

LUNCH ORDER INSTRUCTIONS

Log into RenWeb ParentsWeb and on the side bar, choose “Student Information” and then “Lunch”. That will launch the lunch screen (pictured below). There are tabs for each student, but you can choose any student to start the order process. Click on “Create Web Order”.

Lunch

Joe | Samantha

Lunch for Joe

Format: Time frame:

Create Web Order

Red = items ordered and not yet paid through web payment
Blue = items ordered and paid through web payment

< Previous Week Date: 8/16/2017 Next Week >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
13	14	15	16	17	18	19
		Sandwich: 1/2 Chopped Beef (\$3.75)	Pizza: Cheese Slice (\$2.00)	Sandwich: Fried Chicken (\$4.50)	Burger: Hamburger (\$1.75)	
		Sandwich: 1/2 Sliced Beef (\$3.75)	Pizza: Pepperoni Slice (\$2.00)	Sandwich: Spicy Chicken (\$4.50)	Burger: Cheeseburger (\$2.00)	
		Sandwich: Whole Chopped Beef (\$7.00)	Pizza: Hamburger Slice (\$2.00)	Sandwich: 6-inch Chilled Grilled Chicken Sub (\$5.50)	Burger: Bacon Cheeseburger (\$2.25)	
		Sandwich: Whole Sliced Beef (\$7.00)	Pizza: Canadian Bacon Slice (\$2.00)	Nuggets: 8 pc (\$4.50)	Burger: Homestyle (\$4.75)	
		Baked Potato w/ Chopped Beef (\$9.50)	Salad: Chef (\$6.75)	Chicken Cool Wrap (\$5.75)	Sandwich: Crispy Chicken (\$2.00)	
		Salad: Small Side Salad (\$3.50)	Salad: Garden (\$6.75)	Salad: Grilled Market (\$7.75)	Nuggets: 4 pc (\$2.00)	
		Side: Green Beans (\$2.75)	Salad: Greek (\$6.75)	Salad: Side (\$3.50)	Nuggets: 6 pc (\$3.25)	
		Side: Mac and Cheese (\$2.75)	Combo: Drink, Chips, Snack (\$2.50)	Side Mac and Cheese (\$2.75)	Nuggets: 10 pc (\$4.00)	
		Side: Mashed Potatoes (\$2.75)	Daily Deal: Corn dog, Eggroll, PizzaPocket, Uncrustable, or Lunchable (Ham or Turkey) w/ Drink, Chips, Snack (\$4.25)	Small Fruit Cup (\$2.50)	Salad: Chicken Garden Salad (\$7.75)	
		Combo: Drink, Chips, Snack (\$2.50)		Combo: Drink, Chips, Snack (\$2.50)	Salad: Side Salad (\$2.50)	
		Daily Deal: Corn dog, Eggroll, PizzaPocket, Uncrustable, or Lunchable (Ham or Turkey) w/ Drink, Chips, Snack (\$4.25)		Daily Deal: Corn dog, Eggroll, PizzaPocket, Uncrustable, or Lunchable (Ham or Turkey) w/ Drink, Chips, Snack (\$4.25)	Combo: Drink, Chips, Snack (\$2.50)	
					Daily Deal: Corn dog, Eggroll, PizzaPocket, Uncrustable, or Lunchable (Ham or Turkey) w/ Drink, Chips, Snack (\$4.25)	

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 Learn More about the RenWeb Home app for accessing ParentsWeb information via the convenience of an app

Next, the Lunch Order Form will be shown. Click the arrow by the first student listed that you would like to order lunch items for.

Lunch Order Form

▶ Joe	(\$0.00)
▶ Samantha	(\$0.00)

Under each child there will be options by day. Click the arrow by the day that you would like to order lunch items. Choose your quantity on each day. If you have multiple students they will be listed on the same page, you just need to scroll down to the next child.

Lunch Order Form

▼ Joe (\$0.00)

▼ Lunch Items for Tuesday 08/15/2017 (\$0.00)

Item	Price	Quantity	Total
Sandwich: 1/2 Chopped Beef	\$3.75	0	\$0.00
Sandwich: 1/2 Sliced Beef	\$3.75	0	\$0.00
Sandwich: Whole Chopped Beef	\$7.00	0	\$0.00
Sandwich: Whole Sliced Beef	\$7.00	0	\$0.00
Baked Potato w/ Chopped Beef	\$9.50	0	\$0.00
Salad: Small Side Salad	\$3.50	0	\$0.00
Side: Green Beans	\$2.75	0	\$0.00
Side: Mac and Cheese	\$2.75	0	\$0.00
Side: Mashed Potatoes	\$2.75	0	\$0.00
Combo: Drink, Chips, Snack	\$2.50	0	\$0.00
Daily Deal: Corndog, Eggroll, PizzaPocket, Uncrustable, or Lunchable (Ham or Turkey) w/ Drink, Chips, Snack	\$4.25	0	\$0.00

▶ Lunch Items for Wednesday 08/16/2017 (\$0.00)

▶ Lunch Items for Thursday 08/17/2017 (\$0.00)

When you are finished choosing all your lunch items, scroll to the bottom of the page and click "Submit Order".

Quantity may include items previously ordered.

Grand Total: \$30.75

Submit Order

You will then be directed to the confirmation page. All students and their lunch items ordered will be listed by date. Click "Confirm and Pay".

