



Iglesia Evangélica Menonita
ACADEMIA MENONITA



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3 de octubre de 2025

A : Padres y Encargados

DE : 
Ramonita Rivera, Administradora

RE : **ACTIVACIÓN PLATAFORMA PARA COMPRAR EN
CAFETERÍA**

Saludos cordiales y que Dios bendiga sus hogares.

Como es de su conocimiento, hemos estado probando la plataforma para compras en cafetería para poder identificar las áreas que necesitan modificación en su configuración. Luego de efectuar unas mejoras, nos place informarles que los padres ya pueden crear sus cuentas para comenzar la utilización de la plataforma.

Adjunto a este documento acompañamos el Manual de Instrucciones para la creación de la cuenta por familia. Puede referirse al comunicado anterior (#21) para los detalles que ya les hemos compartido. Si tiene alguna duda sobre la creación de la cuenta, puede llamar a la Recepción de la Academia.

Esperamos que prontamente toda la comunidad escolar pueda beneficiarse de este servicio.

NOTA: Una nota importante para cuando vaya a crear la cuenta es que, cuando le pregunte por el "campus code" se refiere a lo que en las instrucciones indica como "campus/location", lo cual es *academiamenonita*.

Guide to Registering the Cafeteria Plataform

Menonita Academy

HotLunch Link: <https://academiamenonita.ahotlunch.com/login>

STEP 1 - Create your account (Parents)

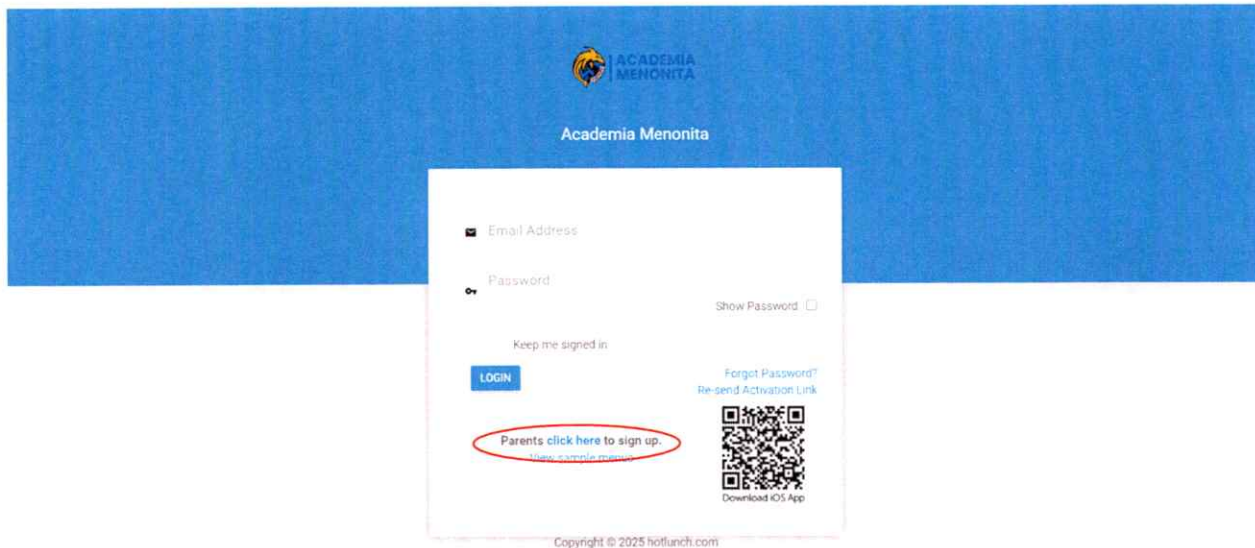
On the login screen, click in “Parents **Click here** to sign up.”

- Note: If you already have an account, choose “Log in” to enter your email and password.

PASO 1 - Crear tu cuenta (Padres)

En la pantalla de inicio de sesión, haz click en “Parents **Click here** to sign up.”

- Nota: Si ya tienes una cuenta creada, selecciona “Log in” para entrar con su correo y contraseña.



STEP 2 - Complete the Parent Sign Up form

- On the Parent Sign-up screen, fill in all the required fields.
- In the field labeled “Campus/Location” type: **academiamenonita**.
- Then, under Add Student, fill out the student’s information.

Note: If you have more than one student, click the “+” sign or the “**Add Student**” option to include all necessary students.

