

How To Order School Lunches Online!

Our School-Lunch order form is now online. All lunch orders should be placed online using the website order form. To create an account and place lunch orders, <http://www.orgsonline.com>.

HOW TO SUBMIT LUNCH ORDERS

First-Time Users must create an account:

1. Select the **CREATE NEW ACCOUNT** option under the sign-in box on the screen's left side.
2. When prompted, enter our **school code** which is: **545TCKAL**
3. Provide the account setup information requested and submit that information to activate your account.

Each family will have a "Family Account" that shows options such as:

PLACE ORDERS; VIEW ORDERS; VIEW PAYMENTS, VIEW/UPDATE ACCOUNT, AND MORE!

To submit an order:

1. Select **PLACE ORDER**, then submit a separate order for each person placing a lunch order.
2. When each order has been submitted, select the **PLACE ORDER** button at the bottom of the page.
3. An Order Confirmation will display on the next page. You can PRINT that using the PRINT button at the bottom of the page.

A confirmation email will also be sent as orders are recorded. If you receive duplicate order confirmations, do not worry. Duplicate orders are not possible. To see what you ordered, log into your account and select **VIEW ORDERS**. You will see exactly what the system recorded for each student. You can view and PRINT your orders at any time.

To pay for an order:

1. As orders are submitted, the total amount due for your family is listed under the **CURRENT BALANCE**.
2. After submitting all lunch orders, select the **PAY NOW** button to submit your online payment. (The **PAY NOW** button appears in the upper left corner of the screen.)
3. Follow the on-screen prompts to complete and submit your payment. If applicable, a Convenience Fee charge may appear when you view the total amount due. (Note: A "Convenience Fee" when added to the amount due, helps cover processing fees charged to the lunch program when we accept online electronic payments.)
4. If you have any questions regarding your payment, select the **VIEW PAYMENTS** option to see if a payment was recorded to your account. You will see exactly what the system has recorded for your account.

Please remember:

- The first time you visit the school lunch website, select CREATE NEW ACCOUNT to set up your account.
- You will use the school code shown above to activate your account.
- Follow the on-screen prompts to set up your family account.
- You need to place a separate order for each child (or staff member) ordering lunch.
- Submit all orders before selecting the PAY NOW button to submit payment.
- Next time you access your online lunch account, you will enter your email address and the password created when you set up your account.
- If you encounter a login problem, use the **GET HELP** button to request assistance. Please do not open more than one account.

If you forget your password at some time in the future -- relax! Select the **FORGOT MY PASSWORD** option to have your password immediately sent to you. An automated attendant will send your password to the email address listed in your account. If you do not receive that email, select the **GET HELP** option to submit a Trouble Report.

You **MUST** process each order through until you see the **Order Confirmation** page. Do not stop until you see an Order Confirmation for the order being submitted. The system does not recognize an order until you see the Confirmation Page. We can not process your order if has not been fully submitted & confirmed.

One last note, if you attempt to order after the cut-off date, the system will not accept your order.