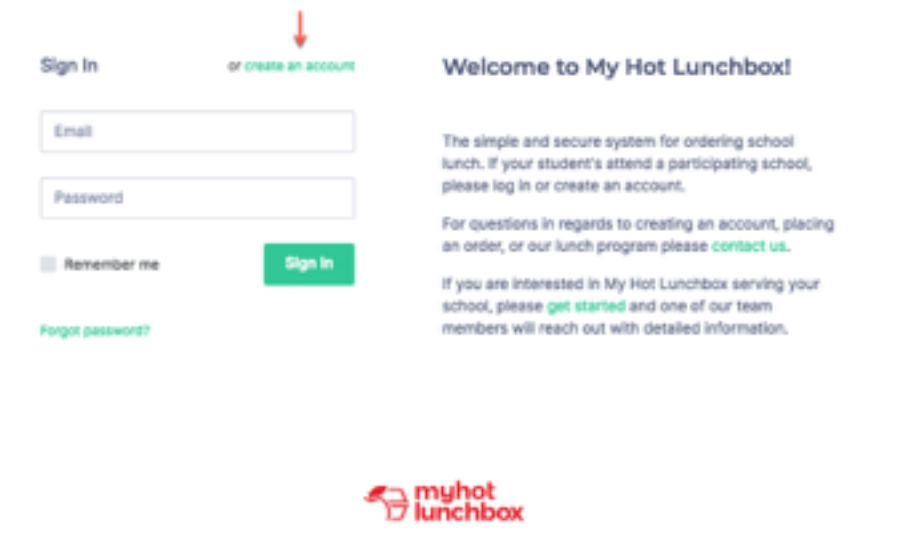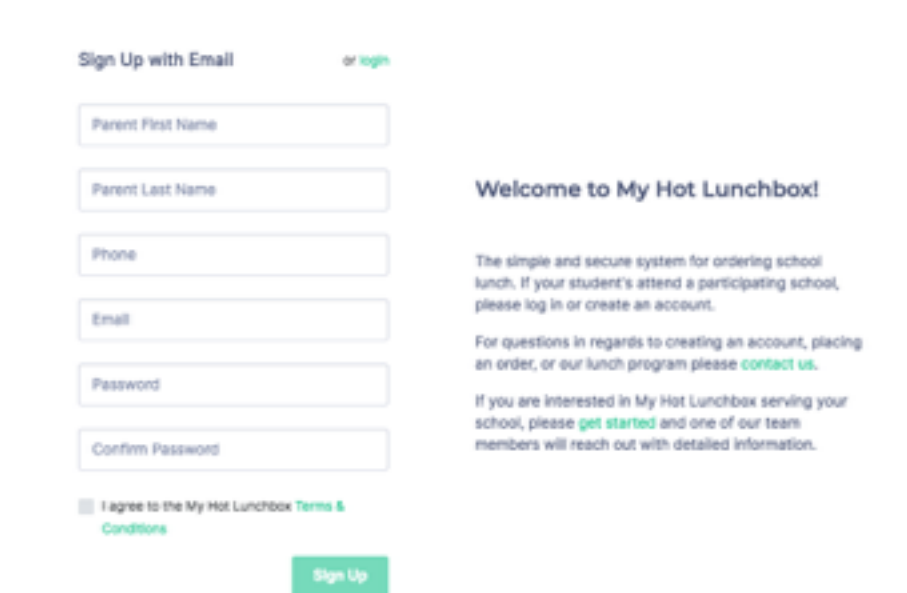*https://ordernow.myhotlunchbox.com/login*

