



## How to Register for the New School Year

### **NEW Users - Set Up your account**

Go to [www.4psinapod.com](http://www.4psinapod.com).

1. Click on the **Order Here** link to take you to the 4 Ps HotLunchOnline website <http://4psinapod.h1.hotlunchonline.net>
2. On the homepage near the bottom of the screen under “Don’t have an account? Click on “**Create an Account**”.
3. Your login is your email address
4. Create a Password. Your Password must be between 6 and 15 characters, and must contain at least one number. It is case sensitive. **Make it one you will remember too!**
5. Enter the Password again in the Verify Password field.
6. Select a Security Question from the drop-down box.
7. Enter the answer in the Answer field.
8. Click on the “**Register**” button.

*This will take you to the Home Page of your HotLunchOnline account. Add this page to your favorites for ongoing easy access to your account.*

### **Adding Students**

1. Click on the **Student Tab**.
2. Click the button “+ **Add a Student**”.
3. Enter your school code. Your school code is: **To Be Determined**
4. Enter the Student’s Grade, First Name, and Last Name.
5. Click on **Submit**. Repeat this process for additional students.

### **Ordering Your Meals**

1. Click on the **Order** tab at the top of the page.
2. Select your **User** (child) from the drop down menu on the top right side of the screen.
3. The current month calendar will be displayed. To order for next month, click on the right arrow located next to your child’s name to advance the month.
4. Choose a meal by clicking the meal selection you want from the calendar.
  - a. A box will pop up with a complete description of your meal.
  - b. Choose quantity and portion size.
5. Click **Add to Cart**. The menu item will highlight in **Green**.
6. After making your selections, click the **Shopping Cart** button at the top of the page or the **Review Order** button located at the bottom of the page. Shopping carts will be saved.
7. Review your order to make sure it reflects what you want.
  - a. If you want to change your order, click the **Change** button located on the right side of each meal item.
  - b. If your order is correct click **Pay Now** in the bottom right hand corner of the page.
8. Pay with your credit or debit card. After you enter all of your information click **Buy**.
9. You will be sent to the HotLunchOnline home page. You will see the following message:
  - a. “Thank you for your order! The order details have been emailed to you.”
10. Please verify your order has been placed correctly by going into your order history.
  - a. Click on the **History Button** located in the upper left corner of the page.
  - b. Note: **Calendar View** looks like the ordering calendar.

### **Order changes:**

1. Sign into your account, click on the order tab and select your student.
2. Click on the meal you want to remove and a box will pop up.
3. Click the cancel/credit purchase button.
4. The credit will be placed back into your account and will be deducted the next time you place an order.

### **Important dates to remember:**

- **Once the menu goes live (you will receive and e-mail from us), you can place your order for the following month.**
- **After 17th of each month, you are able to place an order but subject to a \$ 5.00 late fee.**



## **Hot Lunch Order Policies for Parents**

To ensure that ***correct quantity of food is prepared*** for school lunch the following policies apply.

**Advance ordering:** Orders must be placed a minimum of 10 days in advance.

**Order changes:** If you have placed an order for a student and know 10 days in advance that your student will miss that meal you can credit the purchase.

**Late orders:** Orders received after midnight on the 17th will be charged a \$5.00 late fee per child and there may be days that are locked out. You can go to the ordering website, click on the intended month, and begin ordering on the first day that has menu items listed. The later you order, the later in the month you will be able to begin lunch service.

**Absence Days:** If your student is absent a refund will not be given.

**Snow Days:** If your school declares a snow day, a refund will NOT be given.

*Although we understand that Sick Days and Snow Days are unexpected we cannot refund these meals because the food is purchased and prepared in advance.*

**Field Trips:** Field trips and days off for individual grades will be listed on the menu each month. If you order hot lunch on a day that your student has a field trip or day off, a refund will not be given.

**Allergic Reactions:** While 4 P's endeavors to adhere to any particular dietary restrictions of students and other customers, 4 P's shall have no liability or responsibility for any allergic reactions to food served by 4 P's that is experienced by a student or other customer.

***We look forward to serving your students throughout the school year!***

***If you have further questions, please call 262-544-4389.***