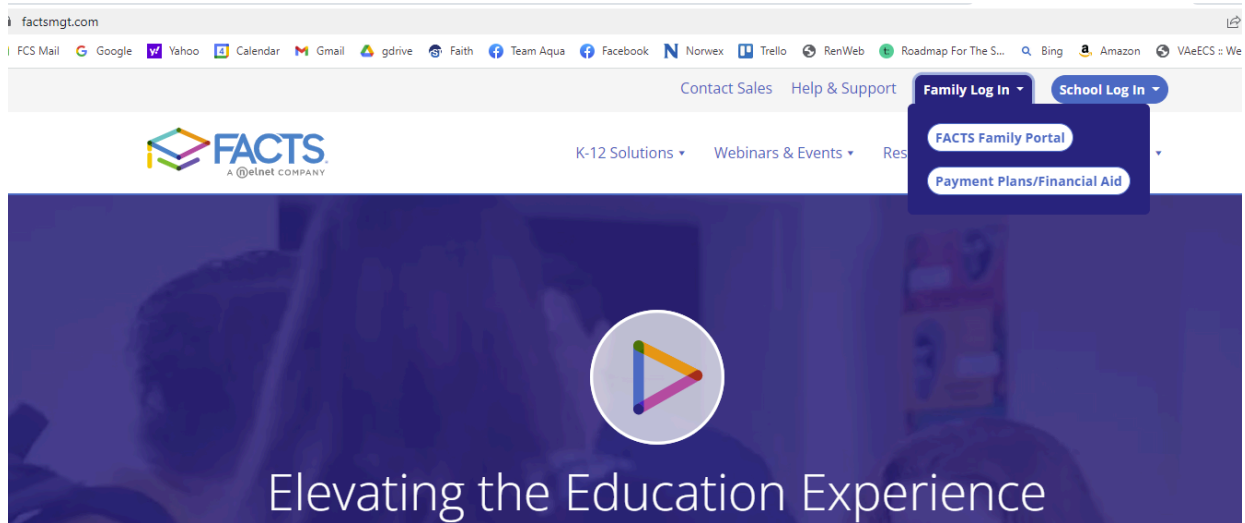


To Order Lunches on FACTs, you will follow the steps below.

1. Go to factsmgt.com. Click on FACTS Family Portal under Family Log In.



2. Next enter the district code FCS-VA, your username and password. Select Parent and then click Login.

A screenshot of the FACTS Family Portal Login page. The page features the FACTS logo (A @netnet COMPANY) at the top. Below the logo is the heading 'Family Portal Login'. The login form includes the following fields and elements:

- District Code: A text input field containing 'FCS-VA'.
- User Name: A text input field containing 'ridge'.
- Password (case-sensitive): A text input field.
- A link for 'Forgot User Name/Password?'.
- Role selection buttons: 'Parent', 'Student', and 'Staff'.
- A 'Login' button.
- A link for 'Create New Family Portal Account'.

At the bottom of the page, it says 'Powered By FACTS | Privacy Policy'.

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

Faith Christian School 2022-2023

Student: Callan + CREATE WEB ORDER

Red - items ordered and not yet paid through web payment
 Blue - items ordered and paid through web payment
 Green - items ordered, paid, and changed by school

8/23/2022

Format: Calendar Day Week 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

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

Faith Christian School 2022-2023

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)