PASO 2 – Completar formulario

- En la pantalla de Parent Sign Up, completa todos los campos requeridos.
- En el campo que dice “**Campus/Location**”, debes escribir: **academiamenonita**.
- Luego, en la sección Add Student, completa la información del estudiante.

Nota: Si tienes más de un estudiante, haz clic en el signo “+” o en la opción “**Add Student**” para añadir todos los estudiantes necesarios.

The image shows two screenshots of a web application. The top screenshot is the 'Parent Sign Up' form, which has a title 'Parent Sign Up' and a subtitle 'Please fill in your details'. It contains several input fields: 'First Name *' (with a placeholder 'e.g. John' and a red error message 'This field is required'), 'Last Name *' (with a placeholder 'e.g. Doe'), 'Email *' (with a placeholder 'e.g. john@example.com'), 'Phone *' (with a placeholder 'e.g. (541) 754 3010'), 'Password *' (with a placeholder 'Use numbers and special characters'), and 'Confirm Password *' (with a placeholder 'Enter your password a second time'). The bottom screenshot is the 'Add Student' form, which has a title 'Add Student' and a green '+' button. It contains input fields for 'First Name *' (placeholder 'e.g. Jack'), 'Last Name *' (placeholder 'e.g. Doe'), 'Campus Code *' (placeholder 'e.g. ABC123'), 'Grade *' (placeholder 'Select a grade'), and 'Classroom *' (placeholder 'Select a classroom'). At the bottom of the 'Add Student' form, there is a blue 'SAVE' button and a link 'Back to home page'.

STEP 3 - Verify your email

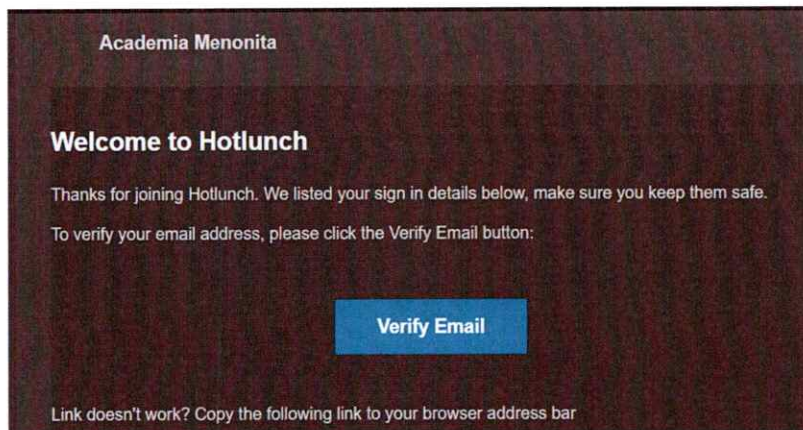
After creating your account, you will receive a welcome email from Hotlunch. Inside this email, there will be a blue button labeled "Verify Email."

Click that button to confirm and activate your account.

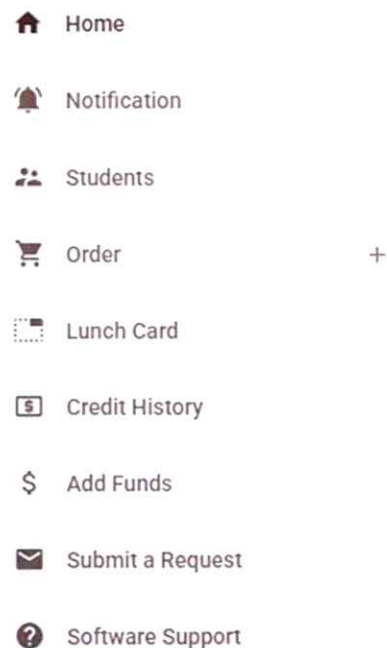
PASO 3 – Confirmar correo electrónico

Luego de crear tu cuenta, recibirás un correo de bienvenida de Hotlunch. Dentro de ese correo encontrarás un botón azul que dice "Verify Email."

Haz clic en ese botón para confirmar y activar tu cuenta.



- Once inside the platform, you will see a navigation panel on the left side of the screen. This panel contains different options such as Home, Notifications, Student, Order, and others. In **Credit History** option you will find the transactions that have been made to add money to your account. Now we will click on the next option that says "**Add Funds**".
- Una vez dentro de la plataforma, verás un panel de navegación en el lado izquierdo de la pantalla. Este panel contiene varias opciones como Home, Notifications, Student, Order, entre otras. En la opción **Credit History** va a encontrar las transacciones que se han realizado al añadir dinero a su cuenta. Ahora haremos click en la próxima opción que dice "**Add Funds**".



