

Specific On-Line Lunch Ordering Instructions

- School-Lunch ordering is accessed through the school's website. Look for the School Lunch Ordering link at <http://www.unionacademy.org/AboutnbspuA/SchoolServices/Lunch/tabid/618/Default.aspx>
- Choose the link on Union Academy's website - "Click here to Order School Lunch".
- Click on the School Lunch Order Form, you will then see the log-in page
- All families will have a unique log-in account.
- The first time you log-in you will use your 10-digit Phone Number as your User Name; and, you will use your zip code as your password. (The system should already know your phone number and zip code and will grant access to the site to those already known.)
- If the system does not recognize your phone number or zip code, use the on-screen Contact-Us button to submit a login Trouble Report. Login problems are usually resolved the same day.
- First time visitors will activate their account by creating a personal password and providing other information needed for online ordering. (Follow prompts displayed by the online ordering system.)
- Your email address & personal password will be used next time you login as your user name.
- After submitting your email & password selections, the School-Lunch Order Form will display.
- If you have more than one student in the school, select the student for whom you wish to place a lunch order. Then select the month for which you want to order lunches.
- From the menu, select the food items you want and enter a quantity for each.
- Amount due calculations are performed by the system.
- Follow screen instructions to SUBMIT the order when it is done.
- When orders have been placed for all students ordering lunches, a Family Confirmation page is displayed.
- **The Family Confirmation page is to be PRINTED** (using your computer's printer).
- **Family Confirmation pages along with payment due are to be sent to school by the designated due date.**
- Orders entered by a family can be altered until the due date expires.
- Once the ordering period expires orders can no longer be submitted for the ordering period.
- Payments will be recorded by school administrators.
- If there is a payment variance, families will be notified by email and that amount will be reflected in future Family Confirmation pages and will remain there until such time as there is no payment variance.