
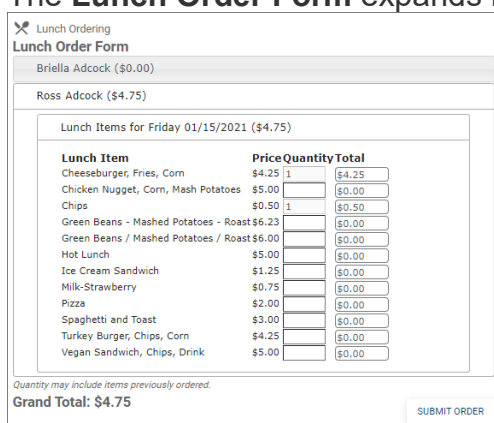


Place a lunch order

1. In your Internet browser, navigate to <https://factsmgt.com> and select the **Log In Here** button at the top right corner. Select **FACTS Family Portal**.
2. Type our district code—CON-NE, your username, and password.
3. When Family Portal displays, click  if the left navigation menu does not display.
4. Click **Student**, then select **Lunch**.
5. Click **+CREATE WEB ORDER**.
6. 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.



Lunch Ordering
Lunch Order Form

Briella Adcock (\$0.00)

Ross Adcock (\$4.75)

Lunch Items for Friday 01/15/2021 (\$4.75)

Lunch Item	Price	Quantity	Total
Cheeseburger, Fries, Corn	\$4.25	1	\$4.25
Chicken Nugget, Corn, Mash Potatoes	\$5.00		\$0.00
Chips	\$0.50	1	\$0.50
Green Beans - Mashed Potatoes - Roast	\$6.23		\$0.00
Green Beans / Mashed Potatoes / Roast	\$6.00		\$0.00
Hot Lunch	\$5.00		\$0.00
Ice Cream Sandwich	\$1.25		\$0.00
Milk-Strawberry	\$0.75		\$0.00
Pizza	\$2.00		\$0.00
Spaghetti and Toast	\$3.00		\$0.00
Turkey Burger, Chips, Corn	\$4.25		\$0.00
Vegan Sandwich, Chips, Drink	\$5.00		\$0.00

Quantity may include items previously ordered.

Grand Total: \$4.75

SUBMIT ORDER

7. Click the date to place an order.
8. Type the number of items to order for the student in the **Quantity** column. The **Total** column displays the cost.
9. Repeat for all dates and all students. The **Grand Total** is listed at the bottom.
10. Click **Submit Order**. The **Online Lunch Payment** screen displays after you place your order.
11. Type payment information and click **Submit**. Please wait a few seconds for the payment transaction to complete.
An email confirmation of your payment will be sent to you: **Payment@cryptpay3.com School Lunch Payment Received**.

Tip

- We suggest parents use **Google Chrome** or **Firefox** to place lunch orders.
- Do not leave the order or payment screens until the transaction is complete, which may take several seconds.
- You will be charged at the time of ordering and **will not be refunded for days missed** (unless there is an unscheduled day off of school—ie snow day) so please check your schedules before ordering.
- Ordering must be done by **the 20th of the month** before the lunches will be consumed.
- If there is still a **Grand Total** amount listed after you have ordered, then you have not completed the process and lunches are not ordered.