

JPIIHS ONLINE LUNCH ORDER SYSTEM -- INSTRUCTIONS

UPDATED: 8/15/2019

We are pleased to offer our very popular lunch program with Papa Gino's. Our **online sign up/payment system:** www.orgsonline.com, allows families to order and pay for lunch online. The food will be prepared/delivered by Papa Gino's, Bell Tower Mall, Centerville. Please refer to the most recent Weekly Notification for the access dates:

Lunch Offerings and Pricing- (Tuesday, Wednesday and Thursday)

Tuesday and Thursday:	2 slices Cheese Pizza: \$4.25
	5.25" Meatball Sub: \$3.50
	Small Side Garden Salad: \$2.25
	Small Caesar Salad with Chicken: \$3.50
Wednesday:	4 Piece Chicken Tenders with Small Side of Fries: \$5.50
	10 oz Mac and Cheese: \$5.50
	Small Side Garden Salad: \$2.25
	Small Caesar Salad with Chicken: \$3.50

Lunches do not include a drink. Water and an assortment of drinks are available to purchase in kitchen.

As always, Monday through Friday, microwavable lunches (pastas and soups) are available for sale, including snacks, chips, ice cream and drinks.

Payment Options

Lunch payments will be online *only*. Parents have the ability to pay the following ways: via ACH where you enter your checking account bank routing number and your account number, debit card or credit card. Please note that the following convenience fee will be added to your total food costs:

- ACH Payment - \$1.50 per payment
- Debit or Credit Card Payment - \$3.50 per payment (**Master Card OR Visa only**)

A convenience fee is a processing fee that covers the cost of offering online payments. We highly encourage you to create your order for all children and for the maximum available ordering days at one time. This way you will limit the convenience fees paid. Also, use the ACH payment option. It is less costly than the debit/credit card transaction costs.

Note: If an ACH payment is rejected or returned by your bank, your account will be billed the returned payment fee SJPIIHS incurs which is \$25.00. This will be added to your account and will need to be satisfied with your next order.

(see next page for instructions to **create an account**)

Please Remember

- Login as FIRST TIME USER **only** the first time you visit the school lunch website. The next time you access your online account, you will enter your email address and password you created at setup.
- You must process each order through until you see the ORDER CONFIRMATION page. The system does not recognize your order until you see the confirmation page.
- Select FORGOT MY PASSWORD to have your password immediately sent to you.
- Select GET HELP button if you encounter a login problem.
- If you attempt to order after the cut-off day, the system will **not accept your order**.
- **For your order to be complete** you must process payment, total amount due is listed under CURRENT BALANCE which appears in a box on the upper left. Select PAY NOW button to submit and follow the prompts.

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FIRST TIME USER:

How to Create an Account (sibling at SFXP see *)

1. Please go online to the software company, Orgsonline, by going to their website at www.OrgsOnline.com or to the lunch ordering link on the sjp2hs.org website.

2. Select the **First Time User** link found on the left side.
3. On the next page, enter our school code: **358PJPIHSMA**
4. The following pages will have you complete your information and then add JPIIHS children to your account.

***Sibling at SFXP:** Parents with students in both schools do not need to make a separate account they just need to add JPIIHS to their existing account. This way they have one username and one password. If the family logs into their original account on the main page before they click into lunch there is a button on the left side of the screen that says Request Dual School. If they select that button it will prompt them for another school code and then they will be able to access both schools from the same account.

Lunch Ordering

1. Select PLACE ORDER, view the menu, and submit a separate lunch order for each child.
2. Select REVIEW ORDER on the bottom of the page and then SUBMIT ORDER to confirm the order.
3. Order Confirmation page appears. A confirmation email will be sent. (If you would like, select VIEW ORDERS to review what you ordered. You can view and PRINT your orders anytime.)

Lunch Payment

1. Now that you have finished entering lunch orders for all your JPIIHS children, the total amount due is listed under CURRENT BALANCE which appears in a box on the left.
2. Select the PAY NOW button below the Current Balance box to submit your online payment. Follow the on screen prompts.

For questions about payments select VIEW PAYMENT and you will see what the system has recorded for your account.

Questions

Should you have any questions or encounter any problems, please email Margaret Keras, Business Manager at mkeras@jp.dfrcs.org.