

Lunch Menu Order Steps for RenWeb

Log In to ParentsWeb as usual and follow the below steps:

- Click on Student Info Tab (left hand side)
- Click on Lunch Tab (also left hand side)
- Calendar will appear on right hand side - select correct month you are ordering for
- Once you are on the correct month - scroll down and click on Create Web Order button
- A Lunch Order Menu will appear for **each individual student** in the family (i.e.: Lunch Ordering for John)
 - ✓ Select Menu Choices for each student listed (labeled at the top of the menu) by clicking in QTY Box (Do Not press your Enter button) and recording the number of menu items for each day (i.e.: Tuesday, 10/1/2013 BakedChicken,Mac 1; Milk 1)
 - ✓ **Scroll down for next student listed** (labeled at the top of the menu) and select menu items
- Once all orders have been selected - scroll down to bottom of page for Grand Total and **click on Order Items button**
- Provide Credit Card Page will appear
 - IMPORTANT NOTE: DEBIT cards** can also be used
 - ✓ Complete blanks (your address, etc. will reflect your information recorded in RenWeb)
 - ✓ Press Continue button (blue button at bottom right)
- Confirmation Page will appear
 - ✓ Check to make sure all of your information is correct
 - ✓ Press Confirm button when you are ready to finalize transaction
- To verify transaction was completed - Go back to Calendar menu (Month Order for) and the items selected for each day will either be written in red or blue
 - ✓ **Red** = items ordered and not yet paid through web payment
 - ✓ **Blue** = items ordered and paid through web payment
- **Items written in Red will not be processed** until the Credit Card Page is completed and verified that payment was made.