



## Lunch Ordering via Renweb/FACTS

Upon receiving email stating “*Lunch Ordering is now Open...*”:

- Log into your *Renweb/FACTS* account
- In the Student Menu/Information section, Click the “*Lunch*” link.
- The Lunch Calendar will display, listing the lunches available for each day of the week.
- Directly above the Calendar is a link labeled “*Create Web Order*”
- You will see your child’s name displayed at the top of the Calendar
- Select what you would like to order by entering the quantity by the item
- When selection is completed for each day you wish to order for and for each child, Scroll to the bottom of the screen and click the “*Order Items*” button.
- You will be asked to enter/select your payment
- When payment is entered/selected, click “*Submit*”
- The next screen will ask you to “Confirm” your payment by clicking “*PAY*”
- **IMPORTANT:** *You will receive a “successful” notice and an email confirmation if your order was “successful”.* If you do NOT receive a “successful” notice, your order is incomplete and unless you go back and submit and pay, you will need to pack a lunch for the full ordering period (one full week), as your order will not be processed.

**\*\*There will be no late orders allowed past hard deadline date for ordering period, as stated in the Handbook Policy.**

Please email [pcook@northhillschristian.com](mailto:pcook@northhillschristian.com) with any questions.

*Thank you, and blessings to all our NHCS families!*