



# HOW TO ORDER

## ORDER ON FACTS RENWEB



- ✓ Log into your FACTS Family Portal.
- ✓ On the left-hand menu, select Student>Lunch.
- ✓ You will then see the lunch menu for the day/week/month.
- ✓ Click "+ Create web order."
- ✓ Enter 1 under QTY for each lunch you would like to order for your child.
- ✓ If you have multiple children, you will scroll down to do this same process for each child.  
Once all orders are entered, scroll to the very bottom to see the GRAND TOTAL.
- ✓ click "Order Items."
- ✓ Charges will be added to your FACTS account AFTER confirming your child has picked up their lunch from the lunch room. (If they are absent, they will not be charged.)
- ✓ All lunch orders should be entered by Thursday at 4 PM for the upcoming week.

