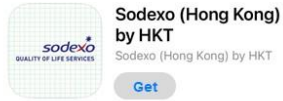


Online Ordering App User Guide



1. App Download
2. Login & Initial Password
3. Home Page
4. Ordering
5. Payment History
6. Late Charge
7. Order History & Credit
8. Meal Cancellation
9. Sibling Account
10. Forget Password
11. Personal Information Collection Statement

STEP 1: App Download



Parents can scan QR codes or visit iOS App Store / Android Google Play to download: **"Sodexo (Hong Kong) by HKT"** ordering app

STEP 2: Login & Initial Password

Username

Password

LOGIN

HKT Merchant Services

11:47

Change Password

Old password

New Password

Confirm password

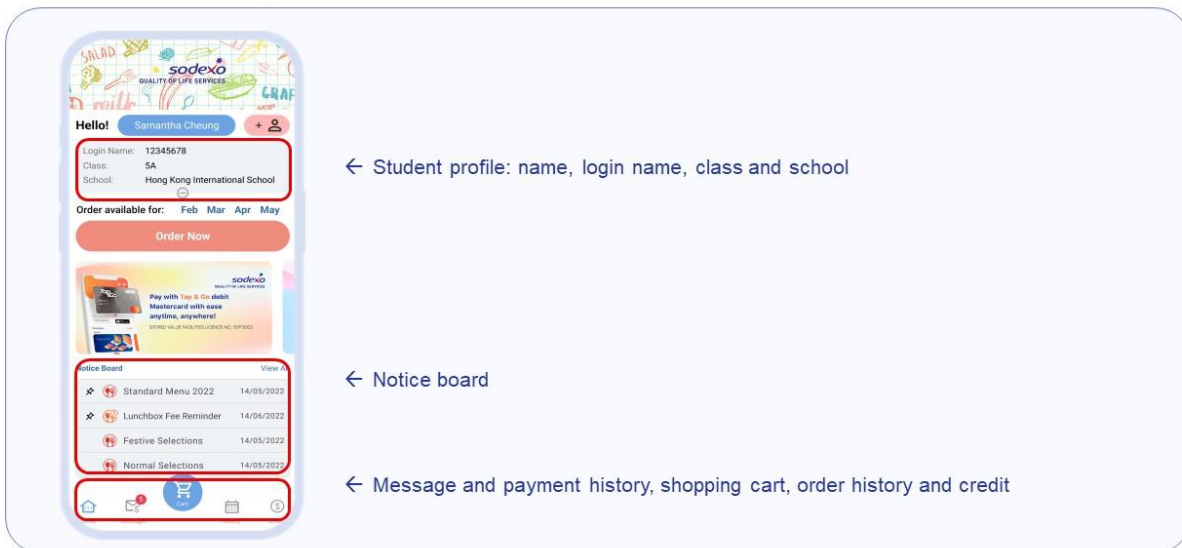
*Min Six characters with Letter or Number

Confirm

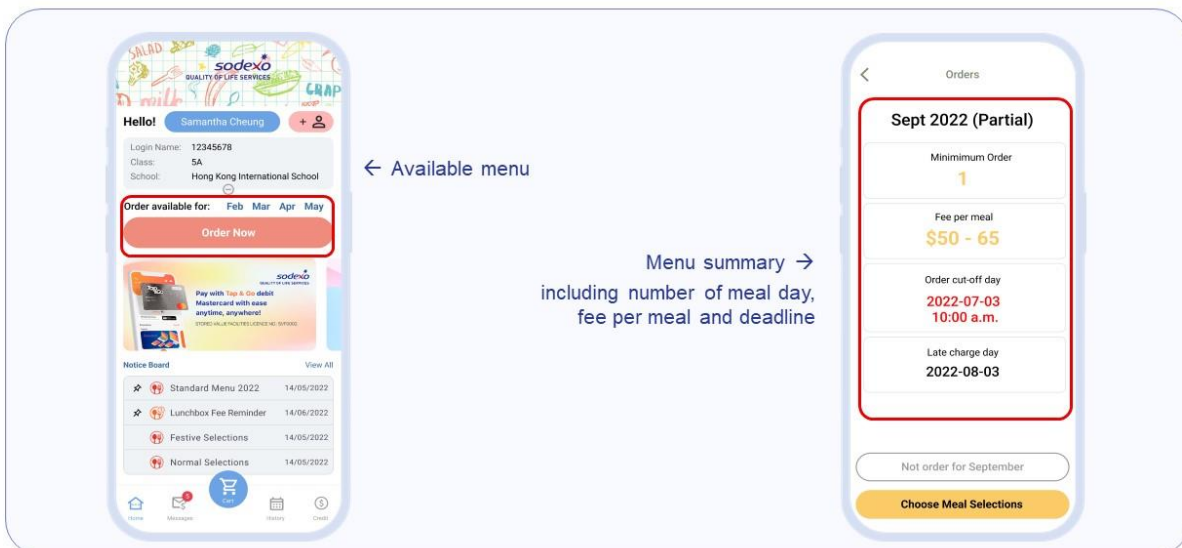
Username and initial Password will be sent to your personal email by Sodexo

