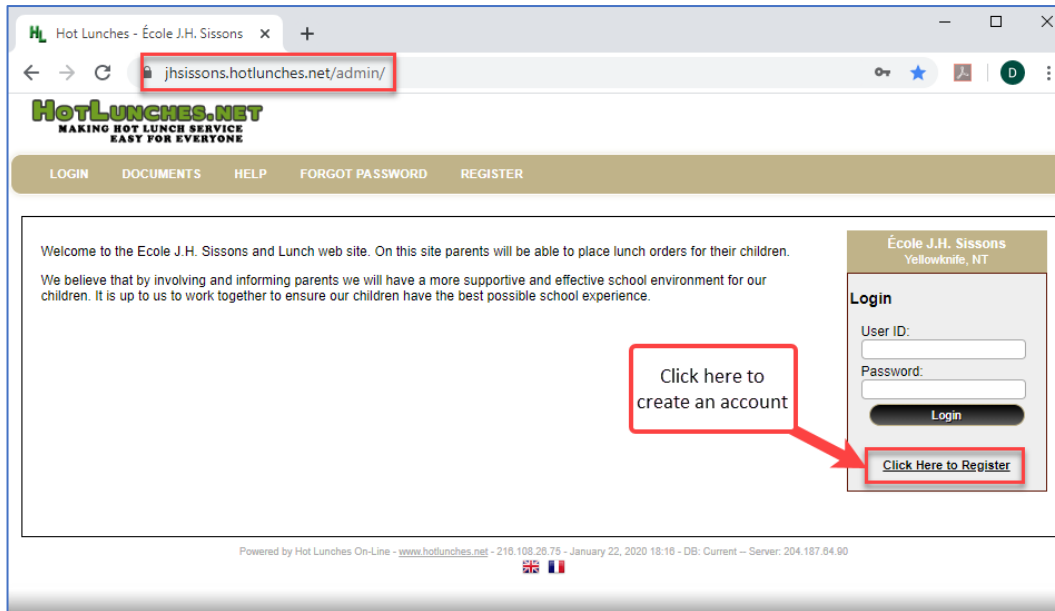


Registering for an Account:

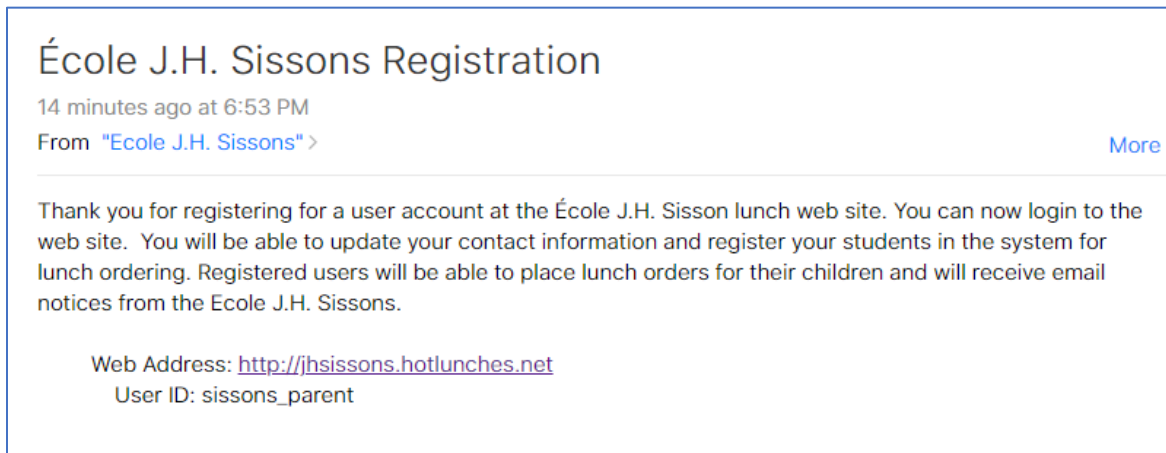
1. Navigate to jhsissons.hotlunches.net and click on **Click Here to Register** to get started.



