



HOW TO ADD MONEY TO STUDENT LUNCH ACCOUNTS IN FACTS

1. Log in to the FACTS phone app or web portal.
2. Click the **Financial** tab or icon.
3. Under **Prepay Accounts**, select **Add Funds**.
4. Enter the dollar amount of money you'd like to deposit into your student's lunch account.

Students in the same family no longer need separate lunch accounts. The funds you deposit through FACTS will be used for all students in your family. Rather than seeing individual student names when you make deposits, you'll see the name of the parent/guardian who is financially responsible for the account.

5. Ensure that you have selected the proper term (**School Year 2021-2022**) and click **Next**.
6. Select the payment method you want to use: bank account (no fee), credit or debit card.
7. Verify the deposit amount and click **Pay Now**.
8. Print the confirmation page or check the email you have on file with FACTS for a transaction receipt.
9. FACTS will send an automated email when your family's lunch account has gone **below \$10**.