You have to change the > initial password to a new password upon your first login

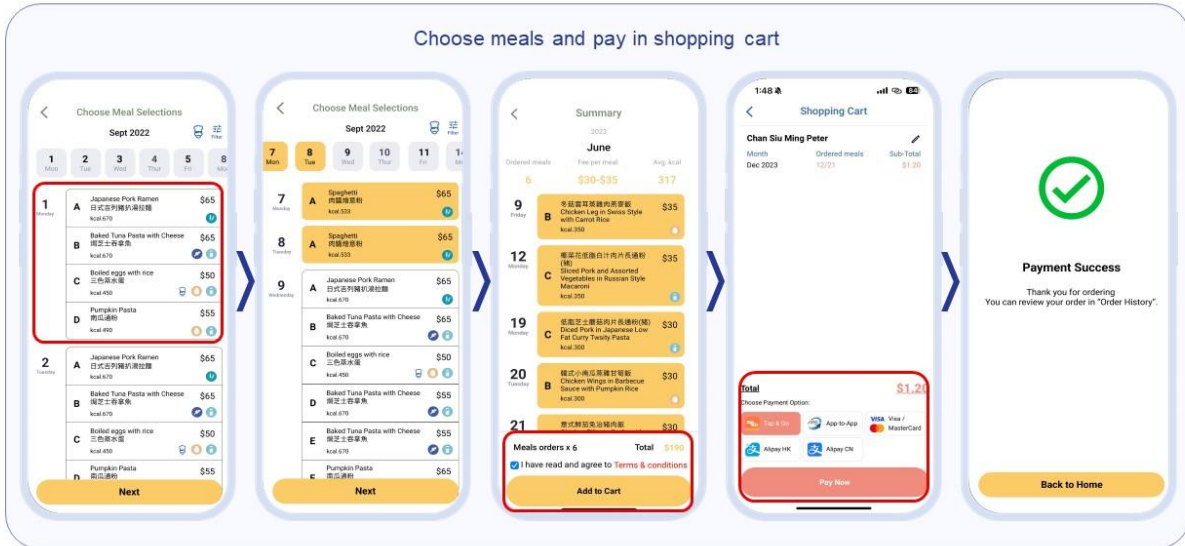
STEP 3: Home Page Overview



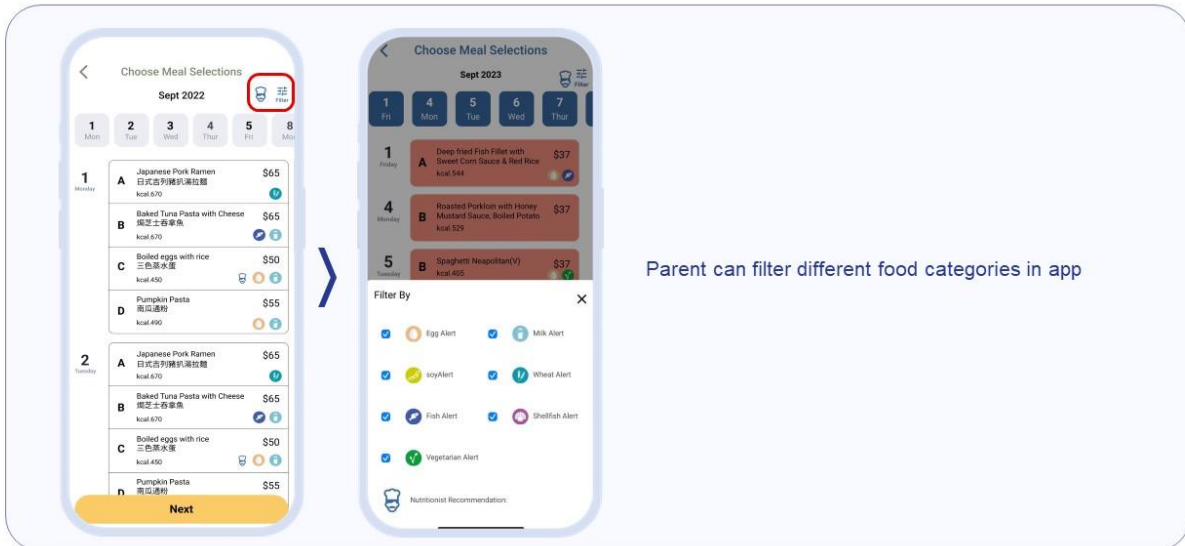
STEP 4: Ordering



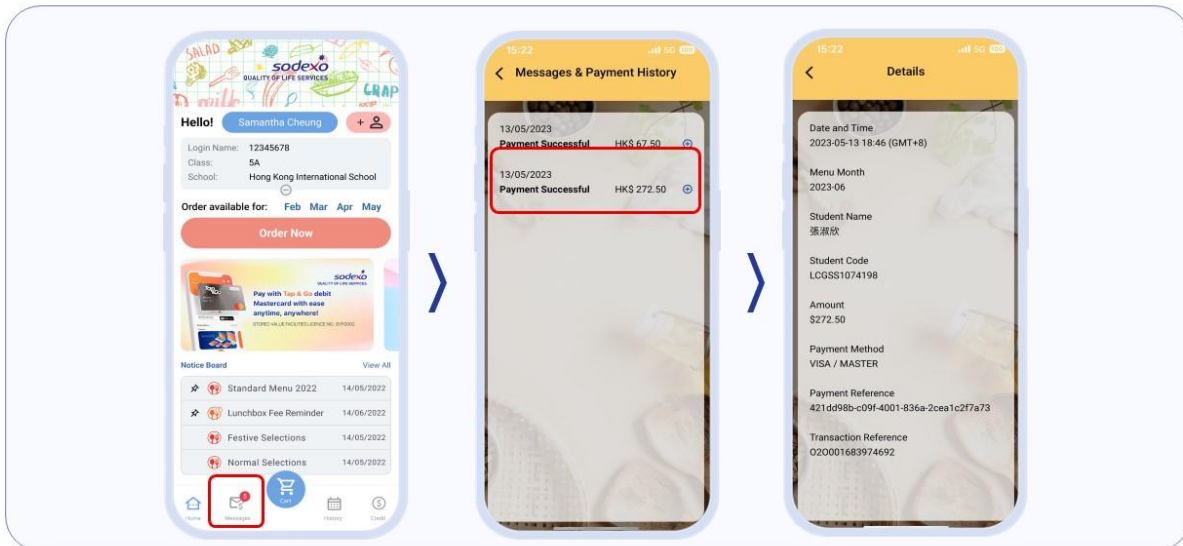
STEP 4: Ordering



STEP 4: Ordering



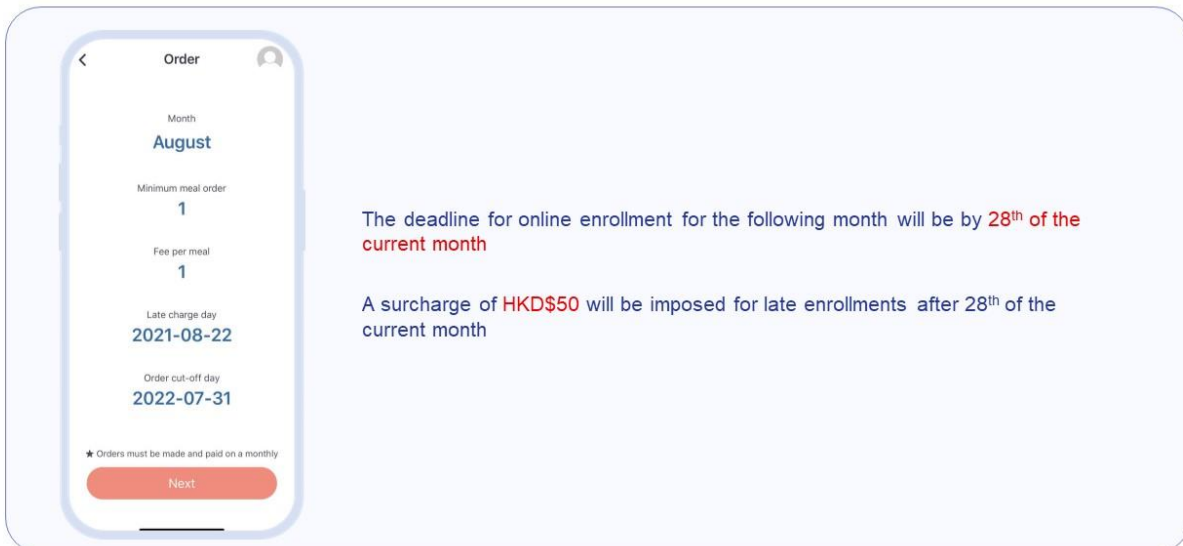