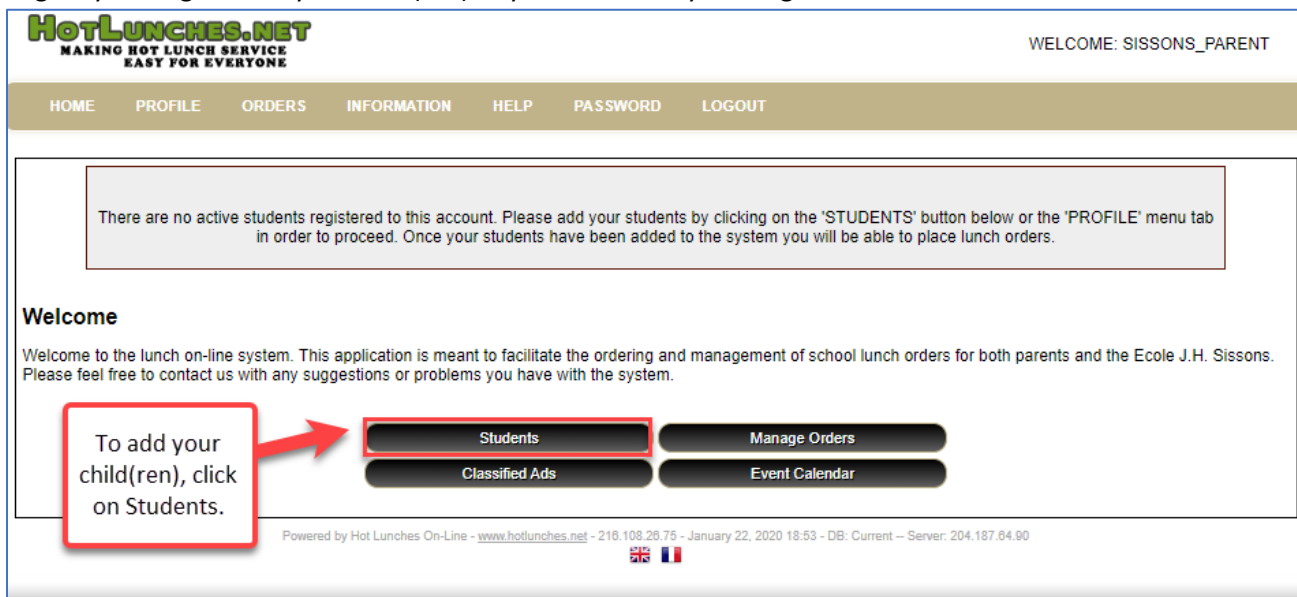
2. Complete all fields in the form. Ensure you use the Access Code: **EJHSHL**. Once you have finished, click **Register Now**.

The screenshot displays the 'Register for an Account' form. At the top, it shows the school name 'École J.H. Sissons' and address '5700 51A Ave. Yellowknife, NT'. A note states: '** All fields are required unless marked otherwise'. The form fields are: 'Access Code: EJHSHL' (with a note: 'This is the value that was sent home on the instruction sheet. This code is required to create an account. The access code is case sensitive.'), 'Parent Name: Sissons (First Name) Parent (Last Name)', 'Home Phone: 867-XXX-XXXX', 'Email Address: sissons_parent@email.com (Please enter only one valid email address.)', 'Enter Email Address Again: sissons_parent@email.com', 'Your Preferred User ID: sissons_parent (no spaces allowed)', 'Enter Your Password: *****', and 'Enter Your Password Again: *****'. The 'Selected Language' is set to 'English'. A disclaimer at the bottom states: 'By registering for an account you agree that your information may be used by the assigned administrators of the web site for the purposes of managing orders and payments in the system. Your information will be kept private and never shared with third parties.' A red callout box with an arrow points to the 'Register Now' button. The footer contains technical information and flags for the UK and France.