The first time you login, select "Create an Account"
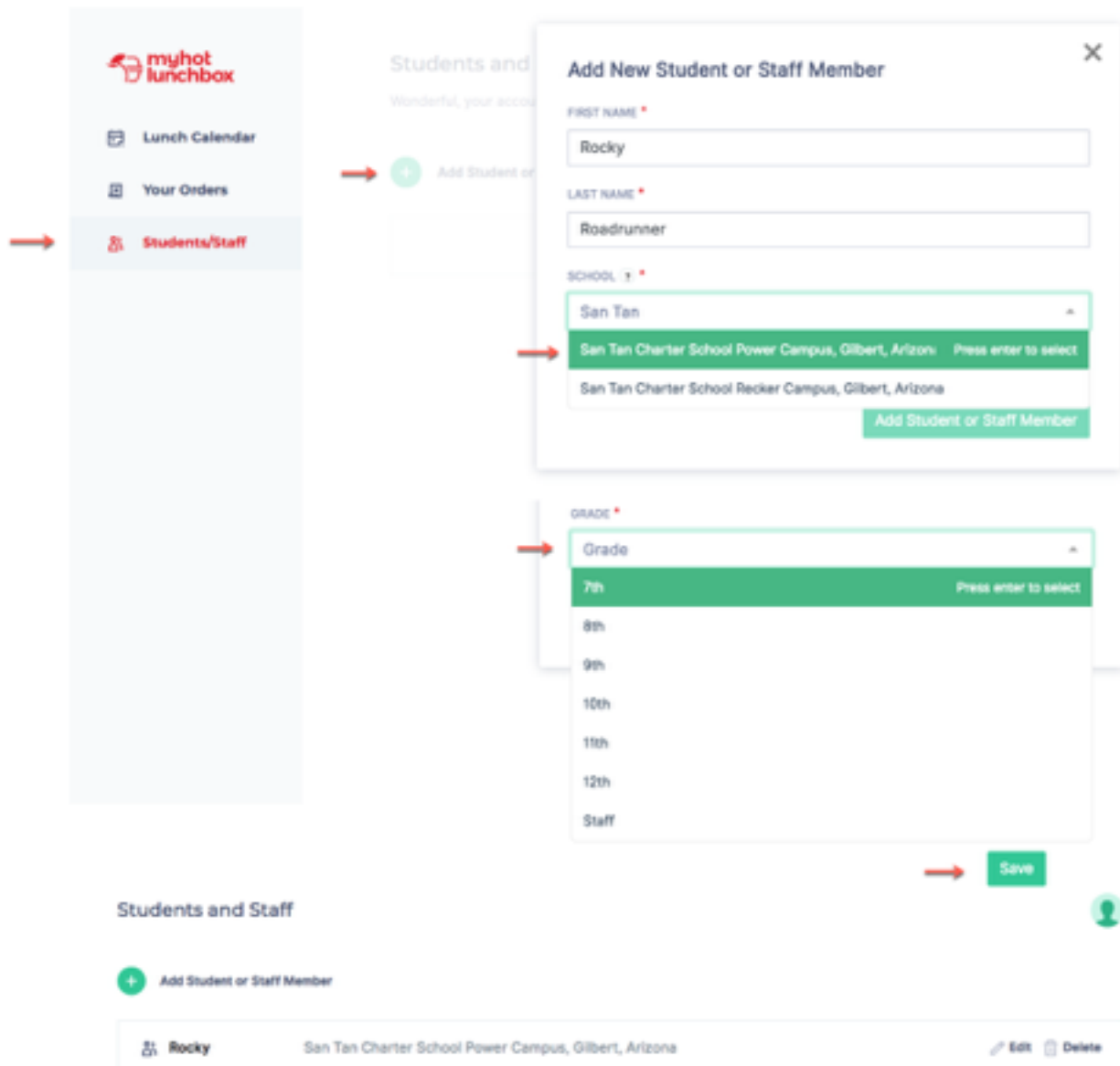

You will be directed to the Parent Sign Up page.

1. ***Complete Form***
2. ***Agree to Terms & Conditions***
3. ***Select Sign Up***

After you have completed setting up the parent account, you can add your students into your account by going to Student/Staff *in the menu.*
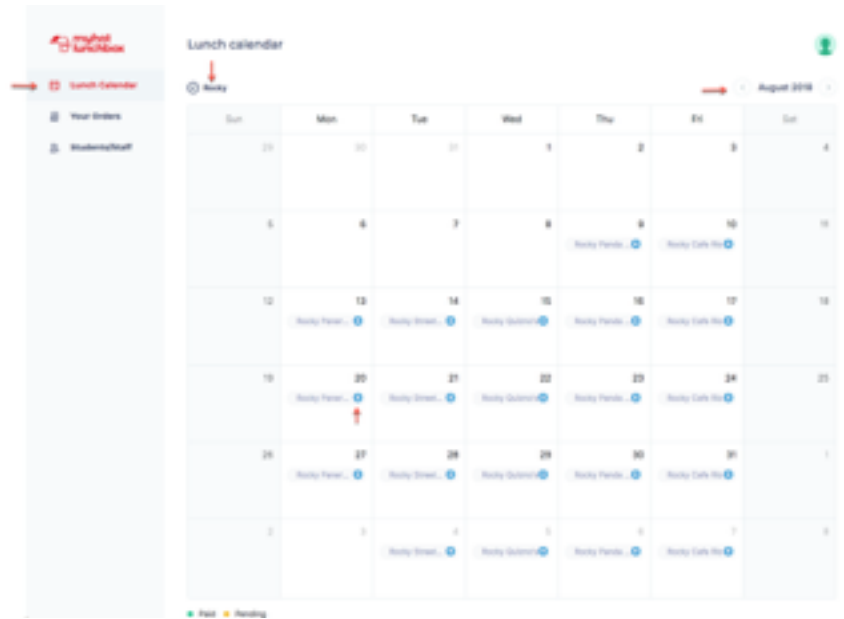
1. *Select the green + symbol to Add Student or Staff Member*
2. *Fill out First and Last Name*
3. *Search for School by typing in "San Tan" then select Power Campus option*
4. *Use Grade drop down to select appropriate grade or Staff*
5. *Select Save*

