

Online Lunch Ordering Information

Lunch orders will be placed and paid for online. No more having to send cash or checks with your students, no more meal tickets and no more wondering how much is left on your child's meal ticket. You also have more flexibility in ordering because you can order individual items instead of having to order the combo with chips and a drink. Below you will find important information about the ordering system.

- 1) You will access the lunch ordering system through MySchoolWorx. For those that may not be actively using MySchoolWorx, the portal is available at portal.myschoolworx.com. You can log in or use the forgot password link using the email that you submitted to the office on your application paperwork.
- 2) Once on MySchoolWorx, there will be a Lunch Bag icon added to your current icons at the top of your screen. When you click on the Lunch icon, a calendar will come up for the next week with the items that are available to be ordered each day. Simply choose the quantity of each item that you want to order and click submit for each day. For those with multiple children, please notice on the top right corner of your screen which child you are ordering for and make sure that you place orders for each child.
- 3) The day after you place your order, you will receive an invoice by email from Biller Genie (the payment processor for MySchoolWorx) with a link to go online to pay for your child's lunches. You will enter your payment information for the first invoice only to setup autopay. All future lunch orders will be automatically paid from the payment method that you set up on the first order. All payment information is securely stored with Biller Genie. You may pay by ACH (Bank Draft), Debit or Credit Card. Debit and Credit Cards will incur a small processing fee that will be included on your invoice. (Parents with 2 or more students: You will receive an invoice for each student. For this first week only, you may have to pay an invoice for each child. After the first week, all payments will be on auto pay.)
- 4) Optional: You may set up an account online with Biller Genie. An online account will allow you to see all your invoices in one place. It will also give you the ability to go in and change your payment information at any time. A link will be included on your invoices to allow you to setup a Biller Genie account.

IMPORTANT: Lunch menus will be available on Monday for the next week. **ALL LUNCHES MUST BE ORDERED BY 10 PM ON FRIDAY FOR THE NEXT WEEK. THE LUNCH ORDERING SYSTEM SHUTS DOWN AT THAT TIME AND NO MORE ORDERS WILL BE ABLE TO BE PLACED FOR THE NEXT WEEK.** If you miss the order deadline, your child will need to bring lunch from home for that week.

Candy bars and other snacks purchased at snack, lunch or aftercare will continue to be cash only paid in the cafeteria when purchased. If you have any questions about this process, please contact the office for assistance.