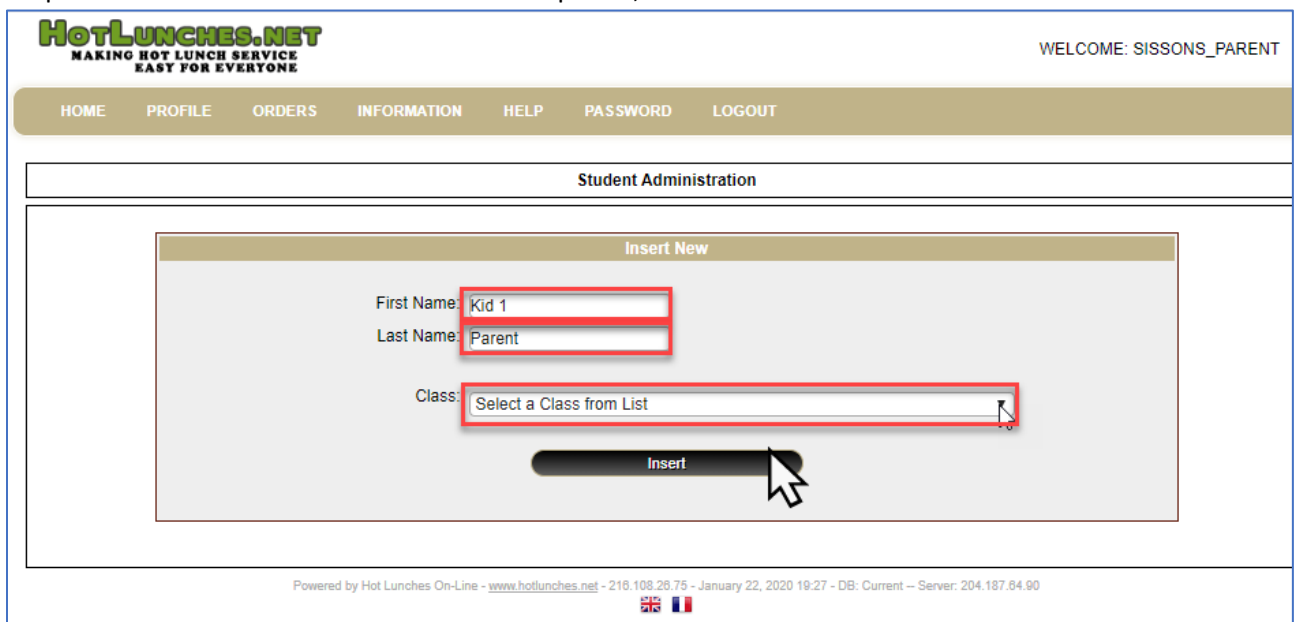
3. Once you have successfully registered, you will receive an email confirmation.



4. Begin by adding each of your child(ren) to your account by clicking the **Students** button.



5. Enter your child's first name, and last name if it is different from yours at registration. Click on the **Class** dropdown and select their teacher. Once completed, click **Insert**.



6. Add additional children, if necessary, by clicking on **Add New**.

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WELCOME: SISSONS_PARENT

HOME PROFILE ORDERS INFORMATION HELP PASSWORD LOGOUT

Student Administration

Record Has Been Inserted

Student List

Name: Parent, Kid 1
Status: Unverified
Class: Rebecca Kennedy
- Gr: KB

Schedule	Total	Net	Status
Term #2 Hot Lunch (Jan - Mar)	\$0.00	\$0.00	No Order
Totals:	\$0.00	\$0.00	

Click to add additional children

Add New

Powered by Hot Lunches On-Line - www.hotlunches.net - 216.108.28.75 - January 22, 2020 18:54 - DB: Current - Server: 204.187.64.90

7. Once you are ready to place an order, simply click on the **Order** button beside the child you are wishing to order for.

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Student Administration

Record Has Been Inserted

Student List

Name: Parent, Kid 1
Status: Unverified
Class: Rebecca Kennedy
- Gr: KB

Schedule	Total	Net	Status
Term #2 Hot Lunch (Jan - Mar)	\$0.00	\$0.00	No Order
Totals:	\$0.00	\$0.00	

Click to order for Term #2

Name: Parent, Kid 2
Status: Unverified
Class: Shannon Kemp
- Gr: 3A

Schedule	Total	Net	Status
Term #2 Hot Lunch (Jan - Mar)	\$0.00	\$0.00	No Order
Totals:	\$0.00	\$0.00	

Click to order for Term #2

Add New

Powered by Hot Lunches On-Line - www.hotlunches.net - 216.108.28.75 - January 22, 2020 18:55 - DB: Current - Server: 204.187.64.90

8. You have the option of selecting 6" or 12" subs, and the **Sub Type** for whichever size you choose is a required check box. You can only select one Sub Type, but you are able to select as many cheese and veggies, or condiments as you'd like. You will see as soon as you select a sub type, the quantity will change to 1 and you will see a total in the farthest column.