Student will now show in Menu, and can be edited, if needed, by selecting "Edit."
Repeat process, as needed, to include all your Power Campus students or Staff members
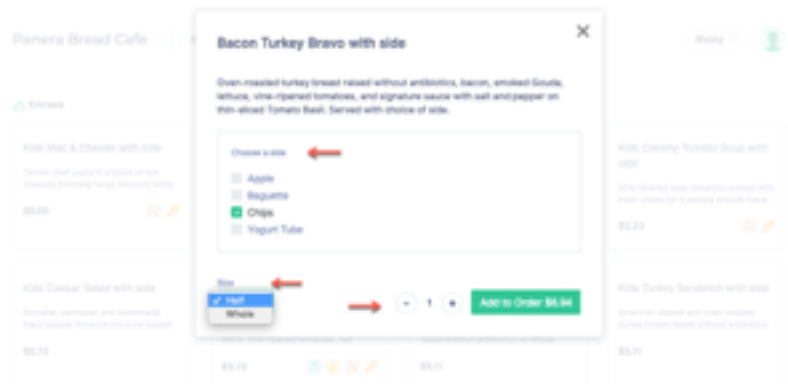
Once your students have been added to your account, you can begin to plan the lunch menu by selecting **Lunch Calendar** *from the menu.*

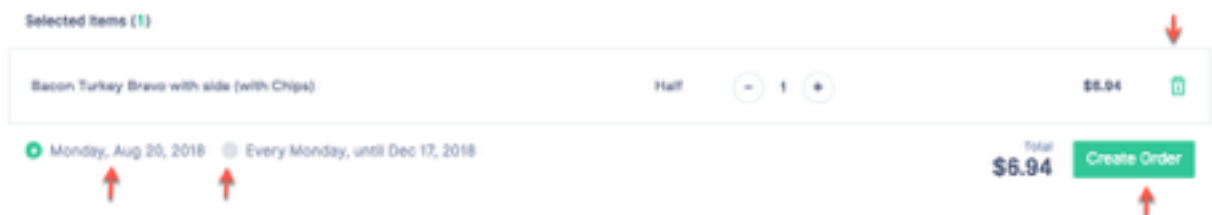- *If you have more than 1 student, additional names will show at the top and within the calendar*

- *Select the blue + symbol on the date you are interested in, the menu will open.*

