## **Hot Lunch Ordering Instructions**

To Order:

Go Into Renweb
Click on Lunch
Click on "Create Web Order"

Once you create your Hot Lunch order, it will ask you to submit payment. A message will pop up letting you know that the order was submitted. You then have to wait on and watch the green bar at the bottom (sometimes up to 2 minutes). The payment options will then populate, and you will be able to submit your payment.

\*\*\*Make sure you do not submit payments through the Lunch Accounting system (in Family Billing). This is a critical step due to the fact that if you do not submit payment through the HOT LUNCH ordering process, your child's lunches will not appear in our lunch list.\*\*\*

\*\*\*Hot lunch ordering will shut down at 11:59pm Wednesday the week prior. For example, if you are ordering lunch for the week off September 3<sup>rd</sup> you must complete your order on Renweb by 11:59pm on August 29<sup>th</sup>. If you miss this cut off time you will not be able to order lunch for that week.\*\*\*

If we don't have school, lunch will not be offered. If you prepay for a lunch and your child is absent that day, there are no refunds, and the purchase cannot be applied to another lunch day.