**Instructions for Online Ordering of Lunches**

1. Go to Illiana Christian [website](http://www.illianachristian.org) - Log in to your Parents Web account
2. Select Student Information on the left-hand side
3. Select Lunch
4. Select Create Web Order located to the right, above the calendar
5. Select your student's name
6. Select items for each day
7. Select Submit Order at the bottom.

 *Please DOUBLE CHECK your order before you place it!  It is very easy to order 10 or 11 of an item.  Make sure to remove the 0 out of the order box or not to hit the 1 button twice. You cannot change order once you submit it.*

1. Confirmation screen opens, review order. Select Confirm and Pay.
2. Select Payment Method

 If paying by bank account, enter the bank account details

 If paying by credit/debit card, enter the billing information

 \*Please consider paying by using your bank account info. (Illiana covers the $0.85 fee. The fee for using your credit/debit card is 3.75% of your order which will be added to your hot lunch total and your responsibility)

1. Select Save & Continue
2. Select Authorize Payment. *(You should not be charged any service fees.)*
3. Your order has been placed. **You will receive email confirmation**. *(The transaction will show up as NBS/FACTS Payment on your bank or credit card statement.)*
4. Lunch Calendar in RenWeb will show the ordered items in red. The ordered items will change to blue after the web payment goes through.

***We will be unable to refund an account if there is an error in ordering, or if the student is absent. We apologize for this inconvenience.***

If you have any questions, please contact Carrie Kramer (carriekramer81@gmail.com (219) 808-4590 or Terri Schaaf (tschaaf@illianachristian.org) (708) 259-0749