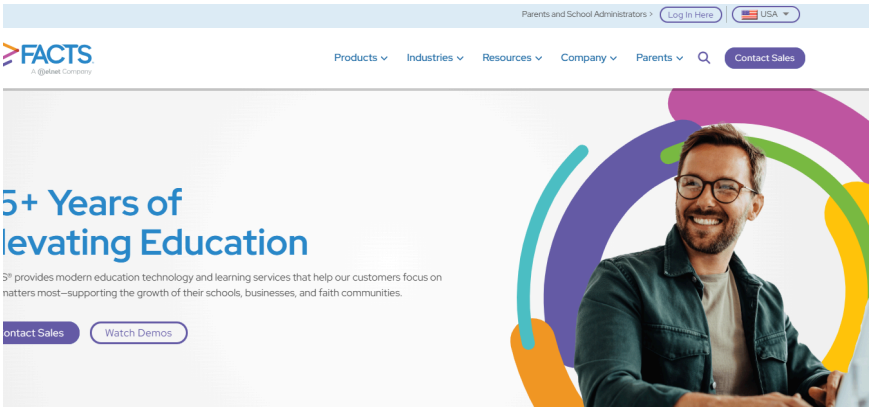
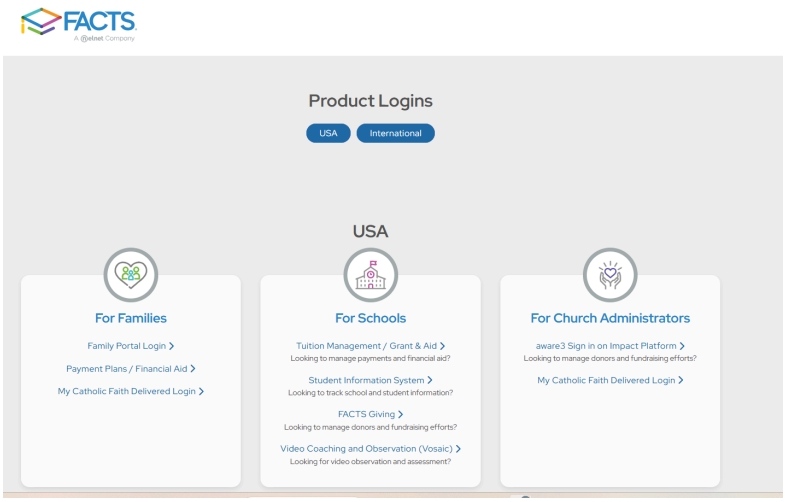
How To Order Lunches on FACTS

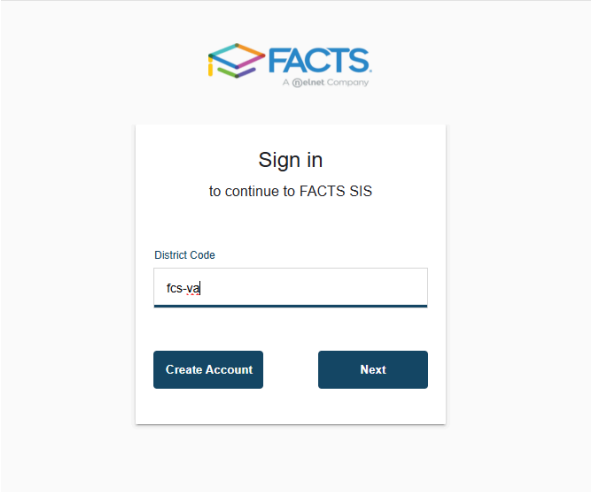
1. Go to factsmgt.com. Click on “Log In Here” in the upper right corner of the page.



