

FACTS Hot Lunch Ordering/Paying Instructions

1. Log in to FACTS by going to www.familyportal.renweb.com



FACTS
A @net Company

Family Portal

District Code
gca-wi

Username
megangrinnell

Password
.....

[Forgot password?](#) **LOG IN**

[Create new account](#)

2. Enter the District Code: GCA-WI

Family Portal Login

District Code:
GCA-WI

Login

3. Enter your Username and Password.

If you have never created an account before, click “Create new account” at the bottom.

If it gives you an error after you enter your email address, reach out to the office and we will create an account for you.

If you have created an account but forgot your Username, please reach out to the office, and we will provide you with that information.

If you forgot your password, click “Forgot password?”

District Code

gca-wi

Username

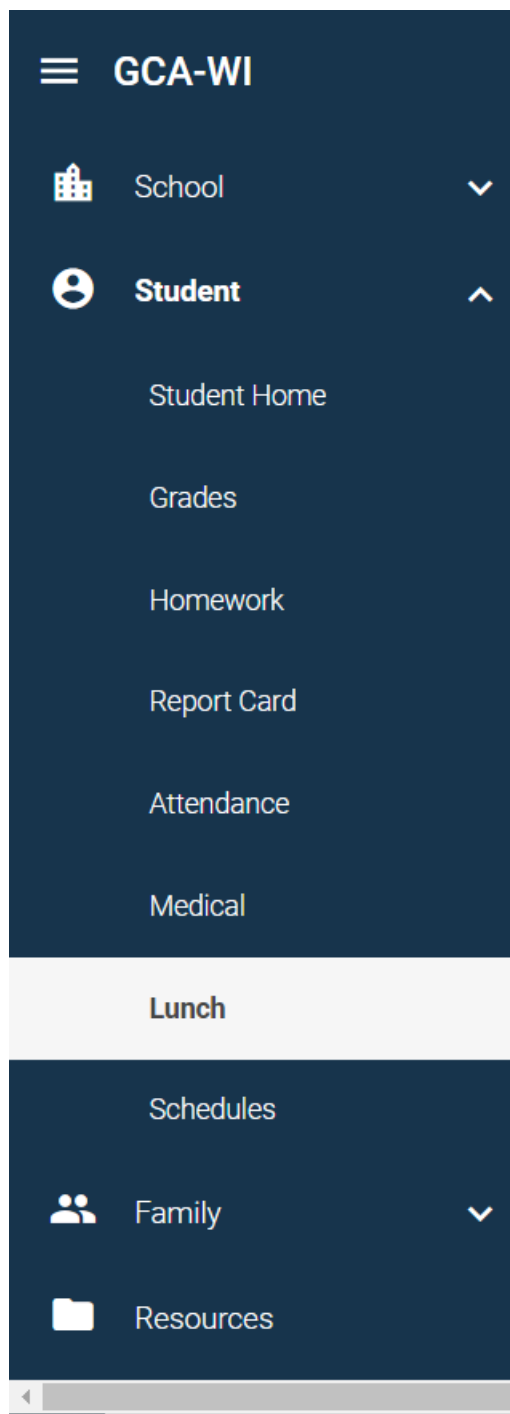
Password

[Forgot password?](#)

LOG IN

[Create new account](#)

4. In the menu on the lefthand side, click the “Student” drop down box, and then choose the “Lunch” category.



5. Choose the date you want to order lunch for, and then click “create web order”.

Student

Isla

+ CREATE WEB ORDER

<

>

Previous

Next

1/29/2024

6. Enter the quantity of items you want to order for each child, then “submit order”.

11:41

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Lunch

Grace Christian Academy

Lunch Order Form

Dane Kusik (\$22.00)

Lunch Items for Monday
09/09/2024 (\$6.00)

Lunch Items for Tuesday
09/10/2024 (\$2.25)

Lunch Items for
Wednesday 09/11/2024
(\$6.50)

Lunch Items for Thursday
09/12/2024 (\$1.25)

Lunch Items for Friday
09/13/2024 (\$6.00)

Isla Kusik (\$0.00)

Kade Kusik (\$0.00)

Zara Kusik (\$0.00)

Quantity may include items previously ordered.

Grand Total: \$22.00

SUBMIT ORDER

4

7. Before you confirm and pay, you will be able to see a summary of all the items you want to order. If everything looks good, click “confirm and pay”.

11:41

Lunch

Grace Christian Academy

Confirm Lunch Order

Student / Date	Lunch Item	Price	Quantity	Total
Dane Kusik				
09/09/2024	Large - Quesadilla, Chips & Salsa, Sour Cream - Side of Orange Slices	\$6.00	1	\$6.00
09/10/2024	Lemonade	\$1.00	1	\$1.00
	Pretzels/Chips (6th & Up)	\$1.25	1	\$1.25
09/11/2024	Large - Ravioli w/ or w/o sauce, Texas Toast - Side of Carrots & Dip	\$6.00	1	\$6.00
	Chocolate Milk	\$0.50	1	\$0.50
09/12/2024	Pretzels/Chips (6th & Up)	\$1.25	1	\$1.25
09/13/2024	Thick Grilled Cheese - Side of French Fries	\$6.00	1	\$6.00

Order Total: \$22.00

BACK

CONFIRM AND PAY

8. For security purposes, it will submit a verification code to your email. Check your email for the code, then enter it in the box.

