



LAUGHTER IS BRIGHTEST  
WHERE FOOD IS BEST.

## HOW TO SET UP ACCOUNT AND ADD FUNDS



- Go to **www.gratefulplatedenver.com**
- Click on the ORDER LUNCH Button
- Click the "Parents click here to sign up"
- Fill out the details to create an account
- You will receive an activation email
- Log in to your account
- Add your child(ren) by clicking on the "Children" Tab under your name on the left and clicking on the blue "add a child" box
- You will need to enter a CAMPUS CODE – for your school it is: STMA
- Hit the "Verify Campus" link to make sure that your child's lunch is delivered to the correct place – please check "default" under classroom to proceed.
- To add funds to your account, you can either select "Advanced Payment" or "Transaction History". Advanced Payment option will walk you through adding funds. If you select Transaction History, then you will select "Add Credit" at the top right of the screen.
- You will be prompted to fill out the payment information and will have the option to save payment information for future order processing
- You will receive a confirmation email from the Hotlunch website verifying your payment. If you do not receive this email, please notify us.

**NOTE:** After you have registered – check back in your account and you will then see a Four Digit PIN code that will be assigned to your child. This PIN code will be how they pay for their lunches each day.

### MOBILE APP:

- Download the following app
- Agree to Terms/Conditions and "continue"
- Enter DOMAIN NAME: **gratefulplate**
- You may sign up or log into your existing account



**HotLunch School Software**   
School Lunch Software  
Aurora Software, Inc  
Free

### HAVE QUESTIONS:

- Click on the Software Support option on the bottom left of your navigation panel
- Email us at **kim@gratefulplatedenver.com** or **manager@gratefulplatedenver.com**