



FRIENDSHIP

CHRISTIAN SCHOOL

Knowledge | Faith | Character

Dear Parents,

The FCS lunch program has now been set up through RenWeb ParentsWeb. You will order lunches 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. Type the number 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. Upon completion of your order the **Grand Total** is listed at the bottom.
8. Click **Order Items**. The next window will display "**Web Orders Created: Total value of unprocessed ordered items is \$...**" The total amount of your order will also be displayed. **Your lunch and/or milk/juice items have NOT been ordered until you complete the payment process online (PayNow).**
9. Choose your method of payment: **eCheck or Credit Card**. Click **CONTINUE**.
Make Payment displays your address information and you can then select checking account, savings account, credit or debit card. **Your lunch items are NOT processed until you complete and submit payment. If you do not complete the payment process your child will not have a lunch and/or milk/juice.**
10. Once you input your bank or credit card information, your payment is reflected immediately in your account. You have the option of printing a receipt. Your information is not saved.

There's no need to qualify in advance or register for the service. Simply provide your credit/debit 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/debit 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 patience while we implement the new lunch ordering process. Please let us know if you have any questions.

In His Service,

Cara Harrison
Lunchroom Director

Friendship Christian School

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www.friendshipchristian.net

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