

INSTRUCTIONS FOR GETTING STARTED

Please note: all families, returning or new, must register for a new account each school year. All personal information is removed for confidentiality at the end of every school year.

1 To register as a Parent/Guardian* -

- Click on the Register menu tab at the top or the "*Click Here to Register*" link in the login box, and enter **the access Code: EMJS**
- After this first time you can log back in using whatever userID and password you choose.
- The email address you provide will be used to send you confirmation of your orders, and a reminder each Sunday of what you ordered for your child(ren) for the following week.
- Click on "*Register Now*" button at the bottom

2 Enter all your children into the system

- Click on "*Students*" and follow the instructions to **add each child** in your family who attends our school
- Please **edit their last name** if your child's surname differs from your own.

3 Place all your orders for all your children

- Click on "*Orders*" and proceed to place orders for each of your children. Do not pay until you are finished all of them.
- When ordering lunches, be sure to scroll down to check you have ordered what you want every week.

4 Pay

- After placing all your orders for all your students, choose "*Pay Now Online*" (to complete your payment online using Bambora or to pay by Visa, Visa Debit, Mastercard or American Express as a one-time transaction). We no longer accept cash/cheque payments.
- For financial assistance (can't pay right away, can't pay by credit card, have too many kids (!), want to pay in installments), please be sure to still place your order online by the deadline and then contact emjs@hotlunches.net so we don't delete your unpaid order. We will get back to you. We want to make sure every child who wants to participate can. All requests will be kept in confidence.

***To register as a Teacher or Staff Member** – please contact comms@emjspac.ca as an account has already been created for you.

****To register 2 parents/guardians who need to place orders for a “shared” student**, please contact comms@emjspac.ca because we have to manually set this up so that both parents can be linked to the same student. If you can work it out so only one of you places all the online orders that is easiest. Thanks!