Term #2 Hot Lunch (Jan - Mar) Orders

Term #2 Hot Lunch (Jan - Mar) - Orders will be accepted between
Saturday January 18th, 2020 & Wednesday March 11th, 2020.

On-Line Order
Term #2 Hot Lunch (Jan - Mar)

Kid 1 Parent

Subway Lunch - Thurs. Jan 30, 2020 Thursday January 30th, 2020

6" Italian White	1	x \$7.00	\$7.00
Sub Type: <input type="checkbox"/> Turkey <input checked="" type="checkbox"/> Ham <input type="checkbox"/> Roast Beef <input type="checkbox"/> Turkey & Ham <input type="checkbox"/> Cold Cut Trio <input type="checkbox"/> Pizza <input type="checkbox"/> Tuna <input type="checkbox"/> Veggie Cheese & Veggies: <input checked="" type="checkbox"/> White Cheddar <input type="checkbox"/> Orange Cheddar <input type="checkbox"/> Swiss Cheese <input checked="" type="checkbox"/> Lettuce <input type="checkbox"/> Peppers <input type="checkbox"/> Cucumbers <input type="checkbox"/> Onions <input type="checkbox"/> Tomatoes <input type="checkbox"/> Pickles <input type="checkbox"/> Olives <input type="checkbox"/> Hot Peppers <input type="checkbox"/> Jalapenos Condiments: <input type="checkbox"/> Salt <input type="checkbox"/> Pepper <input checked="" type="checkbox"/> Sweet Onion <input type="checkbox"/> Southwest <input type="checkbox"/> Honey Mustard <input type="checkbox"/> Light Mayo <input type="checkbox"/> Ranch <input type="checkbox"/> Mustard <input type="checkbox"/> Caesar (Asiago) <input type="checkbox"/> BBQ <input type="checkbox"/> Italian <input type="checkbox"/> Pizza			
6" Whole Wheat	<input type="checkbox"/>	x \$7.00	
Sub Type: <input type="checkbox"/> Turkey <input type="checkbox"/> Ham <input type="checkbox"/> Roast Beef <input type="checkbox"/> Turkey & Ham <input type="checkbox"/> Cold Cut Trio <input type="checkbox"/> Pizza <input type="checkbox"/> Tuna <input type="checkbox"/> Veggie Cheese & Veggies: <input type="checkbox"/> White Cheddar <input type="checkbox"/> Orange Cheddar <input type="checkbox"/> Swiss Cheese <input type="checkbox"/> Lettuce <input type="checkbox"/> Peppers <input type="checkbox"/> Cucumbers <input type="checkbox"/> Onions <input type="checkbox"/> Tomatoes <input type="checkbox"/> Pickles <input type="checkbox"/> Olives <input type="checkbox"/> Hot Peppers <input type="checkbox"/> Jalapenos Condiments: <input type="checkbox"/> Salt <input type="checkbox"/> Pepper <input type="checkbox"/> Sweet Onion <input type="checkbox"/> Southwest <input type="checkbox"/> Honey Mustard <input type="checkbox"/> Light Mayo <input type="checkbox"/> Ranch <input type="checkbox"/> Mustard <input type="checkbox"/> Caesar (Asiago) <input type="checkbox"/> BBQ <input type="checkbox"/> Italian <input type="checkbox"/> Pizza			
12" Italian White	<input type="checkbox"/>	x \$14.00	
Sub Type: <input type="checkbox"/> Turkey <input type="checkbox"/> Ham <input type="checkbox"/> Roast Beef <input type="checkbox"/> Turkey & Ham <input type="checkbox"/> Cold Cut Trio <input type="checkbox"/> Pizza <input type="checkbox"/> Tuna <input type="checkbox"/> Veggie Cheese & Veggies: <input type="checkbox"/> White Cheddar <input type="checkbox"/> Orange Cheddar <input type="checkbox"/> Swiss Cheese <input type="checkbox"/> Lettuce <input type="checkbox"/> Peppers <input type="checkbox"/> Cucumbers <input type="checkbox"/> Onions <input type="checkbox"/> Tomatoes <input type="checkbox"/> Pickles <input type="checkbox"/> Olives <input type="checkbox"/> Hot Peppers <input type="checkbox"/> Jalapenos Condiments: <input type="checkbox"/> Salt <input type="checkbox"/> Pepper <input type="checkbox"/> Sweet Onion <input type="checkbox"/> Southwest <input type="checkbox"/> Honey Mustard <input type="checkbox"/> Light Mayo <input type="checkbox"/> Ranch <input type="checkbox"/> Mustard <input type="checkbox"/> Caesar (Asiago) <input type="checkbox"/> BBQ <input type="checkbox"/> Italian <input type="checkbox"/> Pizza			
12" Whole Wheat	<input type="checkbox"/>	x \$14.00	
Sub Type: <input type="checkbox"/> Turkey <input type="checkbox"/> Ham <input type="checkbox"/> Roast Beef <input type="checkbox"/> Turkey & Ham <input type="checkbox"/> Cold Cut Trio <input type="checkbox"/> Pizza <input type="checkbox"/> Tuna <input type="checkbox"/> Veggie Cheese & Veggies: <input type="checkbox"/> White Cheddar <input type="checkbox"/> Orange Cheddar <input type="checkbox"/> Swiss Cheese <input type="checkbox"/> Lettuce <input type="checkbox"/> Peppers <input type="checkbox"/> Cucumbers <input type="checkbox"/> Onions <input type="checkbox"/> Tomatoes <input type="checkbox"/> Pickles <input type="checkbox"/> Olives <input type="checkbox"/> Hot Peppers <input type="checkbox"/> Jalapenos Condiments: <input type="checkbox"/> Salt <input type="checkbox"/> Pepper <input type="checkbox"/> Sweet Onion <input type="checkbox"/> Southwest <input type="checkbox"/> Honey Mustard <input type="checkbox"/> Light Mayo <input type="checkbox"/> Ranch <input type="checkbox"/> Mustard <input type="checkbox"/> Caesar (Asiago) <input type="checkbox"/> BBQ <input type="checkbox"/> Italian <input type="checkbox"/> Pizza			
			\$7.00

