

## HOW TO PLACE A LUNCH ORDER IN RENWEB:

Log in to your RenWeb account by going to [www.midwayschool.org](http://www.midwayschool.org) and clicking on **PARENTS WEB LOGIN** at the top right side of the page.

If you do not see the menu on the left, click the 3 horizontal lines at the top left.

Choose **STUDENT**

Choose **LUNCH**

Choose **CREATE WEB ORDER**

You will see **LUNCH ORDERING FOR \_\_\_\_\_** (your student). If you have more than one student, scroll down to see each student.

Place a **1** beside the **ENTRÉE** you wish to order

If your student wishes to receive and **EXTRA ENTRÉE**, place a **1** beside that box.

**Never put a 1 beside S.L. (for Staff Use Only)**

**COMPLETE ORDERS IN THIS WAY FOR EACH STUDENT.**

Click in the box that says **GRAND TOTAL** to see the total of all meals ordered.

Then click **ORDER ITEMS**.

**The orders will not immediately post to your RenWeb account.** Orders will be created in your RenWeb account the day after the menu closes. **A statement with amount due will be sent at that time.**

**Please send payment as soon as the statement is received. Lunches are to be paid for before they are consumed.**

**If your lunch account is not paid in full for the previous month, you will not be allowed to order lunches for the new month until current balance due is paid in full.**

If you realize you have made a mistake with your order, **PLEASE DO NOT TRY TO CORRECT**. Email [Debbie.Taylor@midwayschool.org](mailto:Debbie.Taylor@midwayschool.org). Trying to correct yourself may result in charges for duplicate lunches.

## HOW TO PAY FOR LUNCH (ONLY) IN RENWEB:

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Choose **FAMILY**

Choose **PAY NOW**

Enter the **AMOUNT DUE** in the box beside the current school year.  
You may also enter a larger amount to pay ahead if you wish.

Choose the **PAY NOW** button and follow the instructions to enter your bank account information.

**BE SURE TO CLICK ALL THE WAY THROUGH UNTIL YOU SEE CONFIRMATION THAT PAYMENT WAS RECEIVED.**

If you have problems with paying through RenWeb, try a different browser such as FireFox. Also, try a lap top or desk top instead of phone or tablet. If these efforts fail, please send payment with your student to the **ATTENTION of DENA CLAPP** in the school office.