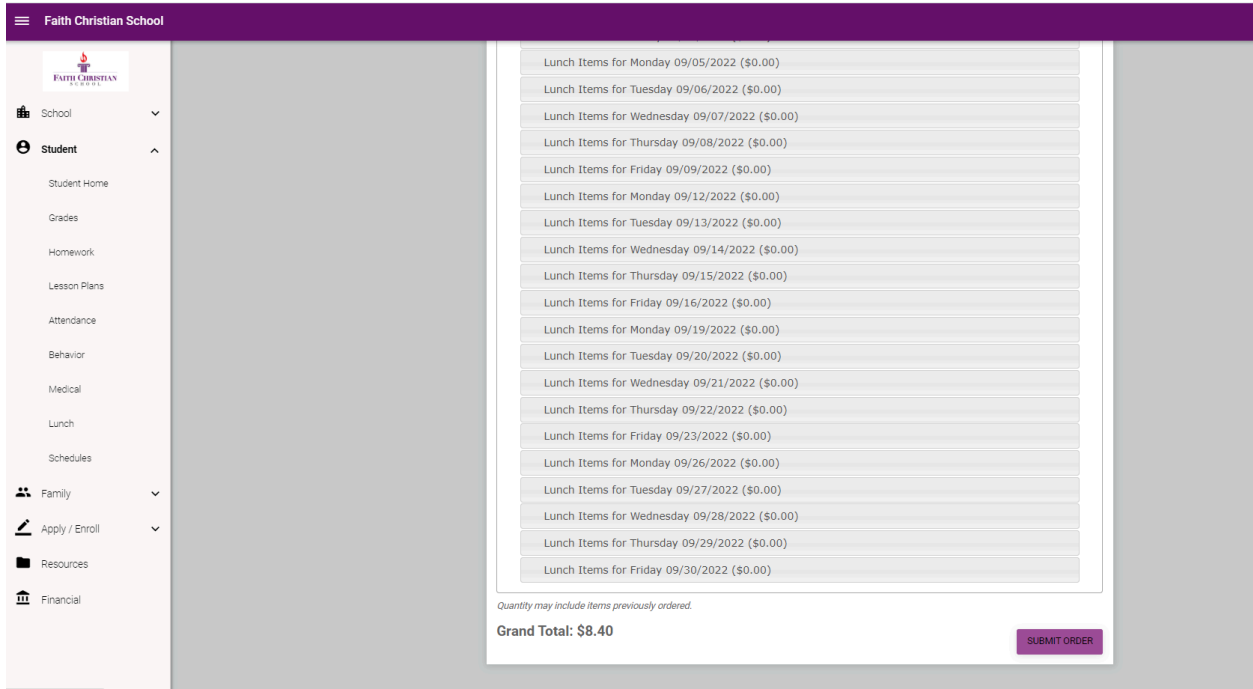
Lunch Items for Thursday 09/01/2022 (\$0.00)

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

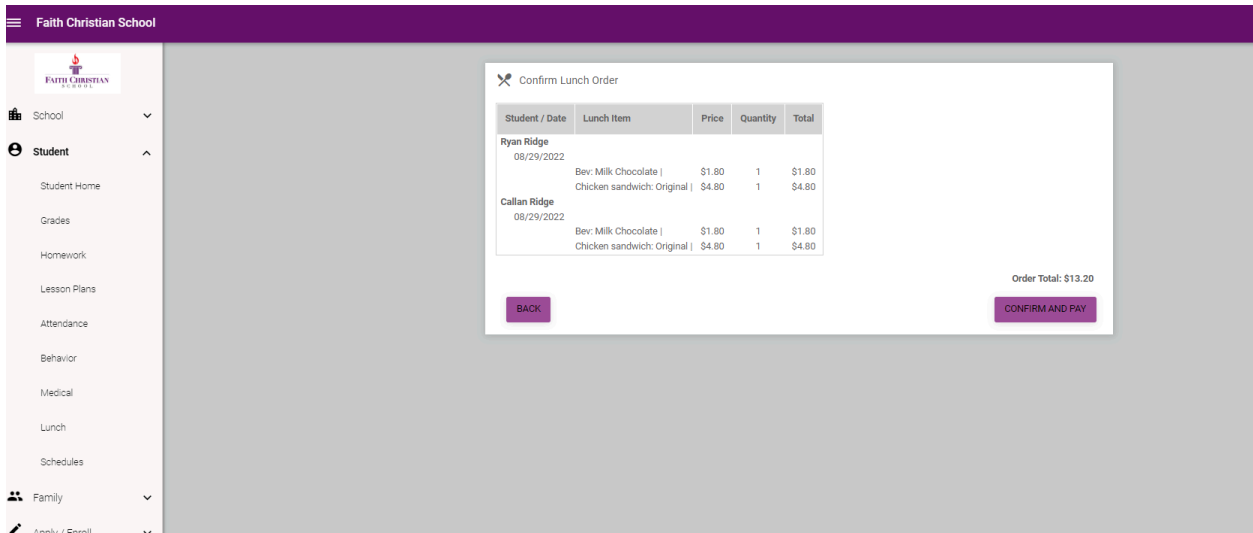
Lunch Items for Monday 09/05/2022 (\$0.00)

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

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



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



7. 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](#)

8. 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](#)