



## Log-on Instructions

### First Time User

1. Go to **HotLunchOnline.com** link on the Annunciation Catholic Academy website or directly by going to **<http://annunciation.HotLunchOnline.com>**.
2. From Hot Lunch Online, click on **Create an Account Now** link.
3. Create a **Login** that you will remember and enter it into the **Login** field.  
**\*NOTE: Login must be 6-20 characters and remember that this IS case sensitive. You may use letters and/or numbers.** (Be sure to write account name down!)
4. Create a password that you will remember, and enter it into **Password** field.  
**\*NOTE: Password must be 6-10 characters long and capitalization counts. Your password must include at least one number.** (Be sure to write password down, as well!)
5. Type the SAME password into the **Verify Password** field.
6. Choose a security question and answer that you will remember in case you need a new password at some point.
7. Add your student's information. You can manage all of your user/students on one account.
8. Select your student's school and class (as indicated on your postcard) from the drop down menu. You will not be able to change this information later. **If you have not received your postcard, please contact the school before continuing to the next step.**
9. Click on **Save a New Student**. Repeat for all of your students.

### Returning Users

At the beginning each school year you must set up each of your students because your student will change grades and teachers.

1. Go to **HotLunchOnline.com** link on the Annunciation Catholic Academy website or directly by going to **<http://annunciation.HotLunchOnline.com>**.
2. Enter your **username** and **password**.
3. Click the **Log On** button
4. Click **Student** in the menu bar at the top of the screen.
5. Click **Create New Student**.
6. Add your student's information. You can manage all of your user/students on one account.
7. Select your student's school and class (as indicated on your postcard) from the drop down menu. You will not be able to change this information later. If you have not received your postcard, please contact the school before continuing to the next step.
8. Click on **Save a New Student**. Repeat for all of your students.

### Choosing Your Meals

1. Go to **Order Meals**. Select **Student**. From the **Calendar**, select which meals you want to purchase by clicking on the meal each day.
2. After making your selections, click the **Checkout** button in the upper right hand corner of the page.
3. Review your order to make sure it reflects what you want to purchase. If you want to change your order, click the **Change Order** button in the upper left hand corner of the page.
4. Once your order is the way you like, click the **Buy Now** button in the lower right hand corner of the page.

### Paying For Your Meals

1. Open a **PayPal** account at <http://www.paypal.com>. Enter in your credit card information.
2. Click the **Pay Now** button. **Be sure to click this only once.**