

Placing An Order on [Hotlunch.com](https://hotlunch.com)

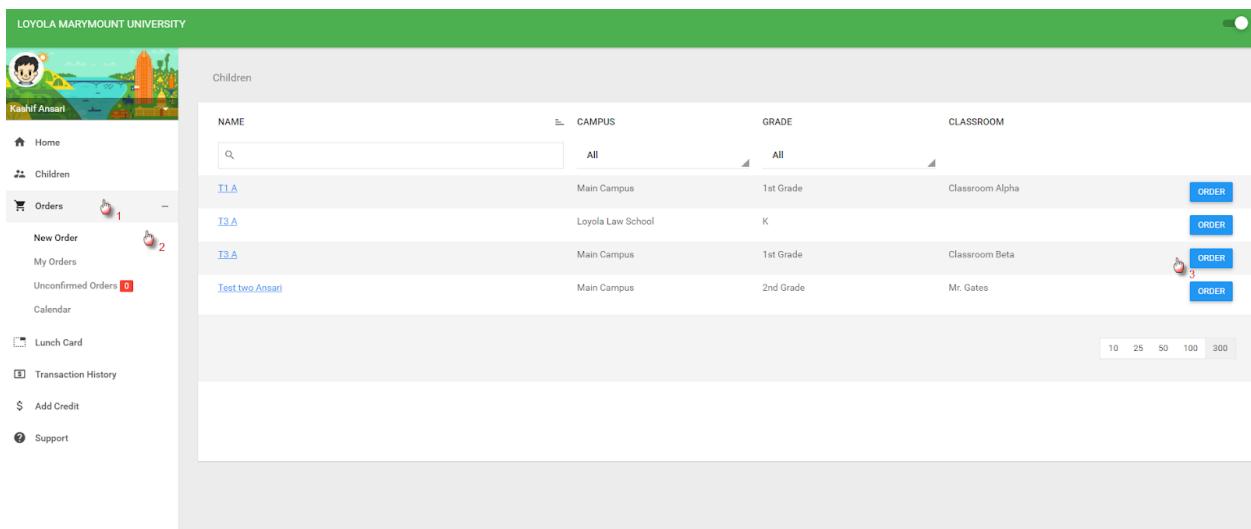
Create your account on [Hotlunch.com](https://hotlunch.com)

Add your child(ren)

You are now ready to place an order.

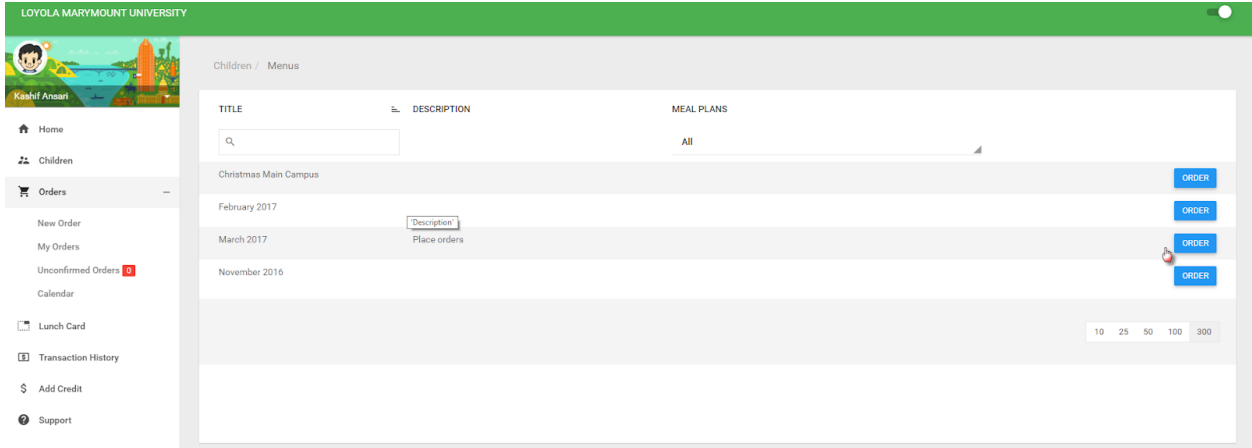
Check out the video link [▶ Placing an order](#) and/or follow the instructions below for details.

