

## Hot Lunch Ordering Instructions

### **STEP 1:**

Order in the FACTS Family Portal

- 1) Log into the FACTS Family Portal
  - a) [www.factsmgt.com](http://www.factsmgt.com), select Family Log In and then FACTS Family Portal
  - b) District Code: IL-IL
  - c) Input your username and password that you set up during enrollment
- 2) Select "Student" on the left-hand menu
- 3) Select "Lunch"
  - a) Select the student you are ordering for at the top and click the "+CREATE WEB ORDER" button
  - b) Choose which days, meals, and quantities you would like to order throughout the month per child
    - i) Scrolling down will get you to each of your children's ordering options
- 4) Make note of your Order Total—you will need this for submitting payment!
- 5) Click "Order Items" button
- 6) On the Lunch calendar screen, days that you've ordered will now show in BLUE font

### **STEP 2:**

Submit Payment either by cash or check to the school office or online

- 1) TO PAY TO THE SCHOOL OFFICE: Submit a check or cash made out to Immanuel Lutheran Church and School with a note for "Hot Lunch" and your family's name so that your account can be properly credited
  - a) Without knowing who and what a payment is for, the school office will not be able to apply it properly.
- 2) ONLINE:
  - a) Go to <https://onrealm.org/immanuelbatavia/give/lunchmoney>
  - b) Make sure to put in the amount that matches your "Order Total"

**NOTE: Paying with a checking/savings account will have no added fees. Paying online with a debit or credit card will incur a 3% processing fee added to your family's school account.**