

## HOW TO ADD LUNCH MONEY

We are excited that our new FACTS system allows you to access your lunch account directly from Family Portal. To add money to your students account...

- Click on Family and 'Pay Now' beside Cafeteria

The screenshot displays the Family Portal interface. On the left is a navigation menu with 'Family' circled in red. The main content area shows 'Online Filing Cabinet' with a 'Family Demographic Form' link. On the right, the 'Family Billing' table is visible, with a red arrow pointing to the 'Pay Now' link for the Cafeteria account.

Account	Balance	Details	Pay Now
Cafeteria (1-8031)	\$-14.50	<a href="#">Details</a>	<a href="#">Pay Now</a>
Child Care	\$0.00	<a href="#">Details</a>	
Convenience Fee (1-6125)	\$0.00	<a href="#">Details</a>	
Fees	\$0.00	<a href="#">Details</a>	
Incidentals	\$0.00	<a href="#">Details</a>	<a href="#">Pay Now</a>

- After clicking pay now, you will enter the amount you would like to pay and then submit. Then, you will choose how you would like to pay: by credit card or bank account. If you choose bank account, there is an \$0.85 processing fee. If you choose credit card, a 3.75% service fee will be added to your payment.
- Choose submit and the payment is accepted.

***\*At this point, we are only using Family Portal to add money to your lunch account. We will begin using the portal for other payments beginning with the 2021-2022 school year.***