






- 1) Go to www.vickislunchbox.com
- 2) Click "New User"/ "Start Here"
- 3) Under "New User" enter School Code: **WNS2010**
- 4) Create an account for your child/children and create a log in id and password
- 5) Once created and saved then click "Login Now"
- 6) Next to  click "My Children" to add your child/children
- 7) Add your child's name and under the "Grade/Class" drop down menu select your child's grade
- 8) Once your child/children have been added to your account, under "Account Menu" click on "Start a New Order"
- 9) Under the "Name" drop down menu select your child's name
- 10) Under "School Calendar" select one week you would like to order lunch
- 11) Select the lunches for Monday- Friday
- 12) Press "Continue"
- 13) Review menu selection and then click "Order for Another Child"
- 14) Repeat steps 8-12 for the same child to select second week of lunch orders
- 15) Repeat steps 8-13 if ordering for an additional child
- 16) Once your last order has been placed, click "Continue"
- 17) Select "Mail in Check Payment" or  "The safer, easier way to pay" and click "Process Order & Pay"
- 18) A "Process your Payment!" box will appear. Please click "Continue"
 - If you selected "Mail in Check Payment" then you will be brought to the "Order History" page and your order is complete
 - If you selected  "The safer, easier way to pay" then you will be brought to the Paypal website where you can submit payment by credit card and your order is complete ** Please note we can only accept credit card payments through Paypal **