# Lunch Ordering Through Family Portal
### *Updated 10/15/2020*

1. After logging into Family Portal, click **Student Information**.
2. Click **Lunch**.
   The **Lunch** calendar displays.



3. Click **Create Web Order** to create a lunch order for the student.
   The **Lunch Order Form** displays, listing each student in the family.
4. Click the student name for which you wish to place an order.
   The **Lunch Order Form** expands listing each date an order may be placed.

5. Click the date to place an order.
   The **Lunch Item** list expands.
6. Type the number of items to order for the student in the **Quantity** column.
   The **Total** column displays the cost.
7. Repeat for all dates and all students.
   The **Grand Total** is listed at the bottom.
8. Click **Submit Order**.
9. You will be ***invoiced,*** through FACTS**,** for your order at the end of the month.  No payment is required at the time you place your order.  You may use your FACTS financial account for payment.