Student / Date	Lunch Item	Price	Quantity	Total
Samantha				
08/15/2017	Sandwich: 1/2 Sliced Beef	\$3.75	1	\$3.75
	Side: Mac and Cheese	\$2.75	1	\$2.75
08/16/2017	Pizza: Cheese Slice	\$2.00	2	\$4.00
08/17/2017	Nuggets: 8 pc	\$4.50	1	\$4.50
Joe				
08/15/2017	Sandwich: 1/2 Sliced Beef	\$3.75	1	\$3.75
	Side: Mac and Cheese	\$2.75	2	\$5.50
08/16/2017	Pizza: Cheese Slice	\$2.00	1	\$2.00
08/17/2017	Nuggets: 8 pc	\$4.50	1	\$4.50
				Order Total: \$30.75
Back				Confirm and Pay

Then you will arrive at the Payment Method screen. If you use a bank account to pay for your lunch, there will NOT be an extra fee. If you use a credit/debit card to pay for your lunch, there will be a 2.85% service fee assessed. You have the option of saving the payment account information to your profile to be used for your future lunch orders. After you input your payment information, please click "Save & Continue".

Payment Method

- Bank Account
- Credit / Debit Card

Bank Account Details

Payment Method Disclosure

The following processing fees apply:

- Credit Card - up to 2.85%
- Debit Card - up to 2.85%
- Checking or Savings Account - no fee

All fields are required

Account Holder Name

Bank Name

Account Type Checking Savings

Routing Number 

Account Number 

Save bank account to My Profile for future use?

Cancel

Save & Continue

This will bring you to the screen where you authorize the payment for the lunch order. You can verify the payment information and the amount. To place the order, click on "Authorize Payment".

Payment Method

JP Morgan Chase Bank ending in
or [Add a New Account](#)

Payment Method Disclosure

The following processing fees apply:

- Credit Card - up to 2.85%
- Debit Card - up to 2.85%
- Checking or Savings Account - no fee

Card transactions for Bay Area Christian School are processed by FACTS Management Company, USA.

Total Amount

Lunch	\$30.75
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Total **\$30.75** [Details](#)

A transaction receipt will be sent to: [Add](#)
A transaction receipt will also be sent to: [e-mail address.](#)

Authorization

By clicking the Authorize Payment button, you authorize FACTS to process this payment from the financial account identified above.
Once this payment has been authorized, it cannot be cancelled.

[Cancel](#) [Authorize Payment](#)

There is a pop up screen that re-directs you to the Lunch Confirmation screen to confirm that your lunch order was successful.

Lunch Confirmation

Your order has been made successfully

The lunch calendar should reflect your ordered items.

[Back to Lunch Calendar](#)

If you have any doubt on whether your order was successful, please return to the lunch calendar. If your lunch items are in **BLUE**, the order was successful. If the lunch items are in **RED**, there was a problem processing your order.

Red = items ordered and not yet paid through web payment
Blue = items ordered and paid through web payment

[< Previous Week](#) Date: [Next Week >](#) [Print Week](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
13	14	15	16	17	18	19
		Sandwich: 1/2 Chopped Beef (\$3.75) Sandwich: 1/2 Sliced Beef (\$3.75) Sandwich: Whole Chopped Beef (\$7.00) Sandwich: Whole Sliced Beef (\$7.00) Baked Potato w/ Chopped Beef (\$9.50) Salad: Small Side Salad (\$3.50) Side: Green Beans (\$2.75) Side: Mac and Cheese (x2) (\$5.50) Side: Mashed Potatoes (\$2.75) Combo: Drink, Chips, Snack (\$2.50) Daily Deal: Corndog, Eggroll, PizzaPocket, Uncrustable, or Lunchable (Ham or Turkey) w/ Drink, Chips, Snack (\$4.25)	Pizza: Cheese Slice (\$2.00) Pizza: Pepperoni Slice (\$2.00) Pizza: Hamburger Slice (\$2.00) Pizza: Canadian Bacon Slice (\$2.00) Salad: Chef (\$6.75) Salad: Garden (\$6.75) Salad: Greek (\$6.75) Combo: Drink, Chips, Snack (\$2.50) Daily Deal: Corndog, Eggroll, PizzaPocket, Uncrustable, or Lunchable (Ham or Turkey) w/ Drink, Chips, Snack (\$4.25)	Sandwich: Fried Chicken (\$4.50) Sandwich: Spicy Chicken (\$4.50) Sandwich: 6-inch Chilled Grilled Chicken Sub (\$5.50) Nuggets: 8 pc (\$4.50) Chicken Cool Wrap (\$5.75) Salad: Grilled Market (\$7.75) Salad: Side (\$3.50) Side Mac and Cheese (\$2.75) Small Fruit Cup (\$2.50) Combo: Drink, Chips, Snack (\$2.50) Daily Deal: Corndog, Eggroll, PizzaPocket, Uncrustable, or Lunchable (Ham or Turkey) w/ Drink, Chips, Snack (\$4.25)	Burger: Hamburger (\$1.75) Burger: Cheeseburger (\$2.00) Burger: Bacon Cheeseburger (\$2.25) Burger: Homestyle (\$4.75) Sandwich: Crispy Chicken (\$2.00) Nuggets: 4 pc (\$2.00) Nuggets: 6 pc (\$3.25) Nuggets: 10 pc (\$4.00) Salad: Chicken Garden Salad (\$7.75) Salad: Side Salad (\$2.50) Combo: Drink, Chips, Snack (\$2.50) Daily Deal: Corndog, Eggroll, PizzaPocket, Uncrustable, or Lunchable (Ham or Turkey) w/ Drink, Chips, Snack (\$4.25)	