

KHCS SCHOOL EATERY TUTORIAL

Scan here to
create an account



SETTING UP YOUR NEW LUNCH ACCOUNT THROUGH SCHOOL EATERY

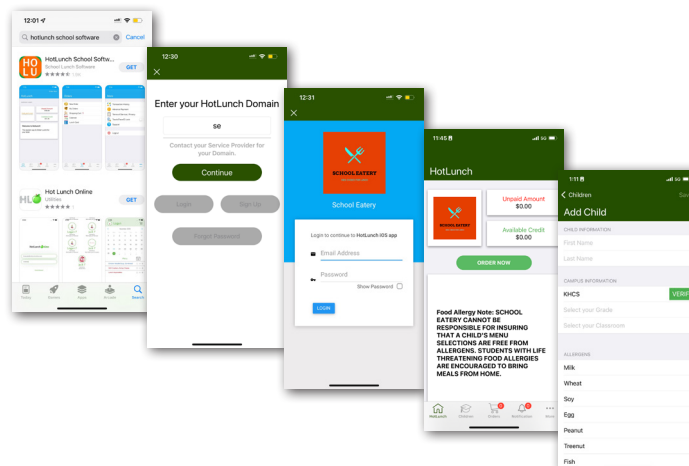
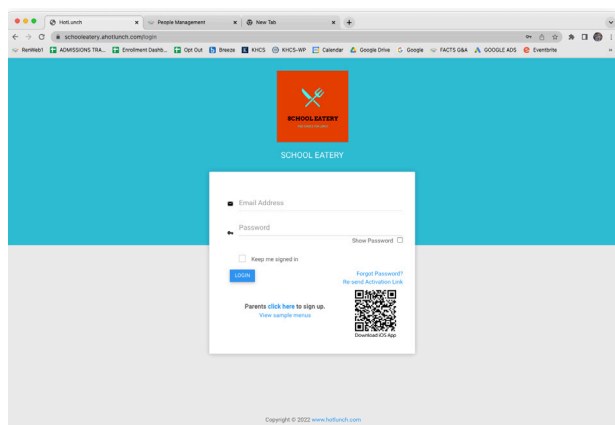
School Eatery is our new school lunch program. The menu items will be similar to our current menu.

FOR DESKTOP

To sign up please visit se.ahotlunch.com, and choose 'Parents **click here** to sign up.' You will receive an email to activate your account. Select **Children** then **Add Child** to add your child to the account. Under Campus Code type **KHCS** (all caps). Under Grade select your child's grade. Under Classroom/Division select **Default**. Perform the same steps to add additional children. Use **Default** for your child's classroom for now, you will be able to update the account with your child's teacher later.

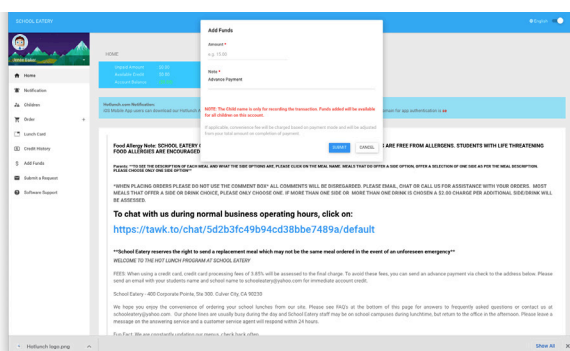
FOR MOBILE APP (Apple users only)

- Download Hotlunch from the App Store
- Enter **se** for Domain Name
- Enter Email Address and create User Password
- Select **Children** then **Add Child** to add your child/ children to the account
- Enter KHCS under Campus Code
- Select your child's grade under Grade
- Select **Default** under Classroom/Division
- Perform the same steps to add additional children