9. Once you are done making your selections, either for one week or as many of the weeks as you will be participating, scroll to the bottom of the screen and click on **Update Order & Proceed**.

Order Total: \$7.00

10. If you have not chosen to purchase all weeks that are available, a message will pop up indicating you haven't done so, and you can go back and add in those weeks if you wish.

jhsissons.hotlunches.net says

You have selected no items for 3 Menus:

- Subway Lunch - Thurs. Feb 13, 2020 - Thursday February 13th, 2020
- Subway Lunch - Thurs. Feb 27, 2020 - Thursday February 27th, 2020
- Subway Lunch - Thurs. Mar 12, 2020 - Thursday March 12th, 2020

Click OK to submit order or Cancel to edit order

11. Please note that there is a PayPal Transaction fee of \$0.30 per transaction processed. So, if you purchase for all 4 weeks at one time, you will only pay the \$0.30 once. However, if you order each week separately, you will pay the \$0.30 each time. If you are ordering for all children at the same time, you will also only pay the system charge once. At this screen, you can either order for your other child, or click on **Pay With PayPal** button, which will take you to the PayPal site.

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WELCOME: SISSONS_PARENT

HOME PROFILE ORDERS INFORMATION HELP PASSWORD LOGOUT

Term #2 Hot Lunch (Jan - Mar) Orders

Order Has Been Saved for Kid 1 Parent

Ordered By Kid 1 Parent
On-Line Order Number :: 5425814
On-Line Order Status :: Unpaid
On-Line Order Total :: \$7.00
Account Balance :: \$7.00

[View Account Transactions](#)

Please note that there can be a delay between your PayPal payment and the posting to the application. Please be patient.

