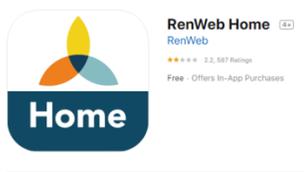


## FACTS/App/Lunch

Download the RenWeb (FACTS) Home app on your phone (please note that some devices charge \$4.99)



### Adding Money to Your Child's Lunch Account

1. Open the app.
2. Click "FACTS"
3. Click "Prepay Accounts"
4. Click "Add Funds"
5. Make sure the correct school year is in the Term
6. Click in the box next to the \$ sign and enter the amount to be added to your child's lunch account. Enter a dollar amount for each child. (hitting the "go button" will take you to payment method without adding amounts for each additional child)
7. Click "Next-Payment Method"
8. Select the circle next to the account you would like to pay with (this section is preloaded with payment options that you have previously added to your RenWeb/FACTS account from other transactions like enrollment, tuition, etc.)
9. Click "Pay \$(amount) Now"
10. If done correctly it will say "Thank You. Your payment for \$(amount) has been authorized and submitted)

### Ordering Lunch Items

1. Open the app.
2. Click on "Student"
3. Click on "Lunch"
4. Click on the date you want to order for
5. Make sure you are on the choices under the child you wish to order for. Each lunch option is listed under each child. If there are a 6-12 student, please only order items beginning with "SEC", if they are a K-5 student, please only order items beginning with "Elementary".
6. Click on the item you wish to order. The 0 should change to 1.
7. If you need to remove the item click on it and click "remove" when the option pops up.
8. Click "done"
9. When you are back on the calendar screen the total for all the items ordered will show on the grand total towards the bottom of the screen.