

# Getting Started with O'Hara Catholic School Lunch's Online Ordering System

Welcome to O'Hara Catholic School Lunch's lunch ordering site. We hope you will find ordering lunches to be easy and intuitive. You will find below step-by-step instructions for getting started.

Click on the *User* tab (top left), then click on *Create a new User*. Select your School. Select your User's Classroom from the dropdown box. Enter their first name and last name and click Submit. Your User has been created.

For families with multiple Users, repeat the above process.

To order lunches, click on the *Order* tab (top left). Make your selections by clicking on the Entrée name, reviewing the meal description, and then clicking *Add to Cart*. The Entrée you selected will turn green, indicating it is in your cart. You may also click *Add All Similar* to add all similar items to your cart.

Families with multiple Users may order for each User by highlighting each name. The names are listed on the upper left hand side of the screen. You may order and pay for all Users at once. You do not need to log in and out for each User.

Once you have made your selections and are happy with your order, it's time to pay. Click on the *Checkout* button, in the bottom right hand corner of your screen. The next screen to appear will show you a summary of which lunches you bought for whom. When you have reviewed your order and are satisfied, click *Pay Now*. If you review your order and see a change you would like to make, click *Make Changes*.

After you click *Pay Now*, you will be sent to a secure checkout page, where you will finish your transaction by entering your credit card information.

You will want to make sure you have your correct email address on file. In the event that you forget your Hot Lunch Account password, your email address is used to ensure your identity in the password resetting process. We do not store a human readable version of your password in our system, so please do not contact O'Hara Catholic School Lunch to retrieve your password. Instead, use the "Forgot my Password" link on the sign in page.

Thank you for ordering lunches with O'Hara Catholic School Lunch. Please contact us if you have any questions regarding use of the program.

Technical Questions: 1-866-529-2064 (toll free) or [support@hotlunchonline.com](mailto:support@hotlunchonline.com)

Food and Menu Questions: 541-485-5291 or [twhalen@oharaschool.org](mailto:twhalen@oharaschool.org)