



Hello family members thank you for participating in the lunch program!!!

The Hot Lunch system is on the internet and will be paid from the internet (securely) via the use of 4 types of credit cards or PayPal. To get access to the system then look below:

Follow the following steps to create a user-id and password:

Step 1 – go to Westlake’s website, click on the “**Westlake Family**” label in the black box on the top of the screen, click on the “**Lunch**” tab from the drop-down list, and then click on the screen where it says **lunch.westlakechristian.org** which takes you to the online lunch system.

Step 2 - in the middle of the screen it says “**Register Today**” click on this.

Step 3 - just like you have a username in your email, then put in a username and your email address and click “**Register**”. You will see it says “**Registration complete. Please check your e-mail**”.

Step 4 - open another window on the internet and check your email. There will be an email from WordPress. Open it and copy the temporary password (click & drag it). Go back to the other internet window, and type your username again, paste the temporary password in the password box, and click the “**Log In**” button.

Step 5 - go to the upper right corner of the screen to where it says “**Howdy_____**” (it will have your username), and click on it. It will bring you to the “**Edit my Profile**” screen.

Step 6 - scroll down near the bottom where it talks about “**New Password**”. There are 2 boxes - one box says “**if you would like to change the password type a new one**”. Type in a new password to your liking (and one that you will remember), and retype it to confirm it in the “**type your new password again**” box. Click “**Update Profile**”. It will say “**Profile updated**” under the large word **Profile** (at the top).

Step 7 - At the top of the screen about an inch down on the left (on the gray line) there is the words “**Westlake Lunch Program**”. Click on it.

Step 8 - type your username and new password that you just created, and click the “**Log In**” button or hit “**Enter**”.

Step 9 - click on the “**Add Student**” button.

Step 10 - Enter your student's first name, last name, grade, and click “**Save**”. If you have another student

to enter then go back to Step 9 and repeat the process.

Step 11 - All students are in.

Follow the following steps to create your Hot Lunch order:

Step 12 - click on the "**Order**" tab in the center of the screen and select the food & milk items that you want.

Step 13 - when you are finished ordering for that student, then go to "**Next Student**" (if you have another one) or go to "**Cart**" (if you are done ordering).

Sidenote: after clicking on "cart" if you see something wrong in the "cart" or you want to change your mind about an item, then use the "back arrow" on the top left of the screen to go back, make your change, then review THE WHOLE CART AGAIN to make sure it's all there.

Step 14 - you will see what you ordered and a total, and click "**Finish**".

Step 15 - choose a way to pay (PayPal or 4 different credit cards) and click "**Review and Continue**".

Step 16 - see the "review information" screen... look at it to see that it is correct and click "**Pay Now**".

Step 17 - get a "thanks for your order" message, it says (your name) you just completed your payment, it gives a receipt #, and the system sends you a confirmation email.

Step 18 -close off the internet – your order is in!!!!!!

Congratulations you are now part of the online system!

