

Parents,

Here are step by step instructions on how to order lunch using the RenWeb app or online at renweb1.com.

### **How to order lunches for your student(s) on RenWeb app**

1. Download the RenWeb app from your Apple or Google play store, RenWeb runs through Internet Explorer and may not work on all devices, there is a \$4.99 fee for the app, but it is worth the cost
2. Log in to app using your RenWeb log in
3. Click on Student
4. Click on Lunch
5. Choose the day you wish to order
6. Choose the item(s) you wish to order, once they are ordered a 1 will show next to the item(s)
7. You can then choose Next or Done and the order will be submitted
8. If a mistake was made click item to be removed and choose remove

### **How to order lunches from RenWeb1.com for your student(s)**

1. Click on Internet Explorer
2. Go to renweb1.com
3. Log in to your ParentWeb Login using your log in info at the top right corner of the screen where it says Login
4. Click on the Student Info tab
5. Click on Lunch
6. Click on Create Web Order in top right hand corner of the screen
7. Choose the item you wish to order and how many
8. Scroll down to the bottom of the page and click submit order
9. If you make a mistake choose the item again and change to 0 then click on submit order and it will remove the item.

You may choose to order for 1 day, a week, specific days or the whole month.

### **How to check your student(s) lunch account balance**

1. Log into your RenWeb account using your Parent Login information
2. Click on the Family Information tab on the left side of the screen
3. Click on Family Billing and you should be able to see your student(s) lunch balance

A negative balance indicates you have a credit remaining, a positive balance indicates you have an owed balance. You may also click on Details and be able to see what was ordered, how much it cost and payments made.

If you happen to forget to order your child's lunch please let the office know and they can submit the order for you. Reminder all orders are still to be submitted by 9:30 am, unless there is a special event and all orders must be submitted no later than the end of the school day the day before the event. If you have any questions please contact me at [cafeteria@foundationscma.org](mailto:cafeteria@foundationscma.org). Thank you for all your help and patience as we transition to this new system.

Thank you,

Ms. Kristi