GETTING STARTED

PARENT ACCOUNTS

All parents must first create a "Parent Account" using an email address and password.
PLEASE NOTE: The parent account is the only account that will house credit card information and is the only account where credit information can be added, deleted, or updated.

1. Go to www.NMlunch.com to begin the registration process.
2. Click the "Registration" tab along the top red toolbar of the homepage.
3. Enter all information in the required fields on the registration page.

★ Be sure to select "Parent" under the "Account Type" section, as you are setting up the master parent account. When complete, select "Register" at the bottom of the screen. ★

4. If successful, you will see the following message: "You have registered successfully. Please add students."

STUDENT ACCOUNTS

Students must be registered individually and assigned to their school, grade, and teacher.
PLEASE NOTE: Student accounts will be assigned a separate username and password. Students can place orders from their account at any time, however, NO credit card information can be accessed or updated from a student account.

1. Begin adding your students, one by one.
2. Fill out the required fields per student.
3. A Password and Username is needed for every student account.
★★If you, as the parent, are placing the orders, be sure to log-in on your parent account★★
4. Select "Save Student" at the bottom of the screen when completed.
5. Repeat this same process for any additional students.

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