



I love SLA LUNCH!



# SLA Guide to SLA Management's Online Lunch System

**PiN numbers will remain the same from the previous school year. If your student is new, please be sure to register to retrieve your student's pin the week before school begins.**

## How to Register

Follow the steps below if you are not currently registered:

1. Go to [www.slalunch.com](http://www.slalunch.com).
2. Click the "Create an Account" link on the top bar.
3. First enter the ZIP code of the school that your child attends. Select the appropriate option for the district and school from the choices displayed.
4. Fill in the requested registration information. Type the letters for the security verification and click "Create Account".
5. This will bring you to an "Account Created" page. Click the link "HERE" to return to the Login page.
6. Now you can log in to your account using your registered e-mail and chosen password.
7. When you log in for the first time you will be presented with the Terms & Conditions of our site; read through the document carefully and click "I agree" when you are ready to continue.



## How to Add Students to your Account

1. Once you log in you will be redirected to the "My Account" page.
2. Under the "Students" tab, click the link that reads "To add students to your account, please click HERE".
3. Type your student's last name and first name exactly as they would be spelled on the school roster and click "Search".
4. When your student's name appears, confirm that the grade and school are correct and then click "Select" to the left of their name. Keep in mind that any variation of your student's name from what is on the school roster may not find your student in the system.
5. Your student is now added to the account and will be displayed under the "Current Students" heading. PLEASE NOTE the 5-digit PIN listed. You can always retrieve forgotten PINs from this location. Please have your student memorize this number.

## How to Make a Deposit

Please note: Deposits take 24 hours to appear in the lunch system at the school:

1. Click the "Make a Deposit" link on the homepage.
2. Enter the deposit amount in the box displayed and click "Continue". The 'minimum deposit' amount will be \$25.00. This amount refers to the total deposit for all family members on your account. You do not need to deposit this amount into each student's account.
3. Confirm the deposit amount and click "Add to Cart". On the next screen, click "Purchase Now" to continue to payment.
4. Select the method of payment. You can make a deposit in the form of a Bank Draft Transaction or a Credit Card Payment (We accept VISA and MasterCard). Please note the 2.3% plus \$0.50 convenience fee for each transaction.
5. Now you can enter your billing information. Make sure to fill out all required fields. Check the box at the bottom of the page if you wish to save this information for future use. If you are planning on setting up automatic deposits, we recommend that you check this box.
6. Next you will need to enter the payment information. The total deposit amount, including the convenience fee will be shown at the bottom of the screen. You must check the box to authorize the payment. Click "Submit Payment" to finish the transaction.