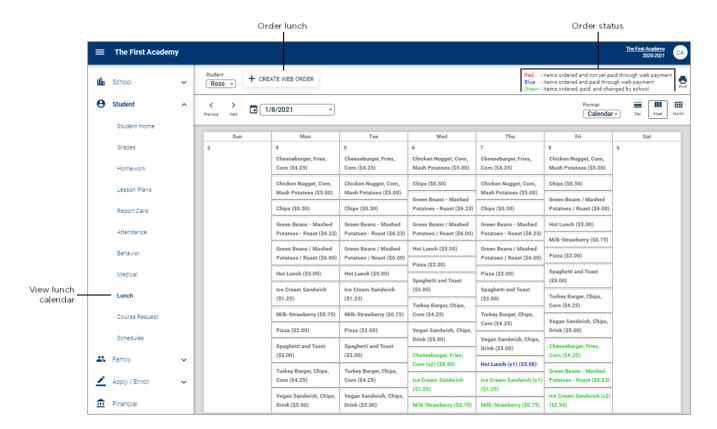
Family Portal - Prepaid Lunch Orders (Method 2)

| Purpose | Schools who require payment for lunch at the time parents place orders in FACTS Family Portal can share this information to help parents understand the process. |
|------------------|--|
| Related Articles | Configure Family Portal for Lunch Ordering Family Portal - Lunch Orders (Method 1) |

Family Portal Lunch Calendar

Parents may log into **Family Portal** and order lunch for their students. As soon as their order is submitted through Family Portal, it displays in FACTS SIS. If the order is changed in FACTS SIS, the change is immediately reflected on Family Portal.





Note

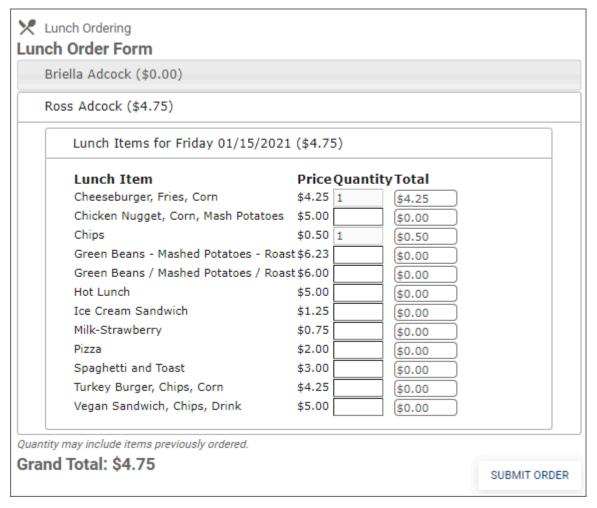
- Red items ordered and not yet paid through web payment
- Blue items ordered and paid through web payment



Green - items ordered and paid through web payment, then modified by school

Place a lunch order

- 1. In your Internet browser, navigate to https://factsmgt.com and click Family Log in.
- 2. Select FACTS Family Portal.
- 3. Type your school's district code, your username, and password.
- 4. When Family Portal displays, click if the left navigation menu does not display.
- 5. Click Student, then select Lunch.
- 6. Click +CREATE WEB ORDER.
- Click the student name for which you wish to place an order.
 The Lunch Order Form expands listing each date an order may be placed.



- 8. Click the date to place an order.
- 9. Type the number of items to order for the student in the Quantity column. The Total column displays the cost.

- 10. Repeat for all dates and all students. The **Grand Total** is listed at the bottom.
- 11. Click **Submit Order**. The **Online Lunch Payment** screen displays after you place your order.
- 12. Type payment information and click **Submit**. Please wait a few seconds for the payment transaction to complete. An email confirmation of your payment will be sent to you: **Payment@cryptpay3.com School Lunch Payment Received**.



Tip

- We suggest parents use Google Chrome or Firefox to place lunch orders.
- Do not leave the order or payment screens until the transaction is complete, which may take several seconds.
- When parents order through Family Portal, only the first meal per student is discounted. Schools may discount additional meals per student by making adjustments in Cafeteria Orders.