


How to Order lunches on your FACTS Family Portal Account

Order your lunch before midnight the day before to ensure it appears on the lunch report. Same-day orders are not guaranteed to be reflected.

1. Navigate to <https://factsmgt.com/login/>.
2. Select **Family Portal Login** under For Families.
3. Type in Faith Christian School's district code (**FT-AZ**), your username, and password.
4. In the left navigation menu, select **Student**, then select **Lunch**.
5. Click **+CREATE WEB ORDER**.
6. The **Lunch Order Form** expands listing each date an order may be placed.
7. Select the **Student** and the **Date** you want to place an order for.

 Lunch Ordering

Lunch Order Form

Briella Adcock (\$0.00)

Ross Adcock (\$4.75)

Lunch Items for Friday 01/15/2021 (\$4.75)

Lunch Item	Price	Quantity	Total
Cheeseburger, Fries, Corn	\$4.25	1	\$4.25
Chicken Nugget, Corn, Mash Potatoes	\$5.00		\$0.00
Chips	\$0.50	1	\$0.50
Green Beans - Mashed Potatoes - Roast	\$6.23		\$0.00
Green Beans / Mashed Potatoes / Roast	\$6.00		\$0.00
Hot Lunch	\$5.00		\$0.00
Ice Cream Sandwich	\$1.25		\$0.00
Milk-Strawberry	\$0.75		\$0.00
Pizza	\$2.00		\$0.00
Spaghetti and Toast	\$3.00		\$0.00
Turkey Burger, Chips, Corn	\$4.25		\$0.00
Vegan Sandwich, Chips, Drink	\$5.00		\$0.00

Quantity may include items previously ordered.

Grand Total: \$4.75

SUBMIT ORDER

8. Type the number of items to order for the student in the **Quantity** column. The **Total** column displays the cost.
9. Repeat for all dates and all students. The **Grand Total** is listed at the bottom.

10. Click **Submit Order**. On the **Confirm Lunch Order Screen** review your order and totals, then click **CONFIRM+AND+PAY**.

11. FACTS will route you to log into your **FACTS Financial account** and complete the **Two Step Authentication** process to complete your payment and finalize your order.

12. Select your saved payment method or add a new one if needed. Click **Pay \$\$ Now**.

Do not leave the order page / payment page until the transaction has completed, which may take several seconds to complete. An email confirmation of your payment will be sent to you.

You can also confirm the order processed by looking at the lunch calendar. *Any items in **Blue** were ordered and paid for. Any items in **Red** are unpaid and will not be ordered.*

8/6/2025						Format
						Calendar
	Mon	Tue	Wed	Thu	Fri	
	4	5	6	7	8	9
	MUST PLACE ORDER BY MIDNIGHT PRIOR	**MUST PLACE ORDER BY MIDNIGHT PRIOR**	**MUST PLACE ORDER BY MIDNIGHT PRIOR**	**MUST PLACE ORDER BY MIDNIGHT PRIOR**		
	Steve's Krazy Subs - 6" Ham Sub and chips (\$5.75)	Filibertos - 2 Crunchy Beef Tacos (x1) (\$5.50)	Sourdough Pizza - Cheese Pizza - 2 Slices (\$3.00)	Chick-fil-A 8 Piece Grilled Chicken Nuggets and chips (\$7.75)		
	Steve's Krazy Subs - 8" Ham Sub and chips (\$6.75)	Filibertos - Jr Bean Burrito (\$3.75)	Sourdough Pizza - Cheese Pizza - 4 Slices (\$5.00)	Chick-fil-A Chicken Sandwich and chips (x1) (\$7.25)		
	Steve's Krazy Subs - 8" Turkey Sub and chips (\$6.75)	Filibertos - Jr Size Cheese Quesadilla (\$4.75)	Sourdough Pizza - Pepperoni Pizza - 2 Slices (\$3.50)			
	Steve's Krazy Subs - 6" Turkey Sub and chips (x1) (\$5.75)	Filibertos - Regular Cheese Quesadilla (\$8.75)	Sourdough Pizza - Pepperoni Pizza - 2 Slices (x1) (\$3.50)			

- We suggest parents use **Google Chrome** or **Firefox** to place lunch orders.
- Sometimes issues with the website not loading properly can be resolved by clearing your cache and cookies on the web browser.
- If you wish to cancel your order, or if you made a mistake, call the office prior to 8:30 am the morning of so that we can make the appropriate changes.