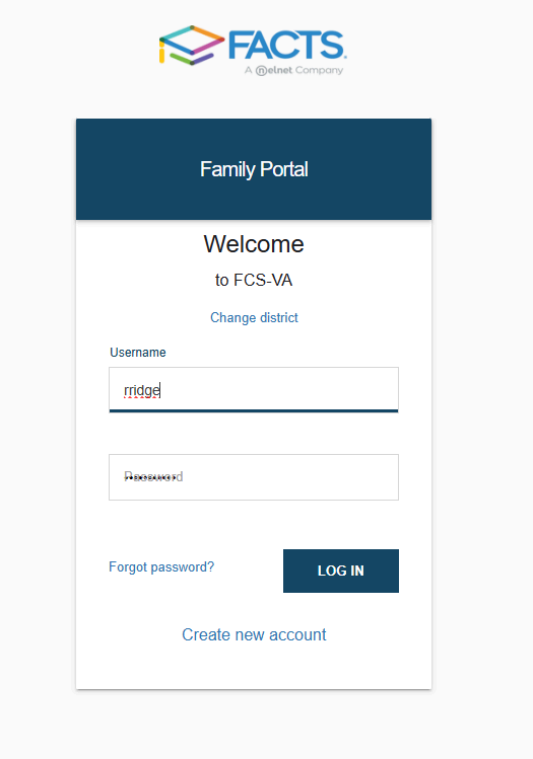
2. Next click on Family Portal Login over on the left side of the page in the first tile.



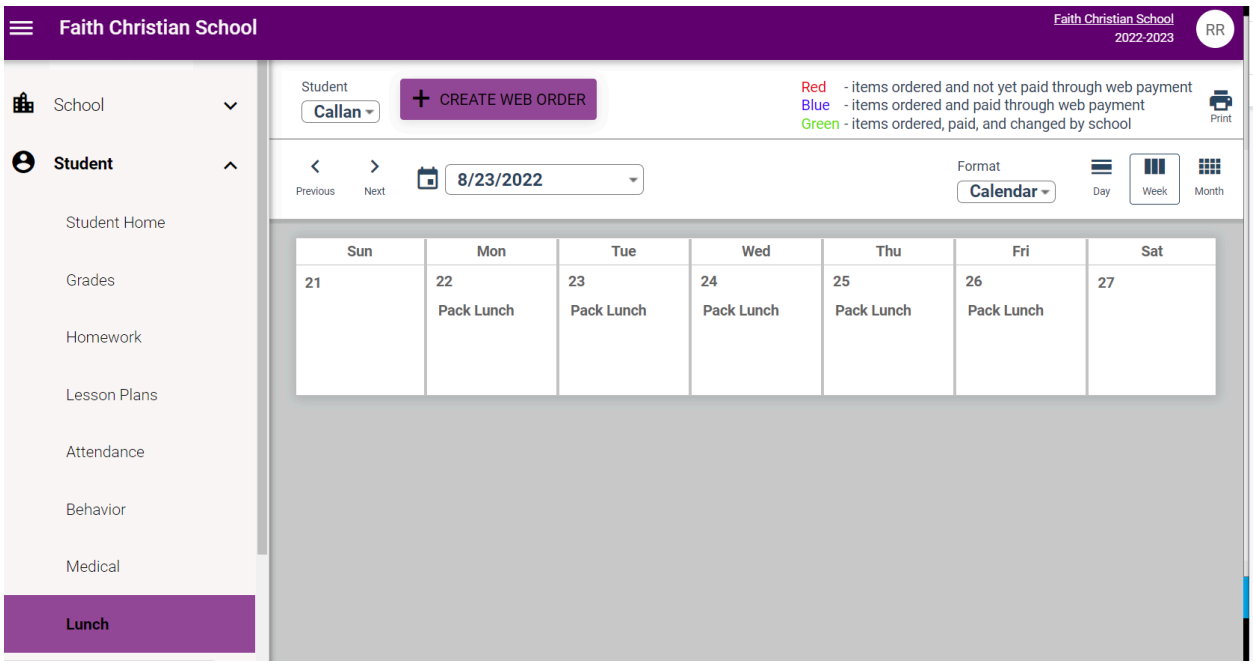
3. Type in district code “fcs-va” and click the Next button.



