GETTING STARTED

Our School-Lunch order form will be online beginning August 15, 2024. All lunch orders should be placed online using the website order form. To place a lunch order, go to our school's website at: ***stmarkcatholicschool.net*** and click the link for the Orgs Online Software Services. This is the service that is hosting our lunch ordering system. **(The Orgs Online direct website address is http://www.orgsonline.com.)**

HERE'S HOW TO SUBMIT LUNCH ORDERS...
For First Time Users - select the **CREATE NEW ACCOUNT** option that appears on the left side of the screen under the sign in box.
Then (when asked) enter our **school code** which is: 421SMCSNNC
Next, provide the account setup information requested and submit that information to activate your account.

Each family will have a "Family Account" that shows options such as:
PLACE ORDERS; VIEW ORDERS; VIEW PAYMENTS, VIEW/UPDATE ACOCUNT, AND MORE!

To submit an order....

1) Select **PLACE ORDER** then submit a separate order for each student/person placing a lunch order.
2) When each order has been submitted, select the **PLACE ORDER** button at the bottom of the page.
3) An Order Confirmation will display on the next page. You can PRINT that using the PRINT button at the bottom of the page.

A confirmation email will also be sent as orders are recorded. If you receive duplicate order confirmations do not worry. Duplicate orders are not possible. 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 and PRINT your orders at anytime.

As orders are submitted, the total amount due for your family is listed under the **CURRENT BALANCE**. After all lunch orders have been submitted, select the **PAY NOW** button to submit your online payment. (The **PAY NOW** button appears below the **CURRENT BALANCE** amount shown in the upper left corner of the screen). Follow the on-screen prompts to complete and submit your payment. Payment is due when ordered. Unpaid orders will NOT be processed.
A Convenience Fee of $1.25 will appear when you view the total amount due. (This fee will only appear when a payment is made and or additional funds are added to your lunch account). If you have any question regarding your payment, select the **VIEW PAYMENTS** option to see if a payment was recorded to your account. You will see exactly what the system has recorded to your account.

Please remember:

- The first time you visit the school lunch website, select the **CREATE NEW ACCOUNT** to setup your account.
- You will use the school code shown above to activate your account.
- Follow the on-screen prompts to setup your family account.
- You need to place a separate order for each child (or staff member) that is ordering lunch.
- Submit all orders before selecting the PAY NOW button to submit a payment.
- Next time you access your online lunch account you will enter your email address and the password created when you set up your account.
- If you encounter a login problem use the **GET HELP** button to request assistance. Please do not open more than one account.

If you forget your password at some time in the future -- relax! Select the **FORGOT MY PASSWORD** option to have your password immediately sent to you. An automated attendant will send your password to the email address listed in your account. If you do not receive that email then select the **GET HELP** option to submit a Trouble Report.

You MUST process each order through until you see the **Order Confirmation** page. Do not stop until you see an Order Confirmation for the order being submitted. The system does not recognize an order until you see the Confirmation Page. We can not process your order if has not been fully submitted & confirmed.

One last note, if you attempt to order after the cut-off date, the system will not accept your order.

Account information / Save for future reference:

Email address _____

Password _____