



Trinity Lutheran School is partnering with My Hot Lunchbox to provide a secure, fast, and easy-to-use online ordering system that allows parents to view the lunch menu, order, prepay and manage student lunches on the web.

## REGISTRATION and ORDERING INFORMATION

- ☑ Go to [www.myhotlunchbox.com](http://www.myhotlunchbox.com)
- ☑ Click on "**Order Now**" at the top
- ☑ Click "**Create a New Account**" for Schools
- ☑ School Code is: **TLS130**
- ☑ Complete the steps to create your family account
- ☑ Order and be sure to Check Out



**LUNCH PROGRAM QUESTIONS** For Technical Problems or questions regarding Food or Policy, including Missed/Late Orders, Credits, and Changes/Cancellations, please email [info@myhotlunchbox.com](mailto:info@myhotlunchbox.com) or call (888) 894-8295.

**PAYMENT INFORMATION** The program accepts payment by **Debit Card** or **Credit Card: AMEX, Visa, MasterCard or Discover.**

- If you are ordering for more than one student, please be sure to add all items for your student(s) into the shopping cart BEFORE checking-out.
- Be sure to proceed to checkout and process your payment. Orders that are left in the shopping cart will NOT be processed and your student(s) will not be included in the lunch service.
- **Once your payment is processed, you will be able to add, edit or cancel any order up to 24 hours prior to the delivery day. You do NOT have to order for the entire month or two at one time, however there is a \$10 minimum TOTAL order (or a \$1 processing fee will be applied).**

**BE SURE TO GET EMAIL NOTIFICATIONS** Make sure you have a valid email address in your profile to receive notifications including ordering reminders, important communication, confirmations, password resets AND add [info@myhotlunchbox.com](mailto:info@myhotlunchbox.com) to your email safe list.

**Thank you for participating in our school lunch program!**