Lunch Order Detailed Instruction Sheet

🚩 **To Set up a "Family Account" for First Time Users**

1. Go to www.orgsonline.com – The first time you visit the school lunch website, select the **CREATE NEW ACCOUNT** option that appears on the left side of the screen under the sign-in box.
2. Follow the on-screen prompts to setup your family account.
3. Enter our **School Code** (when asked) which is: **505SBCSAL**
4. Provide the account set-up information requested and SUBMIT that info to ACTIVATE your account.
5. Please be sure to ONLY add current St. Benedict Students.

🚩 **To Submit an Order for the coming month**

1. Select **PLACE ORDER** and then select the day(s) you want to order lunch for each family member.
2. You need to place a separate order for each child (or staff member) ordering lunch.
3. Once each order has been submitted, select **PLACE ORDER** button at the bottom of the page.
4. An **Order Confirmation** will display on the next page. Use the **PRINT** button at the bottom of the page to **PRINT** the confirmation. 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.
5. You MUST process each order fully 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.

🚩 **To PAY online for your Order**

1. As orders are submitted, the total amount due **for your family** is listed under **CURRENT BALANCE.**
2. Submit ALL orders (for each person) BEFORE selecting the **PAY NOW** button. The **PAY NOW** button appears below the **CURRENT BALANCE** amount shown 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 so we can accept online electronic payments.)
4. If you have a question about your payment, select the **VIEW PAYMENTS** option to see if a payment was recorded to your account.

🚩 **To Access your "Family Account" for Returning Users**

1. Go to the convenience lunch link on the **St. Benedict website > Parents > Convenience Lunch**
2. Enter your email address and the password you created when you set up your account.
3. If you encounter a login issue, use the **GET HELP** button to request assistance. Please do NOT open more than one account.
4. If you forgot your password -- 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.