

# Edit the fixed or daily lunch benefit load amounts

As the Tax Administration updates the lunch benefit payment limits, the fixed or daily load amounts will need to be modified to the new values in Ticket-On-The-Web -tool. If you have the recommended load amount for lunch benefit you don't need to make any changes and those will be updated in the system automatically.

1. Log into Ticket On-the-Web –tool and choose Employee orders
2. Top-up – MyEdenred
3. Settings
4. Order lunch benefit
- 5. If you have the fixed load amounts**, edit the fixed amounts
  - You can provide 1-3 fixed load amounts for the beneficiaries to choose from
- 6. If you have the daily load amounts**, edit the daily load amounts
  - You can provide 1-3 daily load amounts for the beneficiaries to choose from within the payment limits defined by the Tax Administration (7,15 € - 11,30 € in 2022). You can also define the number of working days (1-23 days) for each month.

The screenshot illustrates the process of editing lunch benefit load amounts through the Ticket-On-The-Web interface. The steps are numbered 1 through 6:

- 1**: The user navigates to the **EMPLOYEE ORDERS** menu item in the top navigation bar.
- 2**: The user selects **Top up – MyEdenred** from the **Card order** dropdown menu.
- 3**: The user clicks on the **Settings** option within the **Top up – MyEdenred** menu.
- 4**: The user selects the **Order lunch benefit** button.
- 5**: In the **Load amount settings** section, the user selects the radio button for **Use fixed load amount**. Below this, the **Provided load amounts** are shown as three input fields containing the values **158**, **200**, and **250**.
- 6**: In the **Load amount settings** section, the user selects the radio button for **Use daily load amounts**. Below this, the **Daily amount choices** are shown as three empty input fields, and the **Working days in a month** is shown as a dropdown menu currently set to **22**.