

How to Order Lunch on ParentWeb

Dear Parents,

As a convenience to our parents, St. Paul's Catholic School will offer parents the option of ordering student lunches through ParentWeb. Starting today, you will be able to order lunch for the week of September 25, 2017. Normally the weekly lunch menu will be posted on Friday afternoon, after 4:00 pm for the next week. There is a convenience fee per order but you can order a week at a time.

You can **order lunches daily, by 8:00 am**, or you can order for the whole week. Lunches are paid for when ordered.

When you open your ParentsWeb Account:

Click on Student Information

Click on Lunch

The Menu for the week will appear for your review.

Order your lunch items by:

Clicking on CREATE WEB ORDER in the upper right hand corner.

Lunches are ordered per student. If you have more than one student just scroll down until you come to their name.

Scroll down to the day of the week for which you are ordering lunch.

Order your student's lunch by putting the quantity in the (QTY) column.

When finished, scroll to the bottom of page and click on ORDER ITEMS-- **Once an order has been paid for, it cannot be changed.**

The Online Lunch Payment Screen will appear.

Email Address-auto fills

Billing Name-auto fills

Choose Method of Payment:

Credit Card: MasterCard or Discover only

Bank Account: You can choose Checking or Savings. You will need Routing and Account numbers

When finished payment information click Pay

You will receive an email confirming your order.

If you have any questions please call the school office at 904-249-5934.

Wishing success in this new adventure!!

God Bless,

Ms. Faust

PS: If you order online, please make sure your student knows so they do not order in the classroom.