



How to Order School Lunch Online

School lunch orders are now placed **online through Orgs Online**.

Families can access the ordering system directly at www.orgsonline.com.

Setting Up Your Account (First-Time Users)

1. Click **CREATE NEW ACCOUNT** on the left side of the login page.
2. Enter the school code: **418SACSNC**
3. Complete the requested family information and submit your account.

Each family will have one account where you can:

- Place lunch orders
- View past orders
- View payments
- Update account information

Placing a Lunch Order

1. Select **PLACE ORDER**.
2. Place a separate order for each child ordering lunch.
3. Review your order and click **PLACE ORDER** at the bottom of the page.
4. Continue until you see the **Order Confirmation Page**.

You will receive a confirmation email after your order has been submitted. To view your orders at any time, log into your account and select **VIEW ORDERS**.

Important: Your order is not complete until you see the Order Confirmation Page.

Making a Payment

After all lunch orders have been submitted:

1. Select **PAY NOW** in the upper left corner.
2. Follow the instructions to complete your payment.

A **\$1.50 convenience fee** will be added to each electronic check transaction. To reduce fees, families may add money to their lunch account in advance (up to \$500 at a time).

Please note:

- Account balances are cleared at the end of each school year.
- Remaining balances become a contribution to the school lunch program.

- Refunds are not available.
- A \$25 fee may be charged for returned payments or insufficient funds.

Important Reminders

- ✓ Create only **one account per family**.
- ✓ Use your email address and password each time you log in.
- ✓ Place a separate order for each child.
- ✓ Submit all orders before making your payment.
- ✓ Orders cannot be placed or changed after the ordering deadline.
- ✓ If you forget your password, select **FORGOT MY PASSWORD** to have it emailed to you.
- ✓ If you have trouble logging in, select **GET HELP** for assistance.

Lunch Ordering Schedule

- A separate order form is available for each week of the month.
- Orders must be submitted by **Wednesday at midnight for the following week**.
- Changes can only be made while that week's ordering window is open.
- Once ordering closes, no additional orders or changes can be made.

Additional Ordering Information

- Milk, juice, fruit, snacks, and ice cream may be ordered online or purchased daily.
- Orders under \$2.00 require available funds in your lunch account.

Questions?

Please contact: AMHAWAT@STANNSCHOOL.NET