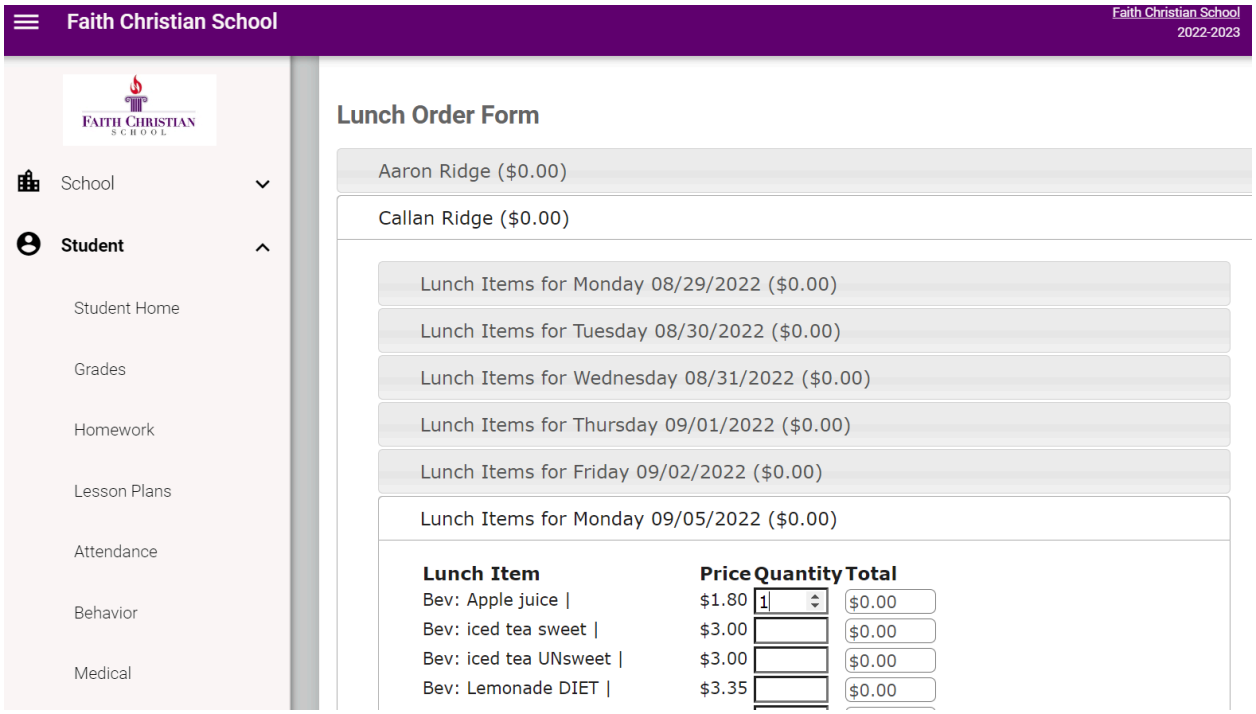
1. Type in your login and password and click the LOG IN button.



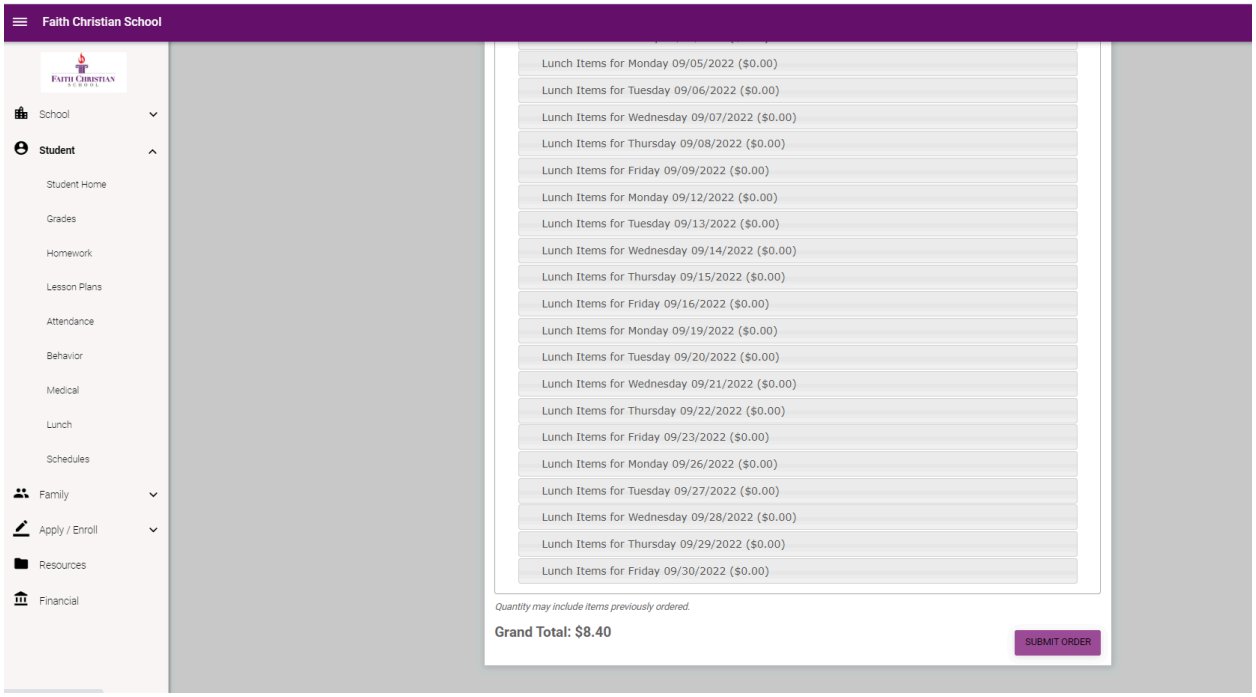
4. Go to Student ->then Lunch and select the student name. Click on the purple CREATE WEB ORDER button.