STEP 5: Payment History



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Late Charge



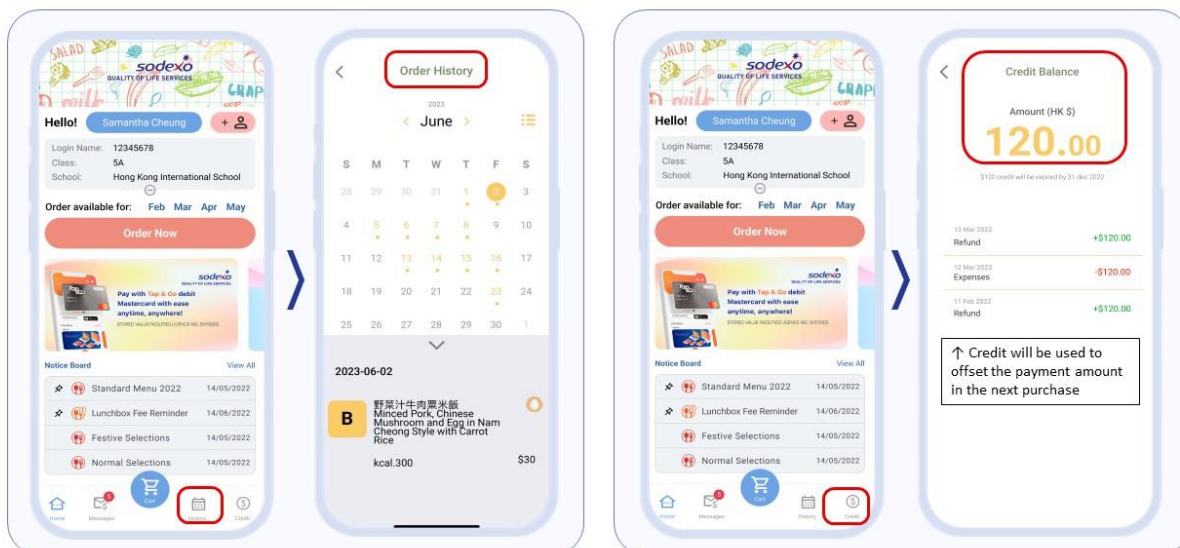
The deadline for online enrollment for the following month will be by **28th of the current month**

A surcharge of **HKD\$50** will be imposed for late enrollments after 28th of the current month

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Order History & Credit



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Meal Cancellation



SCHOOL SUSPENSION DUE TO BAD WEATHER:

Automatic refunds to all students

SICK LEAVE:

Please inform our Catering Manager by sending an email to unit.rchk.hk@sodexo.com before 8:30am on the day of leave

