

How To Order School Lunches Online!


Our new Hot Lunch website is now online and ready for your order. Only two parents contacted us regarding the new online system and paying online so we are excited that you are largely in support of this step to make us more paperless!!

Most everything will remain exactly the same and you will find a similarity between the old system and this new one.

THINGS THAT STILL APPLY:

- The ordering sheet basically looks exactly the same and you will be entering the number of servings for each day as you place your order;
- The menu for the following month will still be posted the 1st of that prior month;
- **Deadline for order and payment is the 14th of the prior month;**
- The bracelet system we use with the students will still apply;
- Price of actual hot lunch will remain the same.

SET-UP FAMILY ACCOUNT

1. Go to our school website www.trinitychristian.info
2. On the home page click on the icon  →
3. You will be taken to the new website for Hot Lunch ordering <http://schoolcode.orgsonline.com>
4. Click the **"New Users" button** that appears on the left side of the screen;
5. When asked to enter our **school code** which is: **121TCSILIL**
6. Next enter the specific security code that is presented to you under the school code
7. At the **Account Information screen**, enter your personal information to set-up your account;
8. Click on "Finish/Save" to forward that information to activate your account.
9. You will automatically go to the Family Account screen where you will set-up your students information;
10. Click on "Add Students/Staff to Your Account" button
11. Once you have all of your student(s) information, you can then click on "Click Here to Place Lunch Order" button or come back at a later time to place your order.
12. The first time you place an order, you will be asked to "Accept the User Agreement". After reviewing it, click the button "I Accept The Terms & Conditions of Use";
13. You will be taken to your Family Account Home Page where you can perform many functions and access information such as: PLACE ORDERS; VIEW ORDERS; VIEW PAYMENTS, VIEW/UPDATE ACCOUNT, AND MORE!

FIRST TIME PLACE ORDER

1. To submit an order, select **PLACE ORDER** then submit a separate order for each student (or staff member) when your ordering a school lunch. Click on Review Order
2. Now you will see the **REVIEW ORDER** page. Review the order then select the **SUBMIT ORDER** button to confirm the order.
3. Once you have placed your order, click "After submitting each order, you will see a confirmation page. A copy of each order confirmation will also be sent to you via email. If you should get duplicate email confirmations don't worry, the system only records one order per student each ordering period. Duplicate orders are not recorded. To see what you ordered, log into your account and select **VIEW ORDERS**. You will see exactly what the system recorded for each student. You can view your lunch orders at anytime.

FIRST TIME CHECKOUT – PAY ONLINE

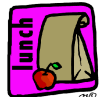
As you enter orders, the total amount due for your family's is listed under the **CURRENT BALANCE**. After all lunch orders have been submitted, select **VIEW AMOUNT DUE**. That shows a recap of your family's current orders.

BEFORE YOU BEGIN, HAVE A HARD COPY OF YOUR CHECK AVAILABLE.

1. The first time you place an order and go to Checkout, you will see the "Paperless Checking" screen. Click on "Continue with Payment Setup";
2. You will come to the "Paperless Electronic Check Payment Authorization & Account Activation" screen..
3. Click on "Next";
4. Enter the routing number as directed from your check;
5. Click "Next"
6. Enter the specific information requested and when done, click on "Next"
7. Enter a name (of your choice) for your Checking Account ID and click "Next"
8. Verify your order and if correct, first click on the checkbox that indicates you AGREE with the summary;
9. Then click on "Process Electronic Check"
10. In seconds, your order is placed and payment processed.
11. That's it – no paper, forms or checks!! You are done!

Notes:

- The submitted information will be recorded and used next time you return to the school-lunch program.
- You will need to login each month to place an order. Once you login you will see your family account.
- After setting up everything for the first time, you will simply go to our website, click on the lunch icon and **LOG IN** your Family Account by entering your email and password.
- If you happen to forget your password at some time in the future -- relax! Select the **RETRIEVE MY PASSWORD** option on the login page. If the personal question is answered correctly (case sensitive), the system will send your password to the email address recorded for your account.
- Be certain to complete the entire Ordering and Payment Process until you see the **Order Confirmation** page. Do not stop until you see an Order Confirmation for the order being submitted. The system does not recognize an order until you see the Confirmation Page. We can not process your order if has not been fully submitted, paid & confirmed.
- If you have more than one student, enter each student's order separately. Each student's order amount is added to the Current Balance as orders are submitted. This way you only need to authorize payment once to pay for all orders.
- If you attempt to order or pay after the cut-off date, the system will not accept your order.



Need help? Click on the "Get Help" button on the hot lunch website for any help you may need.