How to Order Lunches in ParentsWeb
Quick Guide

Step 1: Login to ParentsWeb.

Step 2: Click the green +CREATE WEB ORDER at the top of the screen.

Step 3: Click on your student's name to begin ordering.
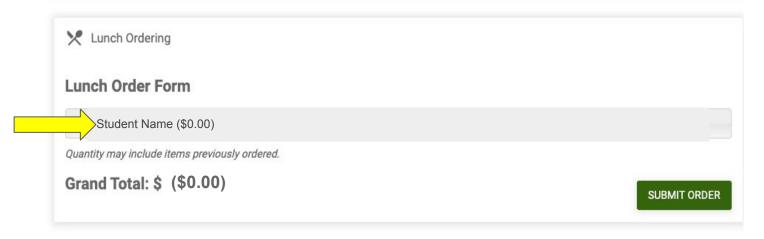
Step 4: Make selections.

Step 5: Click the green SUBMIT ORDER button.

Step 6: Click the green CONFIRM AND PAY button. You will select a form of payment on the next screen.

Step 7: Click the green Pay Now button.

For more detailed instructions, with screenshots, proceed to the next page.
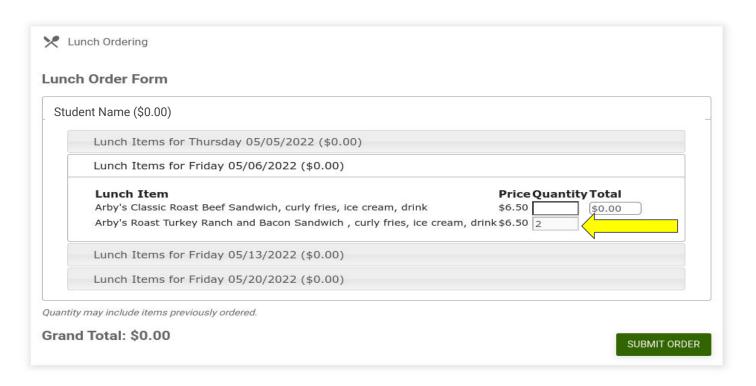
How to Order Lunches in ParentsWeb

Step 1: Go to cornerstoneprep.org and click on ParentsWeb at the top of the screen.

Step 2: Login to ParentsWeb.

Step 3: Click on the dropdown arrow next to Student in the menu and select Lunch.

Step 4: Click the green +CREATE WEB ORDER at the top of the screen.

Step 5: Click on your student's name to reveal dates for ordering.

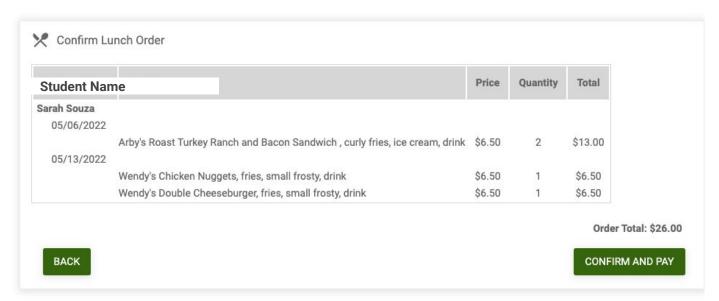**Step 6**: Click on the date to reveal the lunch choices available for that date.

Continue to next page for further instructions

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Step 7: Enter a quantity next to your meal choice.

Step 8: Repeat steps 6 and 7 to make all selections for this student. If you are ordering for multiple students, continue in this screen until you have completed orders for all of your students.

Step 9: When you have completed your selections, click the green SUBMIT ORDER button.

Step 10: Review your order. If a change is needed, click the green BACK button and make the needed changes. If the order is correct, click the green CONFIRM AND PAY button. Not finished yet. You still need to select a form of payment. Continue to Step 11.

Continue to next page for payment instructions

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Step 11: Review the total, your payment information, and the confirmation email address. If you wish to use a different payment method, click Add a New Account under Payment Method.

Cornerstone Preparatory Academy

FACTS   (es) Español   (i) Customer Service

Make A Payment

Your ParentsWeb account name and number will appear here.

Payment Method

⊙ Payment account number will appear here

or Add a New Account

To change your payment method, click here.

FACTS Returned Payment Fee Policy

Payment Method Disclosure

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 Cornerstone Preparatory Academy are processed by FACTS Management Company, USA.

Total Amount

Lunch $26.00

Total $26.00   Details

A transaction receipt will be sent   Email address will appear here   Add another e-mail address   To change or add an additional confirmation email address, click here.

Authorization

By clicking the Pay Now button, you authorize FACTS on behalf of Cornerstone Preparatory Academy to process this payment from the financial account identified above.

This is an immediate payment and cannot be canceled.

Cancel   **Pay $26.00 Now**

Step 12: Click the green Pay Now button.   Your order will not be processed and your student(s) will not receive lunch unless you click the green Pay Now button.

Continue to next page for confirmation instructions

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Step 13: You should see the confirmation message below AND receive a confirmation email. If you do not receive confirmation in your email, check your Spam/Junk folder. Please email emartin@cornerstoneprep.org ,if no confirmation email is received.

Lunch Order Confirmation

Your order has been made successfully.

The lunch calendar should reflect your ordered items.

Back to Lunch Calendar