Plumstead Christian School
Middle and Upper School Campus

Log-on Instructions
First Time User

1. You will need to go directly to https://pcsupper.h1.hotlunchonline.net/.
2. From the Hot Lunch Online Sign in Page, click on "Create an Account" link.
3. Your login name will be your email address.
4. Come up with a Password that you will remember, and enter it into "Password" field. ***NOTE: Password must be 6-10 characters long and capitalization counts. **Your password must include at least one number. (Hint: Write this down as well!)
5. Select a security question and answer it.
6. Type in the 2 word code. Hint: If you have trouble reading the code you can get a new code by clicking on the refresh button in the code box.

Already Registered Accounts

1. Go to https://pcsupper.h1.hotlunchonline.net/.
2. From Hot Lunch Online homepage: enter in your login and password.
3. Click the "Sign in" button
4. You should be prompted to update your student's grade for 2026-27. If you are not prompted please adjust your child's grade under the "student" tab.

Ordering Procedures

Choosing Your Meals

1. Select the "Student" tab

2. Select "Create a New Student." Select School and Grade. Enter First and Last Name of Student. Hit SAVE.

3. If you have a student from last year, be sure to move him/her to the new grade by clicking on the edit tab.

4. Select "Order" Button. The current menu will appear. You will need to select your user (student). You can select items by clicking on the menu item. A description will appear on the left of the screen. Click on "Add to Cart" Hint: If you hold your CTRL Button as you select you will not have to add to cart individually.

5. After making your selections, click the "checkout" button in the lower right hand corner of the page. If you have credit, you can click on the credit box. Your credit will be applied before total is billed.

6. Please review your order. If everything appears correct click "Pay Now" to complete your purchase.

Paying For Your Meals

1. Now you can either pay with a credit card, log in to your PayPal account, or choose to pay by cash/check. If you pay by cash/check you will print out a receipt and send it to the Lower School office attached to your payment. PLEASE NOTE that if we do not receive your cash/check by the order deadline (the 20th of the month) we will not be able to mark it paid and your order WILL NOT be processed by the system. After you enter all of your information click "Review Order and Continue".

2. After you have completed your order, please return to your account to verify your order has been placed correctly. You can view your order by selecting the "History" tab.

If you need assistance with the online ordering system,
please do not hesitate to contact Hot Lunch Online.
You may reach them at 1- 866-529- 2064