



## POINT AND CLICK SCHOOL LUNCHES

The Burlington School partners with My Hot Lunchbox to provide a secure, fast, and easy-to-use online ordering system that allows parents to view our lunch menu, order, prepay and manage student lunches on the web.

### **NEW! You now only need ONE account for both campuses.**

Please try both username's and passwords for each of your accounts from last year. If neither works either **email us at [info@myhotlunchbox.com](mailto:info@myhotlunchbox.com) OR call us at 888-894-8295** and we can look up your account information. Please DO NOT CREATE A NEW ACCOUNT unless you are a parent that hasn't ordered before and does not have an account.

#### REGISTRATION NEW PARENTS:

- ☑ Go to [www.myhotlunchbox.com](http://www.myhotlunchbox.com)
- ☑ Click on **ORDER NOW**
- ☑ Click on "**Create New Account**" under **For Schools**
- ☑ School Password is: **TBS18**
- ☑ Follow steps to set up your family account
- ☑ Click on the **Order** link to begin ordering.

#### REGISTRATION RETURNING PARENTS:

- ☑ Go to [www.myhotlunchbox.com](http://www.myhotlunchbox.com)
- ☑ Click on **ORDER NOW**
- ☑ Click on "**ORDER NOW For Schools**"
- ☑ Sign in with your username and password (if you forgot, click "forgot username or password")
- ☑ Choose grade for students that NEED LOCATION and update that profile.
- ☑ Once all profiles are updated – Click on the **Order** link to begin ordering.



**LUNCH PROGRAM QUESTIONS** For Technical Problems or questions regarding Food or Policy, including Missed/Late Orders, Credits, and Changes/Cancellations, please email [info@myhotlunchbox.com](mailto:info@myhotlunchbox.com) or call (888) 894-8295.

**PAYMENT INFORMATION** The program accepts payment by **Debit Card** or **Credit Card: Visa, MasterCard or Discover.**

- If you are ordering for more than one student, please be sure to add all items for your student(s) into the shopping cart **BEFORE** checking-out.
- Be sure to proceed to checkout and process your payment. Orders that are left in the shopping cart will NOT be processed and your student(s) will not be included in the lunch service.
- **Please note that if your child is absent from school and has ordered MHLB, their food will be given to another student that has forgotten their lunch, unless notification is given via phone or email to Trinity Taylor at [ttaylor@theburlingtonschool.org](mailto:ttaylor@theburlingtonschool.org), (336)228-0296, or Ginger Webber at [gwebber@theburlingtonschool.org](mailto:gwebber@theburlingtonschool.org), (336)395-8550, to have their lunch saved for the next day.**

**BE SURE TO GET EMAIL NOTIFICATIONS** Make sure you have a valid email address in your profile to receive notifications including ordering reminders, important communication, confirmations, password resets AND add [info@myhotlunchbox.com](mailto:info@myhotlunchbox.com) to your email safe list.