

Lunch Prepay Program

Setting up your Financial Account and Adding Funds to Your Lunch Prepay Account:

1. Log in to Family Portal.
2. Click on Financial on the left-side bar.
3. You will see Prepay Accounts, Balances, and Financial Links.
4. Under Prepay Accounts, click Add Funds.
 - a. If this doesn't work properly for you, then go back to main screen and under Financial Links, click on Financial Home.
 - b. This will take you to a secure portion of FACTS.
 - c. Review Items: Select your Contact Preference; this will allow FACTS to contact you via text, if selected. Click OK.
 - d. Create a 4-Digit Pin.
5. Enter the amount you wish to deposit (minimum \$15); click "Next – Payment Method."
6. Choose if you want funds deposited from your Bank Account or a Credit Card. NOTE: Services charges will be incurred if using a credit card account.
7. Enter payment information; click Save and Continue.
8. At the bottom, click the button that says Pay \$XX Now.
9. You will see a confirmation page, and a receipt will be emailed to you.
10. To exit back to the Family Portal, click the orange arrow (upper right, on the blue header bar).

Adding funds to your Lunch Prepay Account after initial set up:

1. Sign in to Family Portal.
2. Click on Financial on the left side bar.
3. Under Prepay accounts, click Add Funds.
4. Follow instructions as above.