. Add any new students to Millennium. Remove any students no longer at Millennium.

IMPORTANT NOTES

- Update your child's grade and teacher!
- Last day to order is **SUNDAY, JANUARY 14TH**. Late orders will not be accepted.
- Orders can be paid by credit card through the hot lunch website.
- Make sure to print or save a copy of your order so you know which days your child has hot lunch.

For questions contact Janith Cour at janatku@aol.com or Kaprii Grady at kaprii.grady@gmail.com