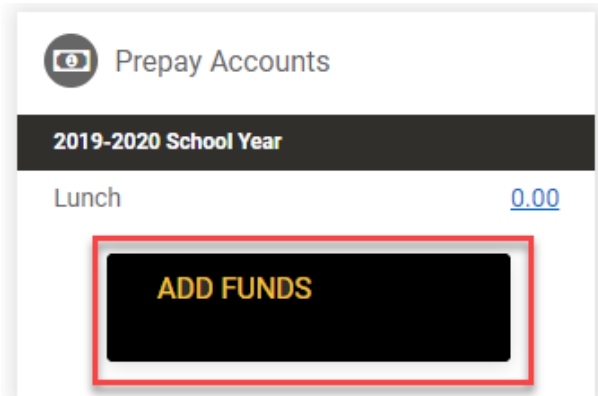


Cafeteria Process

VIDEO DIRECTIONS AVAILABLE

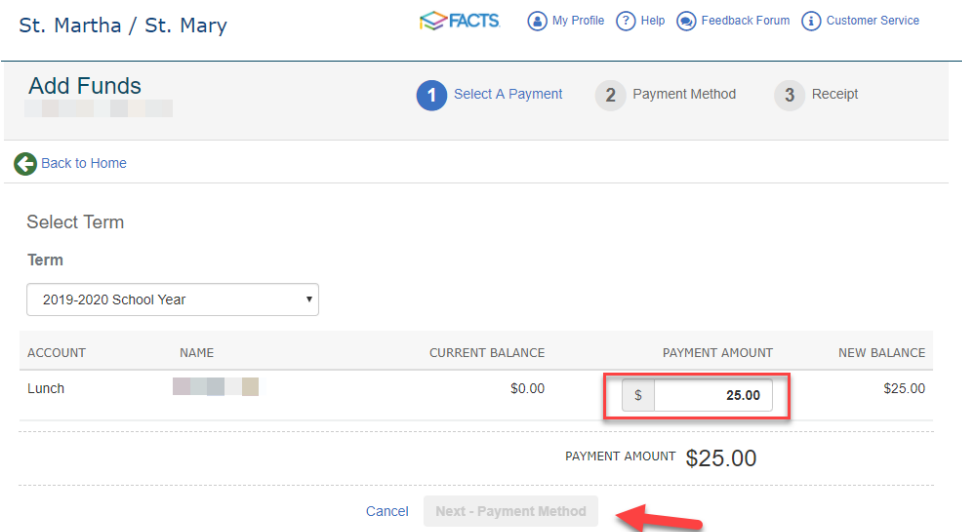
Paying for Lunch: Pre Pay Account

- You will need to set up a pre pay account **before** ordering lunch.
- Log into your [FACTS Family Portal](#) (ParentsWeb) account
- Select **Financial** from the navigation menu on the left
- Click **ADD FUNDS** under the Lunch Prepay Account tile



Step 1 – Select a Payment

- Enter the amount you would like to add to your student(s) lunch account.
 - **Please Note:** you will be required to add a minimum of \$25 the first time you add funds to this account. If your account falls below \$25 you will receive an email alert that the balance is low. Please add additional funds as needed to ensure your child has a positive balance in the account.
- If Account falls below 0 a surcharge of \$1.50 per child is added to your account



- Click **Next-Payment Method**

Step 2: Payment Method

- Choose from a stored account on file or enter a new account.
- The **Total Amount** is displayed
- A Payment Confirmation is sent to the email address on file.
- Click **Pay \$ Now**

Add Funds
Test Payer #1002364709

1 Select A Payment 2 **Payment Method** 3 Receipt

Payment Method

Test Bank ending in 6789
or [Add a New Account](#)

Payment Method Disclosure

The following processing fees apply:

- Credit Card - up to %
- Debit Card - up to %
- Checking or Savings Account - no fee

Card transactions for Sample School are processed by FACTS Management Company, USA.

[FACTS Returned Payment Fee Policy](#)

Total Amount

Institution Amount	\$25.00
<hr/>	
Total	\$25.00

A transaction receipt will be sent to: [Add](#)

Authorization

By clicking the Pay Now button, you authorize FACTS to process this payment from the financial account identified above.

This is an immediate payment and cannot be canceled.

[Cancel](#) [Pay \\$25.00 Now](#)

Step 3 – Receipt

- This page is a printable confirmation of the payment that was submitted.
- Click **Process to Home** to leave the payment screen.

Ordering Lunch:

- Log into your [FACTS Family Portal](#) (ParentsWeb) account *District Code: SMA-FL*
- Click **Student** and then click **Lunch** from the navigation menu on the left
- **Create Web Order** to place a lunch order for your student(s)
- The **Lunch Order Form** displays each student in the family
- Click the student name for which you wish to place an order. The menu will expand listing each date an order may be placed
- Click the date to place an order to expand the lunch items for that date
- Select Lunch Choice. Type 1 in the **Quantity** column. The total column displays the cost
 - **Please note: the grade level range is listed before the lunch item. Please be sure to place an order for the item that corresponds to the student(s) grade level.**
- Lunch cut off is 8:00 am day of lunch service
- You Can Order by Day/ Week/ Month
- When Checking out make sure you have the correct funds added to your account to cover orders placed
- Click **Submit Order**