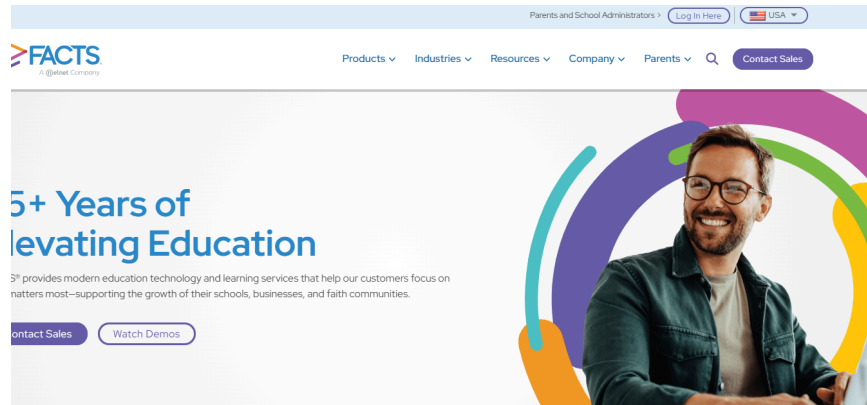
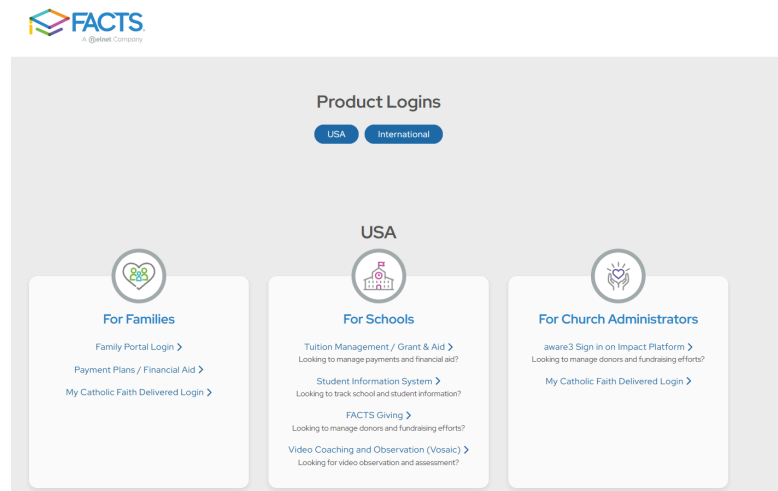


How To Order Lunches on FACTS

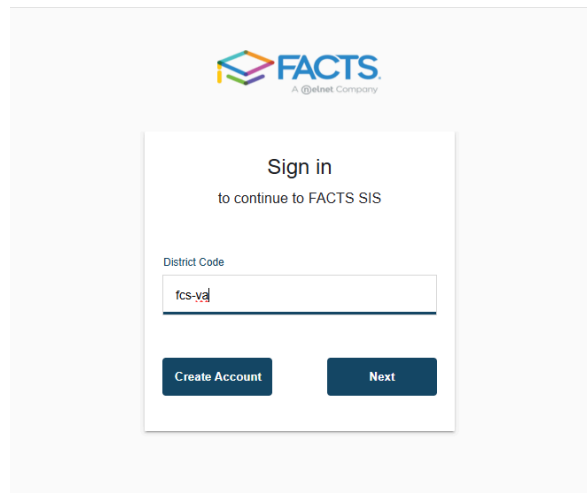
1. Go to factsmgt.com. Click on “Log In Here” in the upper right corner of the page.



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.

The screenshot shows the FACTS Family Portal login interface. At the top is the FACTS logo with the tagline 'A @net Company'. Below this is a dark blue header with the text 'Family Portal'. The main content area is white and contains a 'Welcome to FCS-VA' message, a 'Change district' link, and a login form. The login form has fields for 'Username' (containing 'rridgel') and 'Password' (containing 'XXXXXXXXXX'). Below the password field is a 'Forgot password?' link and a dark blue 'LOG IN' button. At the bottom of the form is a 'Create new account' link.


