



# GUIDE TO SLA MANAGEMENT'S ONLINE LUNCH SYSTEM

## 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 **"Sign Up"** at the top of the page.
3. Fill in the requested registration information. Click **"Create Account."**
4. This will bring you to an **"Account Created"** page. Click the link to return to the Login page.
5. Now you can login to your account using your registered e-mail and chosen password.
6. 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. To the top right of the screen click **"Add Students."**
3. Enter the zip code of the school that your student attends. Click **"Continue"**. Select the school that your student attends.
4. Type your student's last name and first name exactly as they would be spelled on the school roster. Click **"Add Student"**. Nicknames will not be found in the system.

5. Your student is now added to the account and will be displayed under the **"Student Access"** heading.

## How to Make A Deposit

Follow the steps below if you are not currently registered:

1. Click the **"Make Cafeteria Deposit"** link on the homepage.
2. Select your student, and enter the deposit amount in the box displayed and click **"Continue"**. The 'minimum deposit's 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 **"Check Out"** 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 & MasterCard). Please note the 2.3% plus \$0.50 convenience fee for each credit card transaction and ACH.
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 **"Process Payment"** to finish the transaction. Your Transaction Receipt will appear once the payment has completed.

# TIPS & TOOLS

## For Managing Student Lunch Accounts



### View Transactions

*It's easier than ever to see what purchases your students are making.*

1. Log into your account.
2. Scroll down and click on **Transactions** to the left of your student's name.

(Your student's transactions will appear by date, description, quantity, charge, and balance)

### Setup Payment Source

1. Login and click on **My Account**.
2. Scroll down and click on **New Saved Payment Source** on the right hand side, click **Continue**.
3. Select **ACH** or **Credit Card** (drop-down), click **Continue**.
4. Enter payment information and click **Continue**.

### Setup Auto-Payment

*Never have a low balance again! Enroll in Auto-Pay today!*

1. Click **Home**.
2. Click **View/Set Reminders**.
3. Click **Modify** on the left hand side of your student's name.
4. Use the drop down menu to choose **Auto Replenish** and click **Continue**.
5. Choose a **Balance Level Payment Source** and **Deposit Amount**, click **Continue**.
6. **Check** the box on the left hand side and click on **Save Reminder**.


**\*Every Thursday, SLA Management will send a courtesy email to all account holders with negative balances.**

**If you would like to receive additional reminders, you may setup a separate notification within your lunch account at [www.slalunch.com](http://www.slalunch.com).\***

**Need Help with Your Account?  
Have Questions, Comments, or Concerns?  
Contact our Customer Service  
Department by Email or Phone.**

**Customer Service is Available**

Monday through Friday 8:30am–5:00pm

 407-740-7677

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