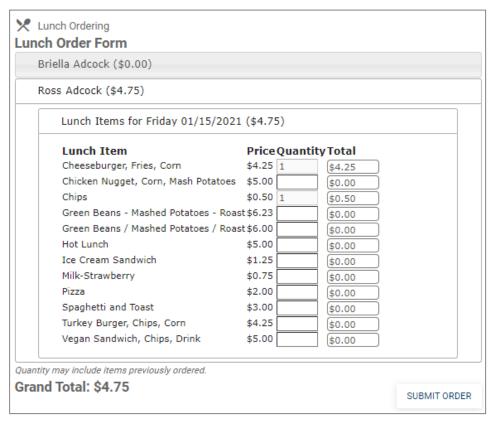# FACTS Family Portal Lunch Orders CCS

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:

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