



ORDERING LUNCH THROUGH FACTS

1. In your Internet browser, navigate to <https://factsmgt.com> and click **Log In Here**.
2. Click **Family Portal Login**.
3. Type your school's district code, your username, and password.
4. When Family Portal displays, click the Menu icon  if the left navigation menu does not display.
5. Click **Student**, then select **Lunch**.
6. Click **+CREATE WEB ORDER**.
7. Click the student name for which you wish to place an order.
8. Click the date to place an order.
9. Type the number of items to order for the student in the **Quantity** column.
10. Don't forget to
11. Repeat for all dates and all students.
12. Click **Submit Order**.
13. Type payment information and click **Submit**.

Tips

- We suggest parents use **Google Chrome** or **Firefox** to place lunch orders.
- Do not leave the order or payment screens until the transaction is complete, which may take several seconds.
- After parents select a bank account or credit card for payment, any available credits display for them to apply to their transaction.