



## FACTS/Lunch Ordering



To order lunch you need to be sure you have funds in your incidental account in FACTS.

1. Log into your FACTS account at [FACTSMGT.com](https://FACTSMGT.com)
2. On the top right select Family Log In and then FACTS Family Portal
3. Then enter our district code, **LCS-NE**, your username, and password.
4. Once logged in select Financial on the far left side all the way at the bottom. Here you can click on our child the ADD FUNDS button.

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

1. Click Add FUNDS and be sure to choose the 2024-2025 School Year tab. (It will take you to a authentication page where you will need to be sent a code to access your financial data.)
2. From here you can add money to each child's account, entering the amount you want to add to it.
3. Click "Next-Payment Method"
4. Select the circle next to the account or credit card you would like to pay with (this section is preloaded with payment options that you have previously added to your FACTS account from other transactions like enrollment, tuition, etc.)
5. Click "Pay \$(amount) Now"
6. If done correctly it will say "Thank You. Your payment for \$(amount) has been authorized and submitted)

### Ordering Lunch Items

1. You should have been redirected back to the main Family Portal area.
2. Click on "Student"
3. Click on "Lunch"
4. Click on the date you want to order for or click Create Web Order
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 6-12 students, please only order items beginning with "SEC", if they are K-5 students, 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.