**To order lunch from munch-a-lunch please go to** [**www.surreyschools.ca/newtonelem**](http://www.surreyschools.ca/newtonelem)

**Click on the Menu Option on the right hand side, and click PAC (Parent Advisory Committee) and ‘Quicklinks’**

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**Click on the munch-a-lunch link and log on using your account you have created, or if you have not created an account, click register.**

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**After logging on click ‘Order Lunch’**

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**Scroll to the bottom of the page and click ‘Next’**

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**Select items you would like to order from the list on the left by clicking on them.**

Screens screenshot of a menu

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**After you have selected your items click the add button. Once complete, click ‘finished’.**

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**Scroll to the bottom of the page and click ‘Next’**

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**Scroll to the bottom of the page again and click ‘Next’**

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**Confirm your order total is correct and then click ‘Yes, This is correct’**

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**Click ‘Checkout’ This DOES NOT yet confirm your order**

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**This will then take you to the final step where you need to enter your credit card information. Scroll to the bottom of the page and click ‘Pay Now’**

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**Enter your credit card information in the pop up box and click ‘Pay CAD’**

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**This will then take you to the confirmation page. You should see a ‘Success your payment is complete’ If you do not see this, your order has not gone through.**

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