



FRIENDSHIP

CHRISTIAN SCHOOL

Knowledge | Faith | Character

Dear Parents,

The FCS lunch program has been set up through RenWeb ParentsWeb. You will order lunches ONLINE for your child(ren) at least one week in advance (**orders must be placed by Friday at 2PM for the following week**). Your payment will be required online upon completion of your order.

Please follow the instructions below to order your child's lunch:

1. **Login** to your RenWeb account.
2. Select **Student Information** from the menu on the left side of the screen.
3. Click **Lunch**.
A calendar displays indicating the items that you may order for your child(ren).
4. Select the **child's name**.
If you have more than one child you will be ordering for, you will need to select each one individually.
5. Click **Create Web Order** to enter the lunch orders for your child(ren).
The dates for which you may order are displayed, listing menu items and price. **There is no credit for missed lunches for any absence, so please check your calendars for field trips, family vacations, etc. before placing your order.**
6. Enter the # of items to order (for each day) for your child in the **QTY** (quantity) column. The **Total** column displays the cost. **Please note that the 3 and 4 year olds are required to have milk with their lunch.**
7. Once you have selected the items you wish to order, there will be a **Grand Total** listed at the bottom of the screen.
8. Click **Order Items**. The next window will display "**Total value of unprocessed ordered items is \$....**" The total amount of your order will be displayed. **[Your lunch and/or milk/juice items have NOT been ordered until you have completed the payment process online (PayNow).]**
9. Below "**Online Lunch Payment**", select **bank account** or **credit card**.
10. Input bank or credit card (Mastercard, Discover, or AMEX only) information. Click **SUBMIT**.
11. "**Verify Payment**" – make sure information is correct. YOU MUST CLICK **PAY** to complete the payment process. **[Your lunch items are NOT processed until you complete and submit payment ONLINE. If you do not complete the payment process your child will not have a lunch and/or milk/juice.]**

There's no need to qualify in advance or register for the service. Simply provide your credit card or bank account information each time you **PayNow**, and your transaction is approved before it is recorded against your account balance. **Please note that if you pay by credit card, there will be a small processing fee that will be added to your amount due. However, if you pay by e-check, no processing fee will apply.**

Thank you in advance for your support of the cafeteria. Please let us know if you have any questions.

In His Service,

Cara Harrison
Cafeteria Director

Friendship Christian School

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www.friendshipchristian.net

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