STEP 4 – Add Funds

- Click on **Add Funds** in the platform menu.
- In the **Amount** field, enter the amount you want to add to your account.
- Click **Submit**.

The 'Add Funds' form has a blue header bar. Below it, the title 'Add Funds' is centered. There is an 'Amount' field with a red asterisk and a placeholder 'e.g. 15.00'. Below that is a 'Note' field with a red asterisk and the placeholder text 'Advance Payment'. A red note states: 'NOTE: The Student name is only for recording the transaction. Funds added will be available for all students on this account.' Below this, a smaller note says: 'If applicable, convenience fee will be charged based on payment mode and will be adjusted from your total amount on completion of payment.' At the bottom right are two buttons: 'SUBMIT' (blue) and 'CANCEL' (grey).

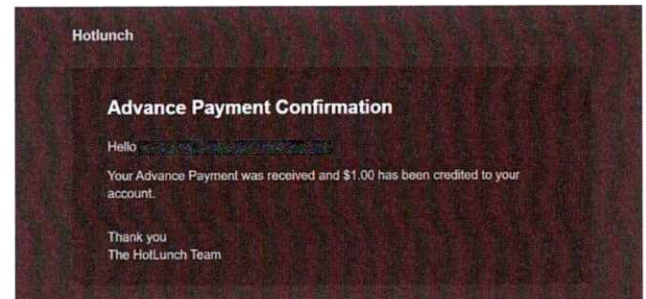
- A new option **Choose Payment Gateway** will appear. By default, Authorize.net is already selected.
- Click the blue **Pay** button to proceed with the amount you entered.

The 'Choose a Payment Gateway' form has a blue header bar. Below it, the title 'Choose a Payment Gateway' is centered. There is a radio button next to 'Authorize.net'. A red note states: 'NOTE: The Student name is only for recording the transaction. Funds added will be available for all students on this account.' Below this, a smaller note says: 'If applicable, convenience fee will be charged based on payment mode and will be adjusted from your total amount on completion of payment.' At the bottom right are two buttons: 'PAY 10' (blue) and 'CANCEL' (grey).

- You will be redirected to enter your credit card information securely to finalize the payment.
- At the bottom of this page, there is a checkbox labeled “**Save this card for future use**”. Click it if you want the platform to remember your card for future payments.
- Finally, click **Pay** to complete the transaction.

The credit card payment form has a blue header bar. Below it, there are two tabs: 'SAVED CARDS' and 'NEW CREDIT CARD'. The 'NEW CREDIT CARD' tab is selected. Below the tabs, there is a 'Select Card' dropdown menu with 'MasterCard' selected. Below that is a 'Card Number' field. Below that are two dropdown menus for 'Valid Thru (MM/YY)' with '01' and '2025' selected. Below that is a 'Security code (CVV)' field. Below that is a 'Name on card' field with 'John doe' entered. Below that is an 'Address' field. Below that are two fields for 'City' and 'ZIP Code'. At the bottom, there is a checkbox labeled 'Save this card for future use'. At the bottom right are two buttons: 'PAY 10.00' (green) and 'BACK' (grey).

- Your account balance will update to reflect the new funds.
- You will receive a confirmation email showing that your payment was successfully processed



- After checking your email, you can go to the **Home** area of the platform, where your current account balance will be displayed at the top of the page.



PASO 4 - Añadir Fondos

- Haz clic en Añadir Fondo en el menú de la plataforma.
- En el campo Cantidad “**Amount**”, escribe la cantidad que deseas añadir a tu cuenta.
- Haz clic en “**Submit**”.
- Aparecerá una nueva opción “**Choose Payment Gateway**”. Por defecto, Authorize.net ya está seleccionado.
- Haz clic en el botón azul que indica pagar “**Pay**” para continuar con la cantidad indicada.
- Serás redirigido para ingresar de manera segura la información de tu tarjeta de crédito y finalizar el pago.
- En la parte inferior de esta página, hay una casilla llamada Guardar esta tarjeta para uso futuro “**Save this card for future use**”. Haz clic en ella si deseas que la plataforma recuerde tu tarjeta para futuros pagos.
- Finalmente, haz clic en pagar “**Pay**” para completar la transacción.
- El saldo de tu cuenta se actualizará para reflejar los fondos añadidos.
- Recibirás un correo de confirmación indicando que tu pago se realizó correctamente.
- Después de revisar tu correo, puedes ir al área de “**Home**” de la plataforma, donde se mostrará tu saldo actual en la parte superior de la página.