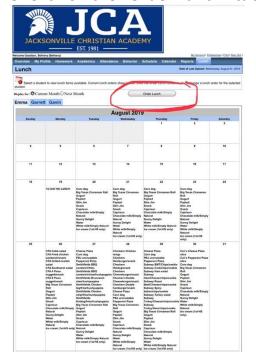
Lunch orders must be submitted **NO LATER THAN FRIDAY MORNING** for the upcoming week. Payments are due at the time of order. Delinquent accounts will not be processed until payment is made.

## **Online Lunch Ordering**

- 1. Log in to your Parent Portal
- 2. Click on the "Lunch" tab (far right)



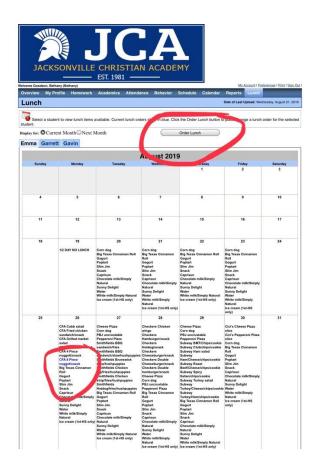
3. Click on the "Order Lunch" tab



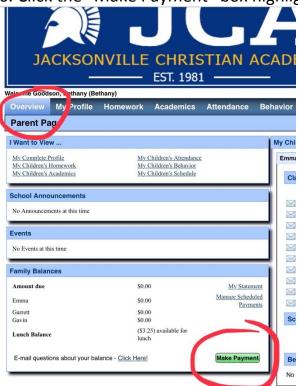
4. Select from the daily menu options.

You will need to add up your totals from the right side then click the "submit" button at the top of the page. This will take you back to the lunch calendar and your choices should now be highlighted in blue.





- 5. Select the "Overview" tab at the top of the page.
- 6. Click the "Make Payment" box highlighted in green at the bottom of the page.



7. Select the "Lunch Account" box to make your payment.

