





FACTS Family Portal Lunch Orders CCS

1. In your Internet browser, navigate to <https://factsmgt.com> and click **Family Log in**.
2. Select **FACTS Family Portal**.
3. Type Calhoun Christian School's district code (**CC-MI**), your username, and password.
4. When Family Portal displays, click  if the left navigation menu does not display.
5. Click **Student**, then select **Lunch**.
6. Click **+CREATE WEB ORDER**.
7. Click the student name for which you wish to place an order. The **Lunch Order Form** expands listing each date an order may be placed as shown below:

 Lunch Ordering

Lunch Order Form

Briella Adcock (\$0.00)

Ross Adcock (\$4.75)

Lunch Items for Friday 01/15/2021 (\$4.75)

Lunch Item	Price	Quantity	Total
Cheeseburger, Fries, Corn	\$4.25	1	\$4.25
Chicken Nugget, Corn, Mash Potatoes	\$5.00		\$0.00
Chips	\$0.50	1	\$0.50
Green Beans - Mashed Potatoes - Roast	\$6.23		\$0.00
Green Beans / Mashed Potatoes / Roast	\$6.00		\$0.00
Hot Lunch	\$5.00		\$0.00
Ice Cream Sandwich	\$1.25		\$0.00
Milk-Strawberry	\$0.75		\$0.00
Pizza	\$2.00		\$0.00
Spaghetti and Toast	\$3.00		\$0.00
Turkey Burger, Chips, Corn	\$4.25		\$0.00
Vegan Sandwich, Chips, Drink	\$5.00		\$0.00

Quantity may include items previously ordered.

Grand Total: \$4.75

SUBMIT ORDER

8. Click the date to place an order.
9. Type the number of items to order for the student in the **Quantity** column. The **Total** column displays the cost.
10. Repeat for all dates and all students. The **Grand Total** is listed at the bottom.
11. Click **Submit Order**. The **Online Lunch Payment** screen displays after you place your order.
12. Type payment information and click **Submit**. Please wait a few seconds for the payment transaction to complete. An email confirmation of your payment will be sent to you: **Payment@cryptpay3.com School Lunch Payment Received**.

For any lunch ordering questions, please contact Michelle Wilson:
269-213-2423 or michelle.wilson@calhounchristian.org