

# Ordering hot lunch online

-Log into FACTS SIS account

-On the left click on **STUDENT** drop down

-Click on **LUNCH**

-Top of the page click on **CREATE WEB ORDER**

-Select the items you wish to order and the quantity.

\*If you have more than one child keep scrolling and each child will show up so you can order for each child.

-At the bottom of the page click on **ORDER ITEMS**

-Choose credit card or bank account and input information

\* Bank account has a Convenience fee of .85 cents total per order.

\*Credit card has a fee of 3.75% of the total order.

-Scroll to the bottom and click on **SUBMIT**

-On the next page, scroll down and click on **PAY.**

-You will receive a confirmation email when the order has gone through.

**If you do not receive the email the order is not finished and payment has not gone through. You must go back and complete the payment.**

**If items on first page calendar are in **Red** the order is not complete. If items on the page are **Blue** the order is complete.**