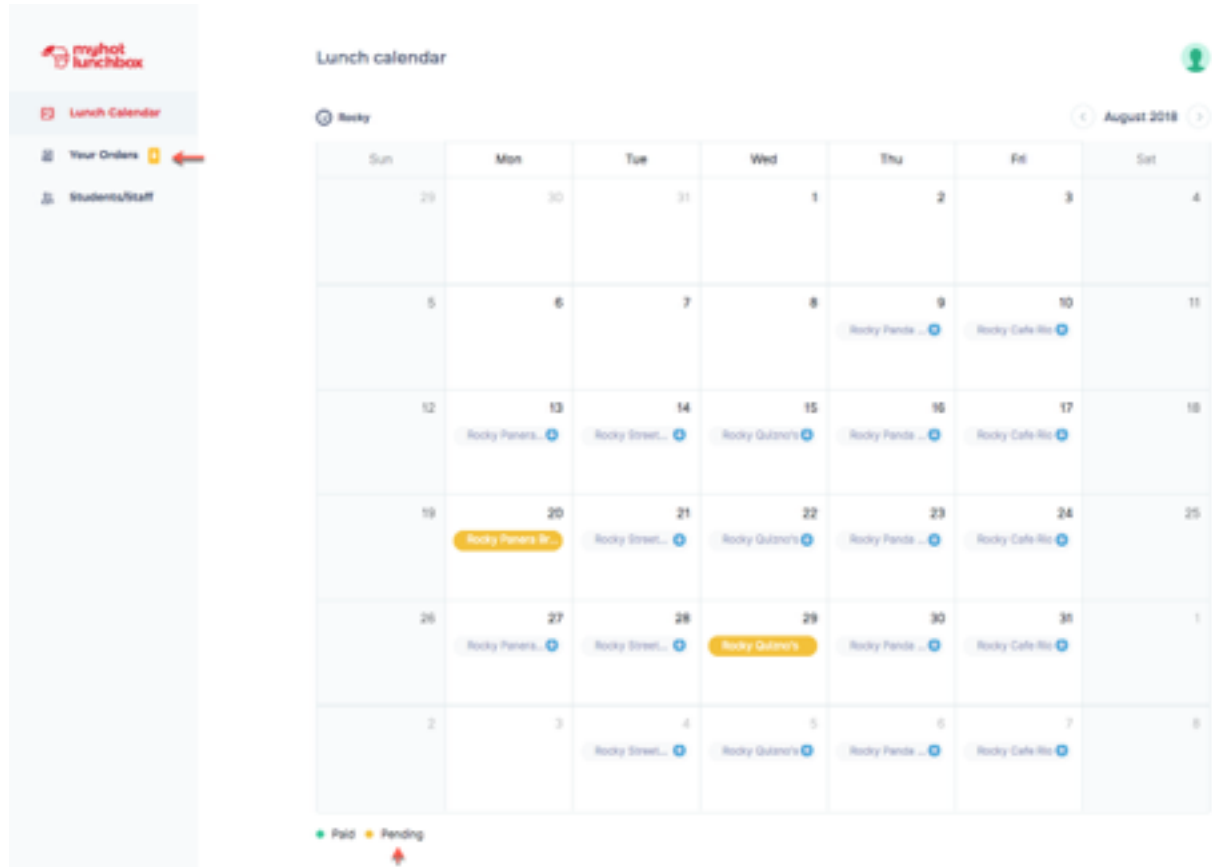- *Select the menu items you wish, following the instructions on any pop-up windows, then "Add to Order"*

- *Your selection will show up at the bottom with an option to schedule future dates with the same order. Update as needed.*

- *Select "Create Order"*

Continue through the Menu, adding orders to the days you are interested in.
- *Pending orders will be highlighted in Yellow*
- *Paid orders will be highlighted in Green*

Once complete, go to Your Orders from the menu.

- *Review Orders*
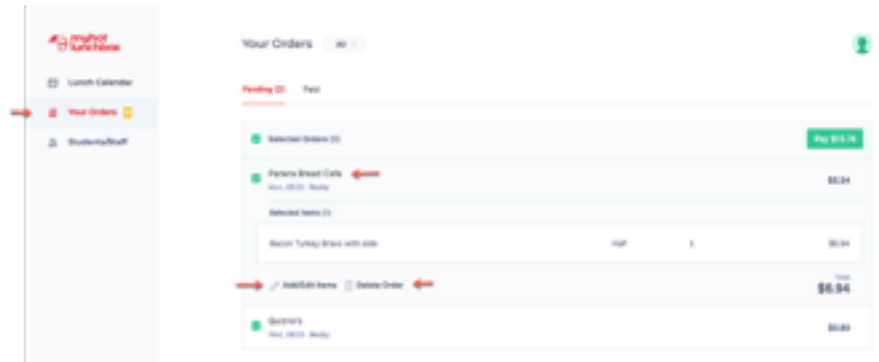- *Select Pay*
- *Complete Credit Card Checkout form*

Your Order Options

- *You can pay for all meals or some of the meals, by unchecking the "Selected Orders" check marks.*

- *If you would like to delete an order or edit an order, you can select the item to open the order menu then then choose "Add/Edit Item" or "Delete Order."*

If you have additional system questions, try the FAQ http://www.myhotlunchbox.com/faq/

Or reach out the us at San Tan Charter School: 480-222-0811