

- Go to the site <http://cbeausoleil.hotlunches.net>
- If you have not yet created your account, click <Click Here to Register>
  - The Access Code is <4135>
  - When you are done filling it out, click <Register Now>
- On the Login page, enter your email address and password. Click on <Login>
  - Make sure your child (ren) information is entered into the system. You can check this information by clicking on <Students> on the welcome page.
  - If you still have lunches on the old cafeteria cards, we will credit you the full amount to your Hotlunches account.
- On the Welcome page, click on <Manage Orders>
- On the Orders page, press <Commande>
- On the Menu page, select the items you would like to order. You can order for the desired amount of days.
  - To order for the same day, you have until 9:00 am to place your order before we close the menu for that day.
- After choosing your items, scroll to the bottom of the page and press <Update Order and Proceed>.
  - At the bottom of the menu page, show the sum of all paid and unpaid items. Once you click <Update Order and Proceed>, you should see the Order Balance Owing (what is left to be paid).
- Tap <Pay with PayPal>. If you have credits in your account, there will be a button that says <Apply Credit>. Proceed with your PayPal account or continue as a visitor.
  - Note that there are fees associated with using PayPal.
  - If your Balance is less than \$5, the button for PayPal may not appear. You can put a deposit into your account of \$25, \$50, \$ 75 or \$100 by going to the taskbar under <Orders>, under <Account deposit>.
- You can see all the transactions in your account that include orders and credits, by going under <Orders> and under <Account Transactions>.

For all other questions, please contact the reception of Carrefour communautaire Beausoleil at 627-4125 or [abertram@carbeau.ca](mailto:abertram@carbeau.ca)