

## We Are Now Ordering School Lunches Online!

Our School-Lunch order form is now online. All lunch orders should be placed online using the website order form. To place a lunch order, go to ([insert your school's website address here](#)) [Note: the school's website should have an **ORDER SCHOOL LUNCH** link that takes families to the Orgs OnLine family site.]. You will see the login page on for the lunch ordering service we are using.

Here's What To Do:

The first time you order select the **FIRST TIME USER** option that appears on the left side of the screen; ... then (when asked) enter your 10-digit phone number and your 5-digit zip code; then select your account; ... next, provide the account setup information requested and submit that page to activate your account.

Next, you will see your account's **Main Page** showing options such as:

**PLACE ORDERS; VIEW ORDERS; VIEW PAYMENTS, VIEW/UPDATE ACOUNT, AND MORE!**

To submit an order, select **PLACE ORDER** then submit a separate order for each student (or staff member) in your family who wants a school lunch. After completing each person's online order form you will see a **REVIEW ORDER** page. Review the order then select the **SUBMIT ORDER** button to submit and confirm the order. After submitting each order, you will see a confirmation page for each order. A copy of each order confirmation will also be sent to you via email. If you should get duplicate email confirmations don't worry, the system only records one order per student each ordering period. Duplicate orders are not recorded. To see what you ordered, log into your account and select **VIEW ORDERS**. You will see exactly what the system recorded for each student. You can view your lunch orders at anytime.

As you enter orders, the total amount due for your family's orders will appear on screen listed as **CURRENT BALANCE**. After all current lunch orders have been submitted, select **VIEW AMOUNT DUE**. That page shows a recap of your family's current orders. Select the **PRINTER FRIENDLY VERSION** option, then use your browser to print that page, then send it to school along with payment in the amount shown as your Current Balance. [If OnLine Payments are being accepted a PAY NOW option will appear after your first order has been submitted. If you are paying online, you need to submit all orders before authorizing payment.](#)

We have tried to make ordering school-lunch easy. There are a couple of things you will want to remember. These include:

- You need to place a separate order for each child (or staff member) that is ordering lunch.
- The first time you visit the school lunch website, login as a **FIRST TIME USER** to activate your account.
- You will use your **10-digit phone number** and home **5-digit zip code** to login and activate your account.
- Follow the on-screen prompts to setup your family account.
- If you encounter a login problem use the **GET HELP** button to request assistance.
- The submitted information will be recorded and used next time you return to the school-lunch program.
- You will need to login each month to place an order. Once you are logged in, you will be taken to your account's Main Page.

For future reference: If you happen to forget your password at some time in the future -- relax! Select the **RETRIEVE MY PASSWORD** option on the login page. If the personal question is answered correctly (case sensitive), the system will send your password to the email address recorded for your account.

You **MUST** process each order through until you see the **Order Confirmation** page. Do not stop until you see an Order Confirmation for the order being submitted. The system does not recognize an order until you see the Confirmation Page. We can not process your order if has not been fully submitted & confirmed.

If you have more than one student, enter each student's order separately. Each student's order amount is added to the Current Balance as orders are submitted. This way you only need to authorize payment once to pay for all orders. One last note, if you attempt to order after the cut-off date, the system will not accept your order.