

Lynn's Catering Service - NLAE's new hot lunch program
Tutorial for Placing Order Online

- Go to www.lynnscateringinc.com
- Place cursor (or arrow) over **Menu**
- Then click on **Schools** under the dropdown menu
- On the lower left-hand corner of the School Menu page click on the **Download This Month's Menu** icon
- This will show the menu for the month. After you have seen the menu place the cursor (or arrow) over **Pricing** and click on it
- At the bottom of page under the **School Lunch Payment Plan** you can choose the **weekly, biweekly or monthly** option for payment for lunches. After choosing your selected payment option click on the **Add to Cart button**.
- You will see **Shopping Cart** options choose the amount (i.e., \$17.50 for weekly, \$35 for biweekly, or \$70 for monthly lunches)
- This will take you to the Paypal secure payment screen.
- To add drinks click the Continue Shopping button, which will take you back to the Pricing page where you can choose a drink option (i.e., \$1.50 weekly, \$3.00 bi-weekly, and \$6.00 monthly).
- Once you have checked your total order amount to be correct click on **“Check out with Paypal”** button
- This will take you to a page that states **Your Order Summary**
- Click on **Pay with Debit or Credit Card**
- Enter information ensuring that you include the following: **Your Child's NAME, GRADE, and CAMPUS**
- You will receive an invoice number. Retain this for your records. We will be sent confirmation of your order by Paypal
- Lastly, use the **Contact** page on Lynn's Catering website to send us an email and let us know the dates your child will be eating (e.g., 11/29/10 to 12/3/10)