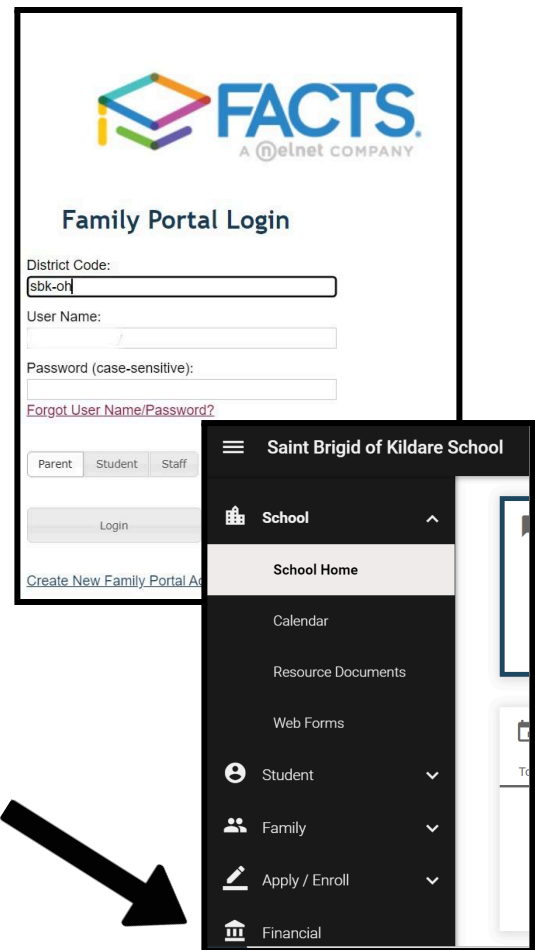


Adding funds to your student's Cafeteria account

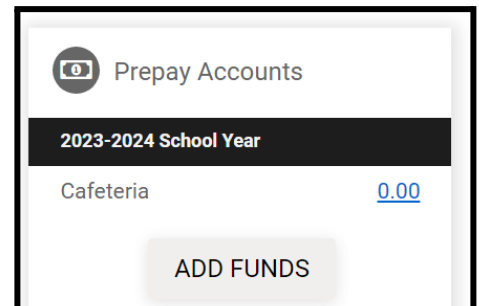
- 1 - Navigate to <https://factsmgt.com/>
- 2 - Click **Login in here** (in the top right hand corner)
- 3 - Under **For Families**, select **Family Portal Login**
- 4 - Type in the School District Code- **sbk-oh**
- 5 - Type a **User Name, Password.**
- 6 - Click **log in**



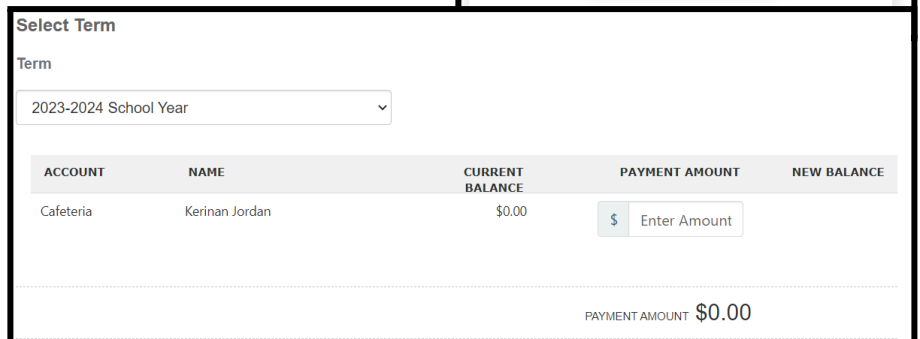
- 6 - In the black menu on the left hand side, click on the **Financial** tab located at the very bottom.

- 7 - You should then see a box labeled Prepay accounts.

- Some families may have a balance from previous years.
- Each family will have one account. If you have multiple children, all lunch money will be pulled from the family account.



- 8 - Click **Add funds.**
- 9 - Here you can add any amount you wish.
- 10 - Click **Next - Payment Method**
- 11 - Enter your payment information.



ACCOUNT	NAME	CURRENT BALANCE	PAYMENT AMOUNT	NEW BALANCE
Cafeteria	Kerinan Jordan	\$0.00	\$ Enter Amount	

PAYMENT AMOUNT \$0.00

- It will only allow you to pay with a **bank account.**
- 12 - It will show you a **confirmation** screen after submitting your payment, and then it should take you back to the Financial screen in Facts.