

We Are Now Ordering School Lunches Online!

Our School-Lunch order form is now online. All lunch orders should be placed online using the website order form. To place a lunch order, go to www.gacsfl.com then choose the "Lunch Order" option. The School Lunch link will take you to the log-in page for the online lunch ordering system.

- When you visit the lunch ordering website, here's how the system works:
- You'll be asked to Log-in as a **FIRST TIME USER**, then (when asked) enter your phone number and zip code; Complete your account setup information to activate your account;
- Your child(ren)'s name(s) should appear on the left side. If not, you may be asked to enter the name(s) of the child(ren) for whom you are ordering and you may be asked to select the name of each child's teacher.
- Once your account information has been entered, you will see your account's Main Page.

Select **PLACE ORDER** to submit a separate order for each student in your family who is ordering lunches. After you fill-in each person's online order form, select **REVIEW ORDER**, then on the next page select **PLACE ORDER** to confirm the order. You will see a confirmation page for each order. A copy of each order confirmation will also be sent to you via email. If you should get duplicate email confirmations don't worry, the system only records one order per student per ordering period. To see what you ordered, you can log into your account and select **VIEW ORDERS** at anytime.

As you enter orders, the total amount due for your family's orders will appear in the upper left corner of the screen listed as **CURRENT BALANCE**. Payments can be made online using a credit / debit card, electronic check or you may send a check to school.

To pay online (Credit, Debit or Check): Select the **PAY NOW** button that appears after orders have been recorded. However, do not authorize payment until after all lunch orders have been submitted for all members of your family.

To pay offline by check: After all orders have been submitted, select the **VIEW AMOUNT DUE** option. When that page displays select the **PRINTER FRIENDLY VERSION**, then print that page and send it to school with payment attached in the amount shown as your **CURRENT BALANCE**.

We have tried to make ordering school-lunch easy. There are a couple of things you will need to remember:

You need to place a separate order for each child (or staff member) that is ordering lunch.

- The first time you visit the school lunch website, login as a **FIRST TIME USER** to activate your account.
- You will use your 10-digit phone number and home zip code to login and activate your account.
- Follow the on-screen prompts to setup your family account.
- If you encounter a login problem use the **GET HELP** button to request assistance.
- The submitted information will be recorded and used next time you return to the school-lunch program.
- You will need to login each month to place an order. Once you are logged in, you will be taken to your account's Main Page.

For future reference: If you happen to forget your password at some time in the future -- relax! Select the **RETRIEVE MY PASSWORD** option on the login page. If the personal question is answered correctly (case sensitive), the system will send your password to the email address recorded for your account.

You **MUST** process each order through until you see the **Order Confirmation** page. Do not stop until you see an Order Confirmation for the order being submitted. The system does not recognize an order until you see the Confirmation Page. We cannot process your order if it has not been fully submitted & confirmed.

If you have more than one student, enter each student's order separately. Each student's order amount is added to the Current Balance as orders are submitted. This way you only need to authorize payment once to pay for all orders. One last note, if you attempt to order after the cut-off date, the system will not accept your order.

If you encounter any problems activating your account, please send an email to jalongi@gacsfl.com.