

HOW TO ORDER VENDOR LUNCHES

- When you open your ParentsWeb Account:
 - Click on **Student Information** then on **Lunch**
 - The Menu for the week will appear for your review.
 - Click on **CREATE WEB ORDER** in the upper right hand corner.
 - **Lunches are ordered per student.** If you have more than one student 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 Discovery only
 - Bank Account: You can choose Checking or Savings. You will need Routing and Account numbers.
 - When finished payment information click **SUBMIT**

PLEASE NOTE: **Red means**= items ordered and not yet paid through web payment
 Blue means = items ordered and paid through web payment

Ensure that you receive an email confirmation. If you do not your order was not received.