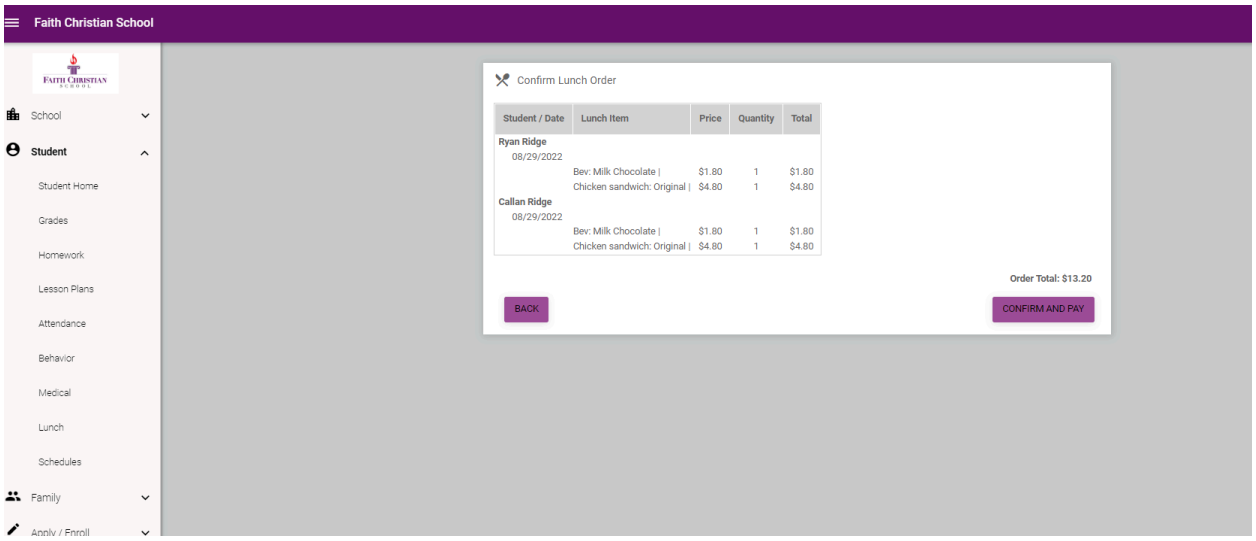
5. Select the student and then the date you wish to purchase lunch.



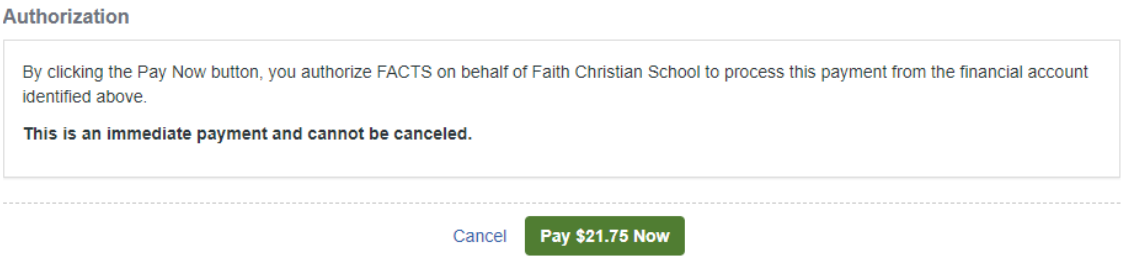
6. When finished making selections, scroll down to the bottom and click submit order. This will redirect you to a payment screen.



7. Once you click on Submit payment this screen will pop up:



8. Click confirm and pay and it will take you to the payment screen. Click on the Green button at the bottom that says Pay (amount) Now.



9. You should get the following message within your portal if you have done your payment successfully as well as an email from FACTS.