1. Click on the Orders Tab on the left Navigation Menu
2. Click "New Order" from the sub menu
3. Then click "ORDER" to the right of the name of the child for whom you are placing your order



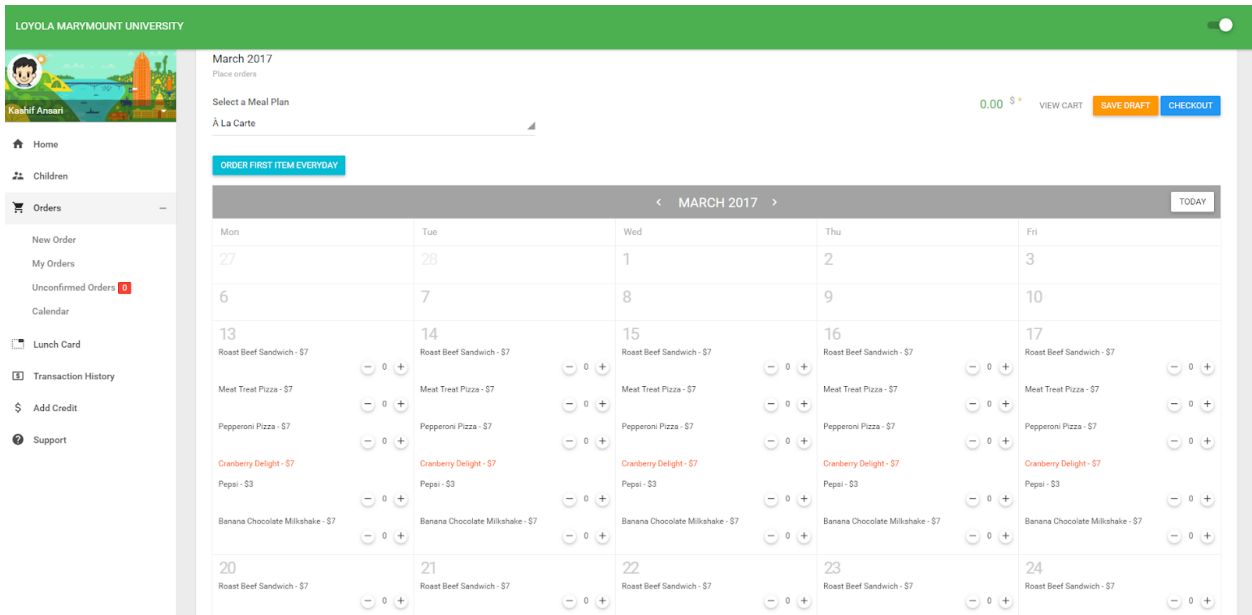
Following the steps above will bring you to a list of menu(s) available for your child.

- Select the appropriate menu and click "ORDER" against that particular menu on the extreme right.



Following the step above you are now at the Menu screen in calendar format. You can click the select + sign next to the item you want to order.

Once done with your selections you can click CHECKOUT on the top right corner to pay for your order.



On the payment screen select "PAY INVOICE" and complete the payment process by following the instructions.

LOYOLA MARYMOUNT UNIVERSITY

INVOICE

From: Main Campus
To: Kashif Ansari
1 LMU Drive, Los Angeles, CA 90045
(123) 456-7890 lmu@mailinator.com
(123) 456-7890 kashif@auroraent.com

Order Number# 0795
Order Date 11 Mar, 17
Order Total \$7.00
Payment Status PENDING

STUDENT
TS A


MENU
March 2017

PAY INVOICE MODIFY ORDER CANCEL ORDER SAVE PDF

ITEM DESCRIPTION	UNIT PRICE	QUANTITY	TOTAL
Tuesday, 21 Mar, 17			
MEAT TREAT PIZZA CANCEL	\$7.00	1	\$7.00
		Order Amount	\$7.00
		Sales Tax @ 10.00%	\$0.70
		Late Fees	\$0.00
		Grand Total	\$7.70

Placing an order for multiple children

Please see the video below for directions on how to order for multiple children on [Hotlunch.com](https://www.hotlunch.com)

 Ordering for multiple kids on the Website

Orders must be placed by noon (12:00 PM) the day prior.
Orders may be changed/edited up until noon (12:00PM) the day prior.