11:41

Lunch

Grace Christian Academy
Raising Up A Standard

Sign In

Submit Verification Code

An email was sent to [REDACTED]@gcaschool.org containing your verification code.

Verification Code*

Don't see your email? Please wait a few minutes, check your junk email file or select the "Resend Code to Email" option below.

[Resend Code to Email](#)

Submit

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9. Choose your payment method. If you have a credit on your hot lunch account already, make sure to check the box to apply your credit to the total. Then click “pay with credit”.

11:43

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Lunch

Grace Christian Academy

Raising Up A Standard

The following processing fees apply:

• Credit Card - up to 2.95%

• Debit Card - up to 2.95%

• Checking or Savings Account - no fee

Card transactions for Grace Christian Academy are processed by FACTS Management Company, USA.

Total Amount

Hot Lunch\$22.00

Applied-\$22.00

Credit

\$38.81 Credit Balance

☒

 Apply \$22.00 Credit Amount. (\$16.81 remaining credit balance)

Total\$0.00

Details

Cancel

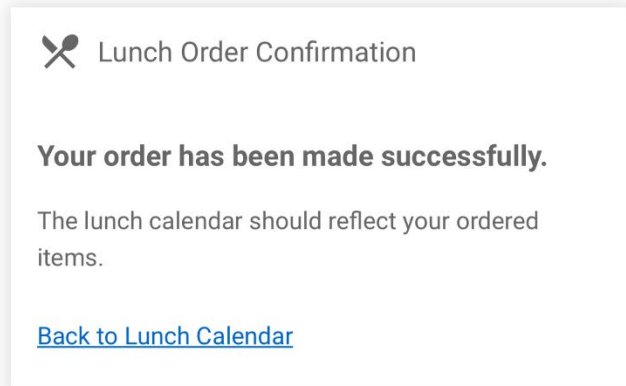
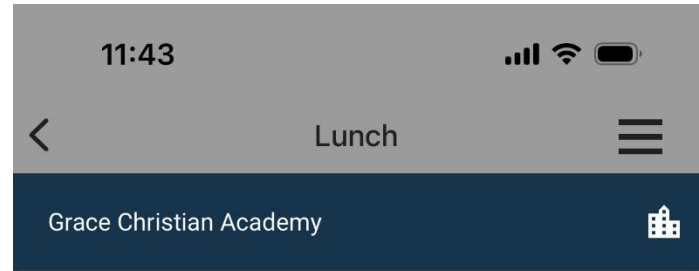
Pay With Credit

Customer Service

Terms of Use

Privacy Policy

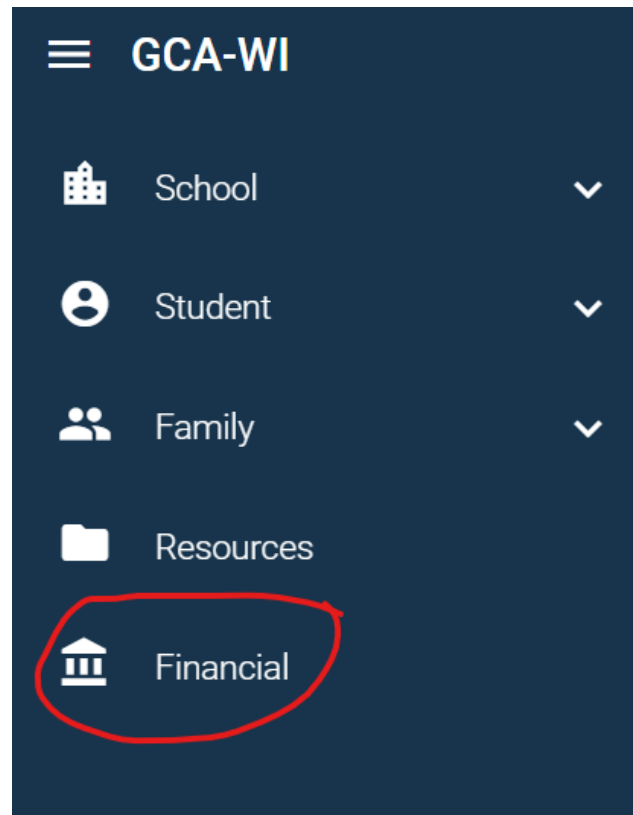
10. Once it's submitted, you will see this screen. If you'd like to see what you have ordered, you can click "back to lunch calendar".



11. The orders you have paid for are in blue.



12. To add money to your Hot Lunch Pre-Pay account, go to the Financial tab in your portal.



13. In the “Prepay Accounts” box, you will see your current balance. If you owe money, the number will be a negative number. To add money to your account, click “Add Funds”.