Account Balance: \$7.00
Paypal Transaction Fee: \$0.30

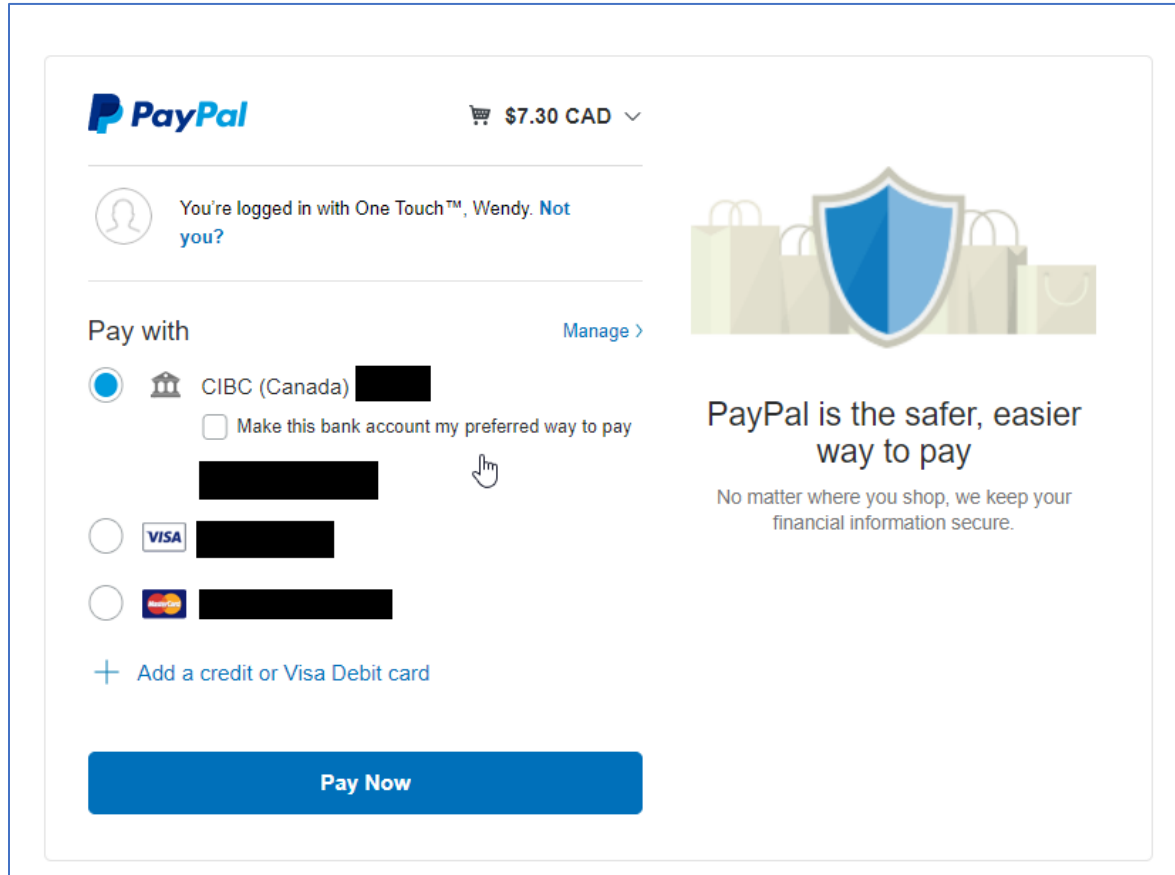
Click here to pay for your entire order with PayPal → [Pay With PayPal](#)

[Print Remittance Form](#)

Click here to order for subsequent child → [Order](#)

Term #2 Hot Lunch (Jan - Mar)				
Name	Date Modified	Order Total	Status	
Parent, Kid 1	2020-01-22	\$7.00	Unpaid	Order Pay
Parent, Kid 2	--		No Order	Order
		\$7.00	Order Balance Owing :: \$7.00	
Current Account Transaction Balance :: \$7.00				

12. You do not need to have a PayPal account, however, if you do, you can log in at this point to access your payment methods. Please note that you do NOT need to have a credit card to use PayPal. You can add a debit card directly from your bank to be your method of payment.



13. Congratulations! You have just ordered Subway for your child's lunch! You will receive an emailed receipt from PayPal and it will indicate it is a payment to laura.reitsma@yk1.nt.ca who is the admin at the school.