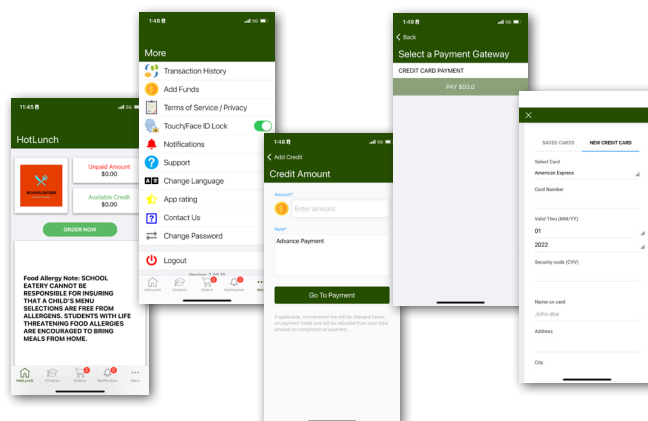
ADDING MONEY TO LUNCH ACCOUNT

FOR DESKTOP



FOR MOBILE APP (Apple users only)

- Select **More (...)**
- Select **Add Funds**
- Select **Child** then select **Next**
- Enter Amount then select **Go To Payment**
- Select your payment amount
- Enter banking information

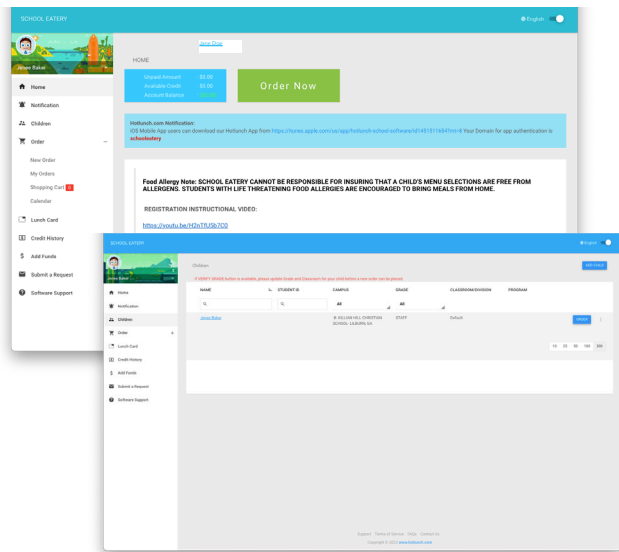


- Select **Add Funds**
- Enter Amount then **Submit**
- Select your **Payment Gateway**
- Enter banking information

ORDERING LUNCH

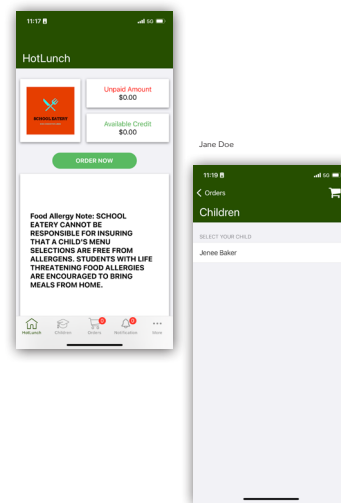
FOR DESKTOP

- Select **Order Now**
- Select the **Order** button next to the student you are ordering for
- Select the appropriate month
- Select the + next to the menu item(s) you would like to purchase
- Select **Continue**
- Select **Pay Invoice**
- Select **New Credit Card**. Once you've entered your credit card information it will appear under **Saved Cards**. If you choose to load money on the account in advance you will see an option to either use available credit or credit card payment.



FOR MOBILE APP

- Select **Order Now**
- Select the student you are ordering for
- Select menu item(s) you would like to purchase
- Select **Quick Pay**
- Select **Pay**
- Select **New Credit Card**



ITEMS OF NOTE

- We are suggesting that all families create an account in the event that someone forgets their lunch or needs food or drink during school hours.
- The cutoff to order lunches is 5:00 p.m. the day before.
- Orders can be made the same day until 8:00 a.m. on select items with a \$1.00 surcharge.
- To avoid the order service fee please email school eatery at **schooleatery@yahoo.com** letting them know you will be sending a check to avoid the service fee. You will need to state the name of the school, student, amount of the check, check number and date mailed. They will then advance the credit onto the lunch account for you. The mailing address is: **400 CORPORATE POINTE SUITE 300, CULVER CITY, CA, 91403**

Contact #: 800-570-6755
Contact Email: schooleatery@yahoo.com