



REGISTRATION INSTRUCTIONS

The Simply Fresh Kitchen Lunch Program is excited to offer fresh, nutritious and well-balanced meals that will be served daily at IWA this school year. Parents and guardians will register online to use the Simply Fresh Kitchen for their daughter.

Registration Instructions

1. Go to new.thesimplyfreshkitchen.com and click on the **Sign Up** link located below the Log In button.
2. Enter your Email address, First Name, Last Name, and Password and Click the **Sign Up** Button.
3. A confirmation email will be sent to the provided email address. In the body of the email, click on the **Click here** button to confirm.
4. Once confirmed, you will be to the homepage, log in with your email address and password.
5. When you log in the first time, you will be on the **My Profile** page. You can access this page by clicking on the person in the upper right-hand corner and selecting My Profile.
6. Select the **Address Book** Tab. Add your billing address associated with your credit card.
7. Select **Payment Methods** Tab. Enter preferred credit card for billing. You can have multiple saved.
8. The billing address associated with your card must be entered on the Address Book Tab.
9. Select **Student** Tab. Click Add New Profile button. Enter the Student's First Name, Last Name, School and Classification (Indicate 9th, 10th, 11th, 12th). If you have multiple children, you will need to create a profile for each child.
10. Click **Save** button. Registration is complete.

Placing Your Daughter's Lunch Order

1. Once registered, you will NOT place an order for lunch as your daughter will be given a lunch card.
2. Your daughter's card will be swiped when she goes through the lunch line and charged \$6.50.
3. The Simply Fresh Kitchen will compile your daughter's lunch swipes bi-weekly and email the receipt.
4. The Simply Fresh Kitchen will process payment on the credit card provided during registration.

MENU CHANGES:

Simply Fresh Kitchen reserves the right to make last-minute changes to the menu.

LOST CARDS:

Students will be responsible for their lunch card and charged a fee if lost.

