

HOW TO ORDER & PAY FOR A LUNCH ORDER IN THE FACTS FAMILY PORTAL:

Login to your FACTS account by going to 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** John (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 an **EXTRA ENTRÉE**, place a **1** beside that box.

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

COMPLETE ALL 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**.

PAYMENT: Payment should be received in your family portal before lunches are consumed.

Click on the **FINANCIAL** tab to the left. Choose the box that says **ADD FUNDS**. Follow the prompts to add your payment.

You may pay only the amount of the current lunch order or you may pay ahead by adding the amount of your choice. Payment may be sent to the office if you prefer using cash/check.

If you realize you have made a mistake with your order, PLEASE DO NOT TRY TO CORRECT. Email Debbie.Taylor@midwayschool.org.