LUNCH PROGRAM INSTRUCTIONS

Menus, pricing and ordering will be available online through our website: https://www.sapphireatschool.com/ and on our *new* Sapphire at School Portal. Complete instructions for setting up your account are included below. All orders may be added/changed/cancelled on the portal by midnight prior to service.

SETTING UP ACCOUNT
Visit https://portal.sapphireatschool.com/register

1. Select Account Type - "Parent"
2. Complete Account Details - Please provide accurate contact information.
3. Add your Student's ID. If you do not know your student's ID, email info@sapphireatschool.com
4. **Prior to log in**, check your *inbox & spam* for the email verification email from Sapphire at School. Click on the "Verify" button and then log in. **Tip!** The email portion of login is case sensitive.

ADDING PAYMENT
5. In the top right-hand corner of your account dashboard, open the drop-down menu next to your account name. Select My Account.
6. Click on the Payment Method + sign to add your payment method.
   - We accept Visa and Mastercard. All transactions will be secure, and your credit card details will not be saved on the Sapphire at School platform. We rely on a Payment Card Industry (PCI) Data Security Facility external from the system to protect cardholder data.
7. Once payment method is added, click on "Reload" and input amount.
8. Click on "Manage Auto Reload" to enable auto reload when your student account is low.

PLACING ORDERS
1. Under your Student Profile on the dashboard, click on "Lunch Calendar". Under the name, you will be able to scroll through the weeks and click on the individual days you would like to preorder for.
2. Once you have selected the day, you will be able to view the menu items with photos & descriptions. Check out our "Extras" for additional side options.
3. Once you have finished your selections, select "Save".

Thank you for your participation in the Sapphire at School program. We anticipate a wonderful year and look forward to seeing you and your student in the lunch line.

Have questions about how to create an account, place orders or our menu? Contact our team at info@sapphireatschool.com or 949.715.3320.