



## Ordering lunches has never been easier!

**St. Thomas More School** has partnered with BOONLI to provide a secure, fast, and easy-to-use online ordering system that allows you to view our lunch menu, order, prepay and manage student lunches from their smartphone, tablet or computer.

**Registration and Ordering is OPEN on 8/1/2019**  
**First Day of Hot Lunch: 9/3/2019**

### **Important:** Before You Begin:

#### **NEW PARENTS**

- ☑ **Go To:** <https://secure.boonli.com>  
(please bookmark this page)
- ☑ **Click Create an Account:**  
Password is: **stm247**
- ☑ Enter information and click **Submit**
- ☑ Enter information for your students, **Add Profile**. Repeat for any additional students
- ☑ Click **I'm Done** and **Sign In**

#### **RETURNING PARENTS**

- ☑ **Go To:** <https://secure.boonli.com> (please bookmark this page)
- ☑ Sign In - **no need to create a new account**
- ☑ **Update Profile(s)** - click on profile name, add new information for the new school year & click "update profile"
- ☑ **To Delete Profile** - If a profile is no longer needed, click on profile name & click "remove profile"

## You are now ready to begin ordering!

### **PROGRAM INFORMATION** *(also available online once you are logged in to your account)*

- **FOOD & POLICY QUESTIONS** (Food questions/concerns including menu offerings, Missed/Late Orders, Credits, Changes/Cancellations): email [hotlunch@stmpdx.org](mailto:hotlunch@stmpdx.org) and we'll get back to you right away.
- **TECHNICAL SUPPORT** (help navigating the site): email [support@boonli.com](mailto:support@boonli.com)
- **PAYMENT INFORMATION** The program accepts payment by Debit Card or Credit Card: Visa, MasterCard & Discover or personal check.

**Be sure to proceed to checkout** and process your payment. Orders that are left in the shopping cart will NOT be processed and your student(s) will not be included in the lunch service.



**Check Payments** Make checks payable to: ***St. Thomas More School and send to Virginia Calcagno.***

- **Ordering for more than 1 person?** Please be sure to add all items for your student(s) into the shopping cart ***BEFORE*** checking-out.
- **Changes or additional orders:** You will not be able to make changes or place additional orders until your check is received by the school and your payment is recorded. Once your payment has been recorded, you will be able to make changes or place another, providing the ordering period is still open.
- **MINIMUM ORDER FEE:** A \$1.00 fee will be charged for orders under \$10.00 – for new and changed orders.
- **Orders must be placed between the 1<sup>st</sup> and 20<sup>th</sup> of each month for the following months' lunches. Orders placed after the 20<sup>th</sup> of the month will be charged a \$25 late order fee in addition to the lunches purchased.**

Thank you for participating in our school lunch program!