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

The screenshot displays the Faith Christian School student portal. The top navigation bar is purple with the school name and a user profile icon labeled 'RR'. A left sidebar lists navigation options: School, Student, Student Home, Grades, Homework, Lesson Plans, Attendance, Behavior, Medical, and Lunch (highlighted in purple). The main content area shows the 'Student' section for 'Callan' with a purple '+ CREATE WEB ORDER' button. To the right, a legend explains color coding: Red for items ordered and not yet paid, Blue for items ordered and paid, and Green for items ordered, paid, and changed by school. Below this is a calendar for August 2022, showing 'Pack Lunch' for Monday through Friday. The calendar interface includes navigation arrows, a date selector set to 8/23/2022, and format options for Day, Week, and Month.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
21	22 Pack Lunch	23 Pack Lunch	24 Pack Lunch	25 Pack Lunch	26 Pack Lunch	27

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

Faith Christian School



School

Student

Student Home

Grades

Homework

Lesson Plans

Attendance

Behavior

Medical

Lunch Order Form

Aaron Ridge (\$0.00)

Callan Ridge (\$0.00)

Lunch Items for Monday 08/29/2022 (\$0.00)

Lunch Items for Tuesday 08/30/2022 (\$0.00)

Lunch Items for Wednesday 08/31/2022 (\$0.00)

Lunch Items for Thursday 09/01/2022 (\$0.00)


Lunch Items for Friday 09/02/2022 (\$0.00)

Lunch Items for Monday 09/05/2022 (\$0.00)

Lunch Item	Price	Quantity	Total
Bev: Apple juice	\$1.80	1	\$0.00
Bev: iced tea sweet	\$3.00		\$0.00
Bev: iced tea UNSweet	\$3.00		\$0.00
Bev: Lemonade DIET	\$3.35		\$0.00

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

Faith Christian School



School

Student

Student Home

Grades

Homework

Lesson Plans

Attendance

Behavior

Medical

Lunch

Schedules

Family

Apply / Enroll

Resources

Financial

Lunch Items for Monday 09/05/2022 (\$0.00)

Lunch Items for Tuesday 09/06/2022 (\$0.00)

Lunch Items for Wednesday 09/07/2022 (\$0.00)

Lunch Items for Thursday 09/08/2022 (\$0.00)

Lunch Items for Friday 09/09/2022 (\$0.00)

Lunch Items for Monday 09/12/2022 (\$0.00)

Lunch Items for Tuesday 09/13/2022 (\$0.00)

Lunch Items for Wednesday 09/14/2022 (\$0.00)

Lunch Items for Thursday 09/15/2022 (\$0.00)

Lunch Items for Friday 09/16/2022 (\$0.00)

Lunch Items for Monday 09/19/2022 (\$0.00)

Lunch Items for Tuesday 09/20/2022 (\$0.00)

Lunch Items for Wednesday 09/21/2022 (\$0.00)

Lunch Items for Thursday 09/22/2022 (\$0.00)

Lunch Items for Friday 09/23/2022 (\$0.00)

Lunch Items for Monday 09/26/2022 (\$0.00)

Lunch Items for Tuesday 09/27/2022 (\$0.00)

Lunch Items for Wednesday 09/28/2022 (\$0.00)

Lunch Items for Thursday 09/29/2022 (\$0.00)

Lunch Items for Friday 09/30/2022 (\$0.00)

Quantity may include items previously ordered.

Grand Total: \$8.40

SUBMIT ORDER

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

Faith Christian School

Confirm Lunch Order

Student / Date	Lunch Item	Price	Quantity	Total
Ryan Ridge 08/29/2022	Bev: Milk Chocolate	\$1.80	1	\$1.80
	Chicken sandwich: Original	\$4.80	1	\$4.80
Callan Ridge 08/29/2022	Bev: Milk Chocolate	\$1.80	1	\$1.80
	Chicken sandwich: Original	\$4.80	1	\$4.80

Order Total: \$13.20

[BACK](#) [CONFIRM AND PAY](#)

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.

Authorization

By clicking the Pay Now button, you authorize FACTS on behalf of Faith Christian School to process this payment from the financial account identified above.

This is an immediate payment and cannot be canceled.

[Cancel](#)

[Pay \\$21.75 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.

Lunch Order Confirmation

Your order has been made successfully.

The lunch calendar should reflect your ordered items.

[Back to Lunch Calendar](#)