



**FIRST BAPTIST  
ACADEMY**  
*Christ-Centered. Excellence-Driven.*

# Hot Lunch Ordering Instructions

## DESKTOP

- Log in to your FACTS Family Portal account. From your home page, select “Student” and then “Lunch.”
- Near the upper right side, click “Create Web Order.”
- Click on each student’s name individually to enter their order, selecting items for specific days.
- Enter the quantities that you would like to purchase for each item that is available on a given day.
- After selecting your items, scroll to the bottom and click “Submit Order.”
- After you click “Submit Order,” you will see a confirmation screen where you can confirm your order. Scroll to the bottom and click “Confirm and Pay.” This will direct you to your FACTS account where you will confirm the total and click “Pay Now.”

## FACTS FAMILY APP

- Open the FACTS Family App and select “Lunch.”
- Click on each student’s name individually to enter their order, selecting items for specific days.
- Enter the quantities that you would like to purchase for each item that is available on a given day.
- After selecting your items, scroll to the bottom and click “Submit Order.”
- After you click “Submit Order,” you will see a confirmation screen where you can confirm your order. Scroll to the bottom and click “Confirm and Pay.” This will direct you to your FACTS account where you will confirm the total and click “Pay Now.”