



Ordering Instructions:

Parents, please log in at <https://mamaslunch.ahotlunch.com> and sign-up for an account. You will not receive additional emails from Mama's if you sign-up for an account. Although the online ordering system is intuitive, below is a list of each step, in case you have any questions. **Campus code: K12Comets**

Click **"parents click here to sign up"** (located at the bottom of the login screen)
Complete **"parent sign-up"** page.
You will receive an email asking you to activate your account. Click on the activation link in the email. It will take you to the log in screen.
Enter your email address and password.
Go to **"children"** on left side of screen.
Click **"add child" (blue button)** Enter your child's first & last name and **campus code**
Click **"verify campus"**.
Go to **"grade"** drop down menu and select the corresponding grade for this school year.
Go to the **"classroom"** drop down menu and select the teacher for this school year.
Click **"create" (blue button)**. Parents will see the child's name was added.
Go to **"orders"** on the left side of screen.
Click **"new order"**. (This can be found under the word "orders".)
Click **"order" (blue button)** on next screen.
Select your item(s).
Click **"checkout" (blue button)** when your order is complete.
You will see **"Are you sure you want to checkout?"** Click **"yes" (blue button)**.
Click **"pay invoice" (green button)**.
Select **"pay all" (green button)**.
You will see a multi-order payment screen. Click **"yes" (blue button)**.
Click **"proceed" (green button)** at the bottom of the page.
Enter your credit card/payment information and press **"pay" (green button)**. Only Mastercard and VISA are accepted.