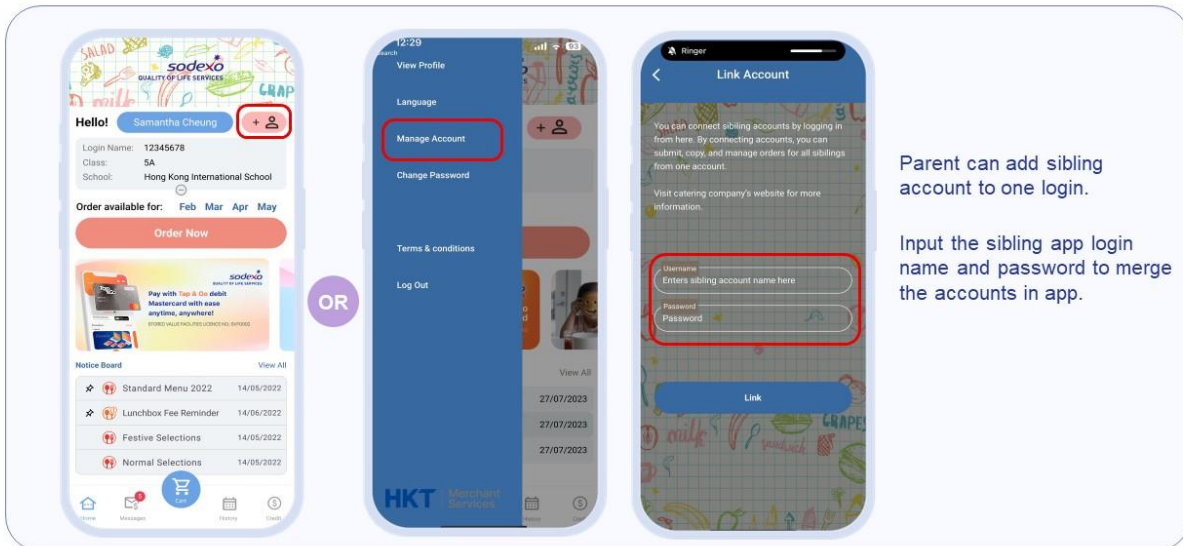
*Late notifications and other personal reasons for lunch cancellation will not be accepted

*All meal cancellation will be refunded via a credit to your ordering account

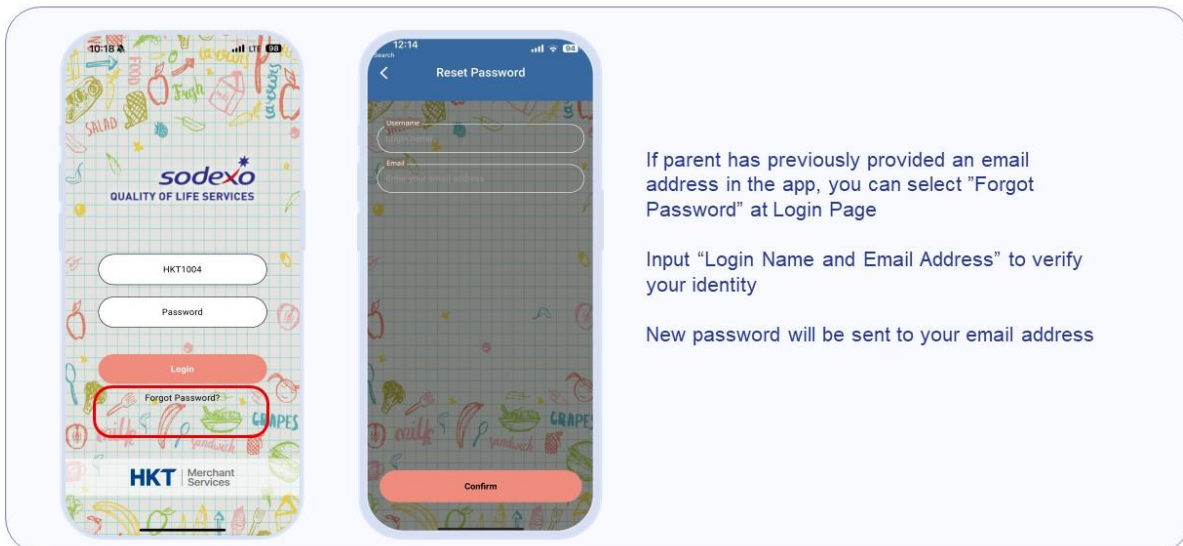
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Sibling Account



Forgot Password



Personal Information Collection Statement



All personal data collected will only be used for lunch enrollment or related matters at Renaissance College Hong Kong.

Sodexo (HK) Limited will not transfer the personal data collected to any third party, unless the individual concerned has given express consent for a change of use of data or such use is permitted by law.

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Thank You.

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