

REGISTRATION INSTRUCTIONS
(YOU NEED TO REGISTER IN SEPTEMBER!)

ON-LINE INSTRUCTIONS

There are two steps to do at the start of the year using our on-line ordering system. The first is registering, which is only done **once per year** (last year registration was not saved), and the second is ordering which occurs **once per term**. Only **one registration needed per family**. Note that after you have registered, you can then login and add/link your children, edit your contact information, and add additional email addresses.

Should you need assistance please email Karlee at sses_hotlunch@hotmail.com

To Register go to www.sses.hotlunches.net

Click on "Click Here to Register"

Access Code: SSESHL (case sensitive)

Enter your information and click on "Register Now". **Record your User ID and Password in a safe place.**

Hover your cursor over "Profile"

Click on "Students"

Enter your Child's name.

Use the Drop down box to select your child's teacher.

Click "Insert"

If you have more than 1 child;

Click on "Add New"

It is also possible to access these pages from the "PROFILE" menu by selecting "Manage Students" or "Add a Student".

Repeat for all your children attending SSES

Etransfer Instructions

After placing your order as per above instructions for all children on your account select Remittance Form

Log into your online banking

Set up new Etransfer as SSES Hotlunch using sses_hotlunch@hotmail.com

Send total balance showing on your Remittance form

In comments put your child/children's names (first and last)

You will receive a confirmation from your bank

A password is NOT required for this transaction

Thank you for registering as soon as possible. **The order deadline for the fall term (September-December) is SEPTEMBER 20, 2019** ***Please note there will be a 14 days- notice cancellation policy.***