**Munchlunch Instructions: How to change or cancel your order**

You are able to make changes or cancel your hot lunch orders up to 9 days before the delivery date. Please see the steps below.

You will need to cancel the orders and then "re-order" again. Don't panic, it remembers what you chose so you don't have to do every menu again.

Steps:

1. Go to My account

2. My Orders

3. Click the blue button under Edit/cancel

Follow the two steps in blue:

4. Step 1: Save

5. Step 2: Scroll to the bottom of the screen and tick the 'I am sure' box to Remove Future Dates (again ........ don't panic. You will not have to order everything again). Then click Remove Future Dates

6. On the next screen under Step 3: Click Order Lunch

7. On the next screen click Next

8. It will then take you back to the first day's menu to make any changes. All the items you had previously ordered are selected

9. If you are wanting to remove an entire date please jump to bullet point 14.

10. Click on the drop down arrow in the orange section which shows the date and theme

11. Select the date you want to make changes to

12. To remove items click the box under the column remove and click the remove button below it.

13. Then add new items as usual

14. Once you are finished making changes click the blue button that says Jump to the Last menu. If you are on the last menu click Finished

15. Click Next

16. If you skipped steps 10-13 and would like to cancel a specific date then please click the box next to the date you would like to remove.

17. Click Next

18. Verify Your Order and click Submit Order. If there is an amount owing you will be asked to pay. If there is a credit on your account it will remain there until the end of session one.