

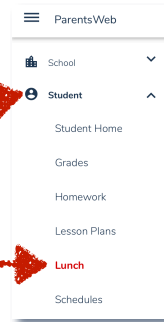
# How to order HOT LUNCH

DESKTOP

## STEP 1

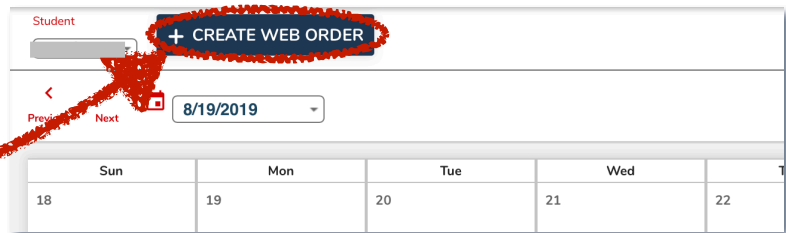
Log in to your family's FACTS ParentsWeb account. From your homepage, select the following from the menu:

1. "Student"
2. "Lunch"



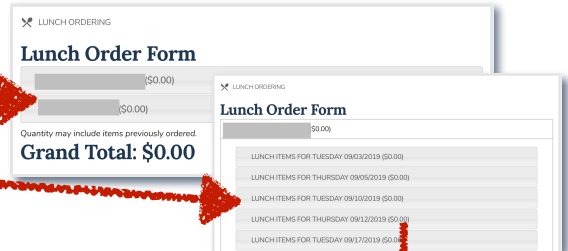
## STEP 2

Near the upper right side, click "Create Web Order".



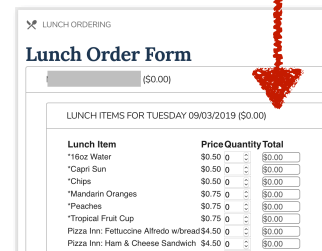
## STEP 3

- Click on each child's name individually to enter their order.
- Click on each Hot Lunch Day to select items for those specific days.



## STEP 4

Enter the quantities that you would like to purchase for each item. You will only have the option to purchase items that are available on that Hot Lunch Day.



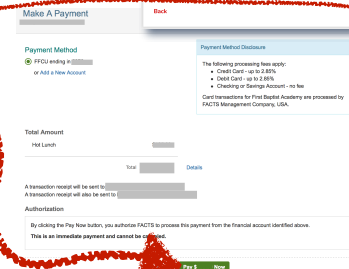
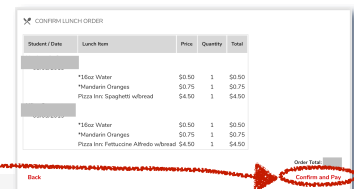
## STEP 4cont.

After selecting your items, scroll to the bottom. You must click "Submit Order" to submit your order. **IT DOES NOT AUTOMATICALLY SAVE ON THE DESKTOP VERSION!** (It auto. saves on the app.)



## STEP 5

After you click "Submit Order" you will see a confirmation screen where you can confirm your order. Scroll to the bottom and click "Confirm & Pay". This will direct you to your FACTS account where you will confirm the total & click "PAY NOW". **This is the only method of ordering & paying for Hot Lunch!** FACTS will send you an email receipt.

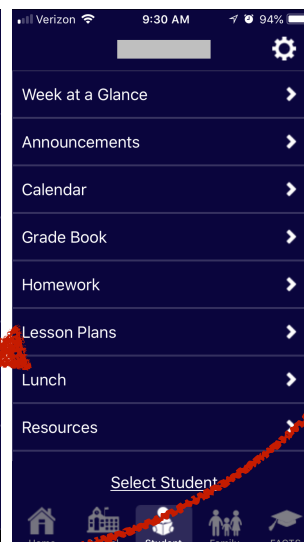
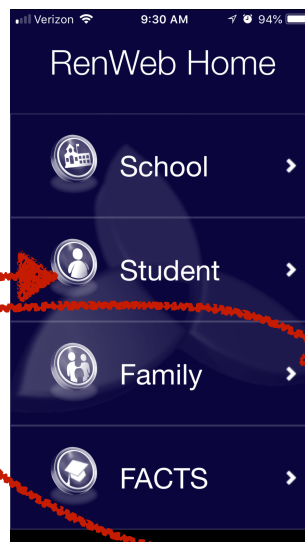


# How to order HOT LUNCH

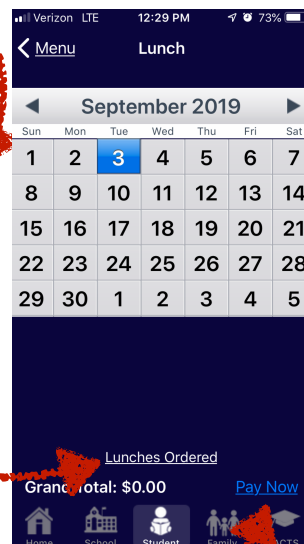
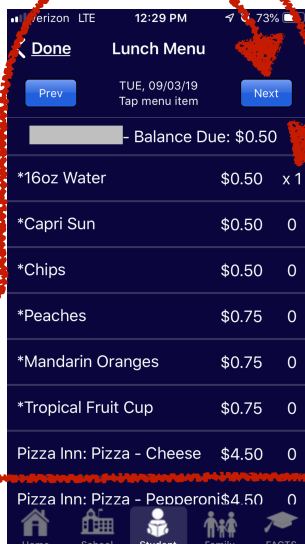
Renweb  
APP

Open your RenWeb HOME App. (Available in the App store.)

1. Select "Student"
2. Select "Lunch"
3. Select Each Individual Hot Lunch Day to order.



- Change the quantities by clicking the number next to each item. By clicking the number multiple times, you can increase or decrease your quantity. Once your order is submitted & paid, you will not be able to modify items for which you have already paid.
- Click "Next" to move on to the next Hot Lunch day. You may also go back to the Calendar view & select another day.
- Click "Lunches Ordered" to see a summary of the items that you have purchased.
- Click "Pay Now" to submit and pay for your order!



**This is the only method of ordering & paying for Hot Lunch!**

**If there is an amount next to "Grand Total" that is greater than \$0, your order DID NOT SUBMIT. The ONLY way that we will receive your order is if you walk through the steps by clicking "Pay Now". If you do not go through this process, we will not receive your order!**