



## How to Order School Lunches Online

Our school lunch order form is now online! All lunch orders MUST be placed online using the website order form. The cost for lunch is \$3.95 per day Monday-Thursday and \$5.00 for Fundraiser Lunches. To place a lunch order, go to [www.arsnc.org](http://www.arsnc.org) and click on the OrgsOnline icon. You will see the login page for Orgs Online Software Services. This is the service that is hosting our lunch ordering system.

### To place a lunch order:

If you do not have access to a computer or need help, please come to the elementary or middle school front desk and ask for help with school lunch ordering any time during the school day. We have a computer set up at each location that can be used to order lunches online.

### Here's What To Do:

For First Time Users - select the CREATE NEW ACCOUNT option that appears on the left side of the screen; provide the account setup information requested and enter our **school code** which is: **123ARSNCNC** and click Continue. Finish your registration and password information and Submit to activate your account.

You MUST provide an email address. The email address becomes your username. If you do not have an email address and do not wish to create a free account with gmail, yahoo, etc., please use your first and last name followed by @nomail.xyz. Each family will have a "Family Account" that shows options such as: place orders, view orders, view payments, view/update account, and more! You will be able to place orders for your individual students and then pay all together one family amount.

### To submit an order:

Log on to Orgs Online using the OrgsOnline icon found on our school website. Select CLICK HERE TO ACCESS THE LUNCH SYSTEM then submit a separate order for each student in your family that is ordering a school lunch. After entering a lunch order you will see the REVIEW ORDER page. Review the order then select the SUBMIT ORDER button to confirm the order. After submitting each order, you will see a confirmation page. A copy of each order confirmation will also be sent to you via email. If you should get duplicate email confirmations don't worry, the system only records one order per student each ordering period. Duplicate orders are not recorded.

You MUST process each order through until you see the Order Confirmation page. The system does not recognize an order until you confirm your order. We cannot process your order if has not been fully submitted & confirmed. If you have more than one student, enter each student's order separately. Each student's order amount is added to the Current Balance as orders are submitted. As you enter orders, the total amount due for your family is listed under the CURRENT BALANCE. If you attempt to order after the cut-off date, the system will not accept your order.

After all lunch orders have been submitted, notice the CURRENT BALANCE in the top left corner. That shows a recap of your family's current orders. You may pay online by selecting the Pay Now button or you may send your payment in with your student. **You only need to send one payment per family, which can be turned in at either school building.** If you do not have access to a printer don't worry about printing the amount due page, just send the payment to school in an envelope clearly marked with your student's name and the words Lunch Order Money. All orders MUST be paid for by 12:00 p.m. the day after online orders are due. If they are not paid at this time they will automatically be cancelled.

### To see what you ordered:

Log into your account and select VIEW ORDERS. You will see exactly what the system recorded for each student. You can view your lunch orders at anytime.

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**There are a couple of things you will want to remember. These include:**

- **You need to place a separate order for each child that is ordering lunch.**
- **The first time you visit the school lunch website, login using the **CREATE NEW ACCOUNT** link to activate your account.**
- **You will use the school code shown above to activate your account.**
- **Follow the on-screen prompts to setup your family account.**
- **If you encounter a login problem, use the **GET HELP** button to request assistance.**
- **The submitted information will be recorded and used next time you return to the school lunch program.**
- **You will need to login each month to place an order. Once you login you will see your family account.**

For future reference: If you happen to forget your password at some time in the future -- relax! Select the **RETRIEVE MY PASSWORD** option on the login page. If you answer your personal question correctly- case sensitive-, the system will send your password to the email address recorded for your account. Remember that you are welcome to come in to school and use the computer at the front desk in either building to set up your account and/or place your order. All school lunch orders **MUST** be completed online. We will no longer be accepting paper copies.