

## FACTS Family Portal Lunch Order Instructions

St. Vincent will no longer be using [www.svcsmeals.com](http://www.svcsmeals.com) to place lunch orders. Chef Debora will still provide our delicious, hot meals every day, but we are transitioning the lunch purchasing process to the FACTS Family Portal (formerly RenWeb). As always, lunches must be purchased by the Friday before at 6:00 PM. Once the deadline has passed, you will no longer be able to purchase lunches from the FACTS Family Portal. At that point, forgotten lunches may be purchased in the lunchroom by your student and will be charged to your account on file. The forgotten lunch price is \$9.00 per meal.

Here are instructions for placing an order:

Log into the Facts Family Portal at:  
<https://logins2.renweb.com/logins/ParentsWeb-Login.aspx>

District code: **SV-UT**



### Family Portal Login

District Code:

User Name:

Password (case-sensitive):

[Forgot User Name/Password?](#)

Parent

Student

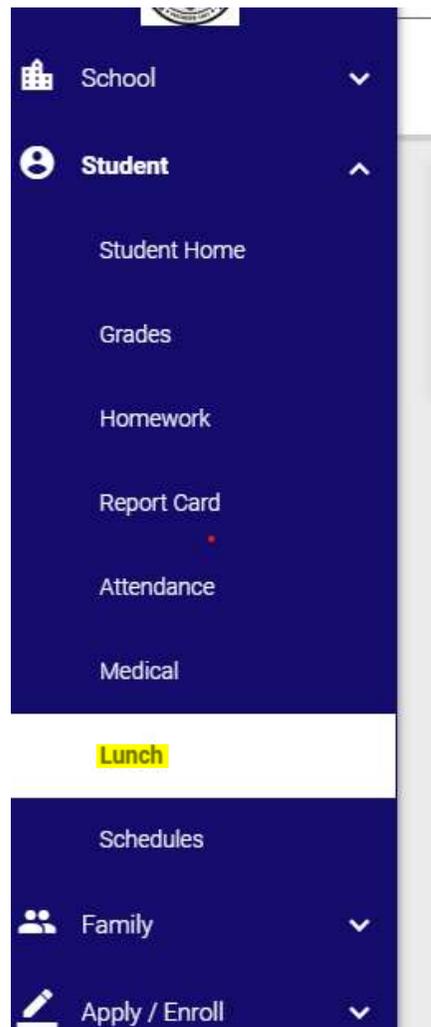
Staff

Login

[Create New Family Portal Account](#)

Powered By [FACTS](#) | [Privacy Policy](#)

Once you are logged in, click on the lunch menu item:



On the right there will be a weekly menu view. You can modify your screen to suit your preference:

Change your student in the upper left corner.

Change from calendar to list view and day/week/month view at the upper right side of the calendar

Change the month and year or toggle days weeks/months on the upper left side of the calendar

You can see the items you have already purchased highlighted in blue.

Once you are ready to order, click +CREATE WEB ORDER next to your student's name.

Your screen will go to a new list menu where you can click on your student's name and then on each day in order to make your menu selections. You can see if you have previously ordered and paid for an item for that day in the menu. **\* If you have more than one student, you must make your lunch selections under each child's name.**

Lunch Ordering

#### Lunch Order Form

(\$0.00)

Lunch Items for Tuesday 01/03/2023 (\$0.00)			
Lunch Item	Price	Quantity	Total
Pizza PreK-K	\$6.00	<input type="text" value=""/>	<input type="text" value="\$0.00"/>
Pizza 1st-8th	\$7.00	<input type="text" value="1"/>	PAID
Extra Portion	\$2.50	<input type="text" value=""/>	<input type="text" value="\$0.00"/>

Lunch Items for Wednesday 01/04/2023 (\$0.00)

Lunch Items for Thursday 01/05/2023 (\$0.00)

Lunch Items for Friday 01/06/2023 (\$0.00)

Lunch Items for Monday 01/09/2023 (\$0.00)

Lunch Items for Tuesday 01/10/2023 (\$0.00)

Lunch Items for Wednesday 01/11/2023 (\$0.00)

Lunch Items for Thursday 01/12/2023 (\$0.00)

Lunch Items for Friday 01/13/2023 (\$0.00)

Lunch Items for Tuesday 01/17/2023 (\$0.00)

Please note that Friday lunches are only for students who attend Extended Day Program. Do not order Friday lunches if your child does not attend Extended Day. Once you have made all of your lunch selections, you can see your grand total at the bottom of the page click "SUBMIT ORDER".

Lunch Items for Friday 01/27/2023 (\$0.00)			
Lunch Item	Price	Quantity	Total
Beef Burger PreK-K	\$6.00	<input type="text"/>	<input type="text" value="\$0.00"/>
Beef Burger 1st- 8th	\$7.00	<input type="text"/>	<input type="text" value="\$0.00"/>
Extra Portion	\$2.50	<input type="text"/>	<input type="text" value="\$0.00"/>
*FRIDAY LUNCH IS FOR EXTENDED DAY ONLY	\$0.00	<input type="text"/>	<input type="text" value="\$0.00"/>

Lunch Items for Monday 01/30/2023 (\$0.00)

Lunch Items for Tuesday 01/31/2023 (\$0.00)

Quantity may include items previously ordered.

**Grand Total: \$0.00**

SUBMIT ORDER

This will take you to a confirmation page with your selected items. Confirm your order and the final step is to make your payment. You can either use your FACTS account on file or a credit card. Your order will not be fully submitted until you click the green "Pay now" button at the bottom of the page.



## Make A Payment

### Payment Method



[Redacted]

or Add a New Account

### Payment Method Disclosure

The following processing fees apply:

- Credit Card - up to 2.95%
- Debit Card - up to 2.95%
- Checking or Savings Account - no fee

Card transactions for St Vincent De Paul Parish School are processed by FACTS Management Company, USA.

FACTS Returned Payment Fee Policy

### Total Amount

Lunch \$91.00

Total **\$91.00** [Details](#)

A transaction receipt will be sent to: office@stvincents-school.org. Add another e-mail address

### Authorization

By clicking the Pay Now button, you authorize FACTS on behalf of St Vincent De Paul Parish School to process this payment from the financial account identified above.

**This is an immediate payment and cannot be canceled.**

Cancel

**Pay \$91.00 Now**