

How To Order School Lunches Online!

Our School-Lunch order form is now online. All lunch orders should be placed online using the website order form.

To place a lunch order, go to <http://www.healthykidskitchen.com> you will see the login page for Healthy Kids Kitchen. This is the service that is hosting serving our lunch program.

HOW TO SUBMIT LUNCH ORDERS...

Select the **PLACE AN ORDER** link at the top part of the screen.

FIRST TIME USERS should select "I AM A FIRST TIME USER" option that appears in the middle of the screen.

.... then (when asked) enter our **school code** which is: **344BDSIL**
next, provide the account setup information requested and submit that information to activate your account.

Each family will have a "Family Account" that shows options such as:

PLACE ORDERS; VIEW ORDERS; VIEW PAYMENTS, VIEW/UPDATE ACOCUNT, AND MORE!

To submit an order....

- 1) Select **PLACE ORDER** then submit a separate order for each person placing a lunch order.
- 2) When each order has been submitted, select the **REVIEW ORDER** button at the bottom of the page.
- 3) On the Review Order page, select the **SUBMIT ORDER** button to confirm the order.

Confirmation emails are sent as orders are recorded. If you receive duplicate order confirmations do not worry.

Duplicate orders are not possible. Access your account and select **VIEW ORDERS** to see what was recorded.

Amount due for your family is listed under the **CURRENT BALANCE**. After all lunch orders have been submitted, select the **PAY NOW** button to submit your online payment. Follow the on-screen prompts to complete and submit your payment. If applicable a Convenience Fee charge may appear when you view the total amount due.

If you have any question regarding your payment, select the **VIEW PAYMENTS** option to see if a payment was recorded to your account. You will see exactly what they system has recorded for your account.

Please remember:

- The first time you visit the school lunch website, login as a **FIRST TIME USER** to activate your account.
- You will use the school code shown above to activate your account.
- Follow the on-screen prompts to setup your family account.
- You need to place a separate order for each child (or staff member) that is ordering lunch.
- Submit all orders before selecting the **PAY NOW** button to submit a payment.
- Next time you access your online lunch account you will enter your email address and the password created when you setup your account.
- If you encounter a login problem use the **GET HELP** button to request assistance.

If you forget your password at some time in the future -- relax! Select the **FORGOT MY PASSWORD** option to have your password immediately sent to you. When asked, enter the email address listed in your lunch account. If the system recognizes the password you submitted, your password will be instantly sent to that email address. If you do not receive that email then **CHECK YOUR SPAM** folder and if it is not there, select the **GET HELP** option to submit a Trouble Report.

You **MUST** process each order through 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 & confirmed. One last note, ...if you attempt to order after the cut-off date, the system will not accept your order.

Online orders accepted from the 10th-27th of every month for the following month

*****Exception ordering closes 8/24 for the Aug/Sept menu. 1st day of HKK lunch service will be 8/29**

