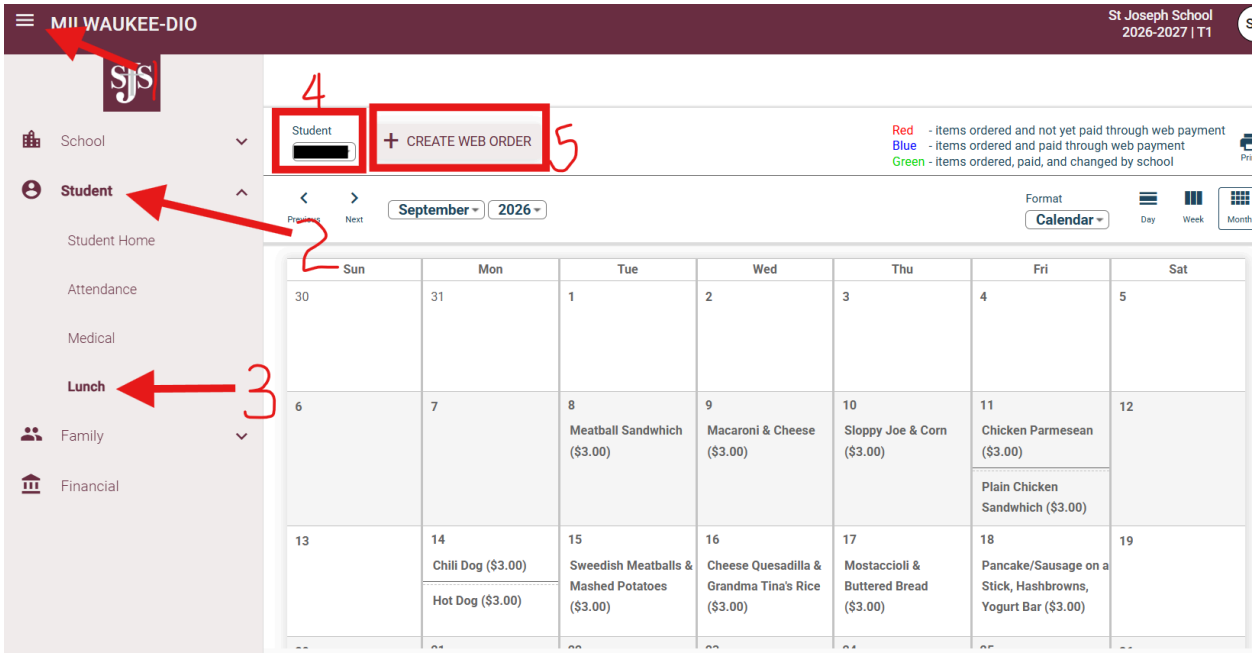
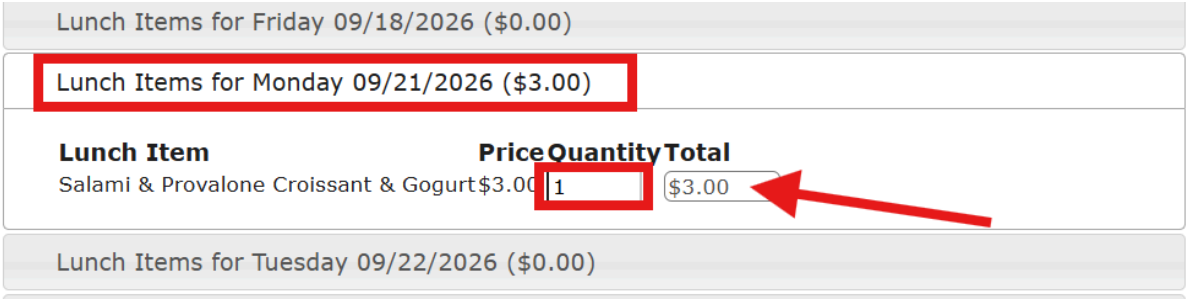
How to Order Lunch in FACTS

1. In your Internet browser, navigate to **https://factsmgt.com** and click **Family Login.**
2. Select **FACTS Family Portal.**
3. Type your school's district code (**MILWAUKEE-DIO**), your username, and password.
4. Select '**Student**' > '**Lunch**'
5. Select '**Create Web Order**' - if you have multiple students, select the drop down for the student you would like to order for



6. Click the **date** to place an order
7. Type the **number of items** to order for the student in the quantity column. The total column displays the cost.



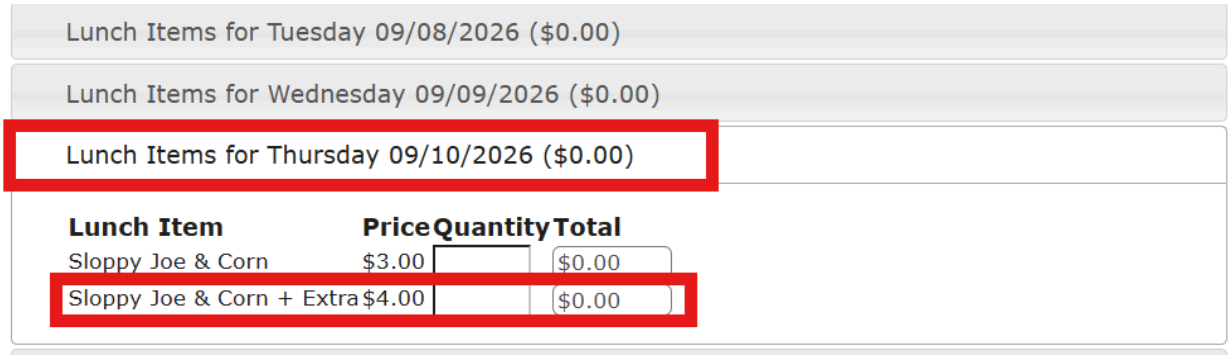
8. Repeat for all dates & all students. The grand total will be listed at the bottom.
9. Click **Submit Order**. The Online Lunch Payment screen displays after you place your order.
10. Type **payment information** and click **Submit**.
    a. Please wait a few seconds for the payment transaction to complete.
    b. An email confirmation of your payment will be sent to you.

Please note:

- Items paid for will show on the calendar in blue
- Items NOT paid for will show on the calendar in red
    - If red your child's order will NOT be included in our final counts

How to Order Extras

Follow the steps above, when you get to step #7 enter the quantity for the 'Extra' item in the quantity section



Please also see this article in the Family Resource Center (https://www.nbshubhelp.com/Family_Resource_Center/FACTS_SIS/Order_Prepaid_Lunch_in_Family_Portal)
