



Online Lunch Ordering Instructions

Our School-Lunch order system is now active. All lunch orders can be placed online using the website www.OrgsOnline.com. Some of you will be familiar with this system if you have a student at St. Michael. If so, you can use your same information and simply add your St. Benedict student. Please email Penelope Taylor to set that up for you penelopetaylor@icloud.com.

To order lunch you will need an Orgs Online user account. To create a new user account, select the "Create New Account" option. Then when asked enter the school code **505SBCSAL** and provide the information requested to activate your account.

How to Submit an Order

1. Click on the Lunch tab and select **Place Lunch Order**. You will submit a separate order for each student's lunch.
2. When each order has been submitted, select the **Place Order** button at the bottom of the page.
3. After the order has been recorded, you will see an Order Confirmation showing what was ordered and the amount due.

As orders are submitted, the total amount due for your family is listed under the **PAY NOW** link in the upper left corner of the screen. If ordering on a phone, and you do not see the PAY NOW link, click the "Menu" icon that looks like **≡** and usually appears toward the top of a smartphone screen.

After all lunch orders have been submitted, select the **Pay Now** button to submit your online payment. Follow the on-screen prompts to complete and submit your payment. A Convenience Fee charge of \$1.50 will be added when you view the total amount due. This extra charge helps cover the ACH processing fee and the purchase amount of the software.

If you have any question 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. You must process each order through until you see the **Order Confirmation** page. The system cannot process your order if it has not been fully submitted and confirmed.

Please remember:

- Make sure you select the correct GRADE for each student (or staff member)
- You must place a separate order for each child (or staff member) that is ordering lunch.
- Submit all orders before selecting the "Pay Now" button to submit a payment.
- If you encounter a login problem use the get help button to request assistance.

Should you have any questions or need assistance, please contact the lunch administrator, Penelope Taylor at (251)223-9530 or penelopetaylor@icloud.com