



TO ORDER and PAY for LUNCH

STEP 1: Click on the STUDENT tab on the left side of Renweb's main page. Then click on the LUNCH tab and the screen below will appear. When you see the screen below, find (on the middle/right side) **Create Web Order** and click on it to get to the lunch ordering screen.

Lunch

Sean

Lunch for Sean

Format: Calendar Time frame: Month

Red = items ordered and not yet paid through web payment
Blue = items ordered and paid through web payment

< Previous Month August 2015 Next Month >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24 Carl's Cheesburger (dry)/Fries (\$5.00) Carl's Spicy Chicken Sandwich (lettuce/mayo)/Fries (\$5.00)	25 KFC-3 pc tenders/mashed potatoes/biscuit (\$5.00) KFC-Famous Bowl (\$5.00)	26 Panda Chow Mein/Orange Chicken (\$5.00) Panda Fried Rice/Beef Broccoli (\$5.00)	27 Little Caesars-Deep Dish Pizza/Cheese (\$5.00)	28 Little Caesars-Deep Dish Pizza/Pepperoni	29

STEP 2: On the Lunch Ordering page, select the QTY of the items you wish to order and click the tab button to calculate the total.

Lunch Ordering

Sean

Lunch Ordering for Sean

Note: If an order for an item has been processed, you will not be able to change that item.

LUNCH ITEM	PRICE	QTY	TOTAL
Lunch Items for Monday 08/24/2015			
Carl's Cheesburger(dry)/Fries	5.00	1	5.00
Carl's Spicy Chicken Sandwich(lettuce/mayo)/Fries	5.00		0.00
Sub Total for Monday 08/24/2015			5.00
Lunch Items for Tuesday 08/25/2015			
KFC-3 pc tenders/mashed potatoes/biscuit	5.00		0.00
KFC-Famous Bowl	5.00		0.00
Sub Total for Tuesday 08/25/2015			0.00
Lunch Items for Wednesday 08/26/2015			
Panda Chow Mein/Orange Chicken	5.00		0.00
Panda Fried Rice/Beef Broccoli	5.00		0.00
Sub Total for Wednesday 08/26/2015			0.00

When complete, click the **ORDER ITEMS** button at the **bottom** of the page to complete the order.

Lunch Items for Thursday 09/24/2015		
Little Caesars-Deep Dish Pizza/Cheese	5.00	0.00
Little Caesars-Deep Dish Pizza/Pepperoni	5.00	0.00
Sub Total for Thursday 09/24/2015		0.00
Lunch Items for Monday 09/28/2015		
Carl's Spicy Chicken Sandwich(lettuce/mayo)/Fries	5.00	0.00
Carl's Beef Bean Cheese Burrito/Fries	5.00	0.00
Sub Total for Monday 09/28/2015		0.00
Lunch Items for Tuesday 09/29/2015		
KFC-3 pc tenders/mashed potatoes/biscuit	5.00	0.00
KFC-2 pc drum/high/mac n cheese/biscuit	5.00	0.00
Sub Total for Tuesday 09/29/2015		0.00
Lunch Items for Wednesday 09/30/2015		
Panda Fried Rice/Orange Chicken	5.00	0.00
Panda Chow Mein/Beef Broccoli	5.00	0.00
Sub Total for Wednesday 09/30/2015		0.00
Total for Sean:		5.00

Note: If an order for an item has been processed, you will not be able to change that item.
Grand Total: 0.00
[Order Items](#)

Powered by [RanWeb Student Information Systems](#)

STEP 3: The next screen will tell you “Online Lunch Payment”.

STEP 4: The following screens allow you to pay for and continue your lunch order. Payment methods accepted are ACH (checking or savings account deductions). Once you put a bank account in, it remembers the information for you. You also pay the convenience fee of \$0.85. **Click Submit.**

Online Lunch Payment

Please Provide Payment Information:

You will pay \$5.00.

Email address
kgilmed@xavierprep.org *

Payment Information
Billing Name
Kristy Gilmed *

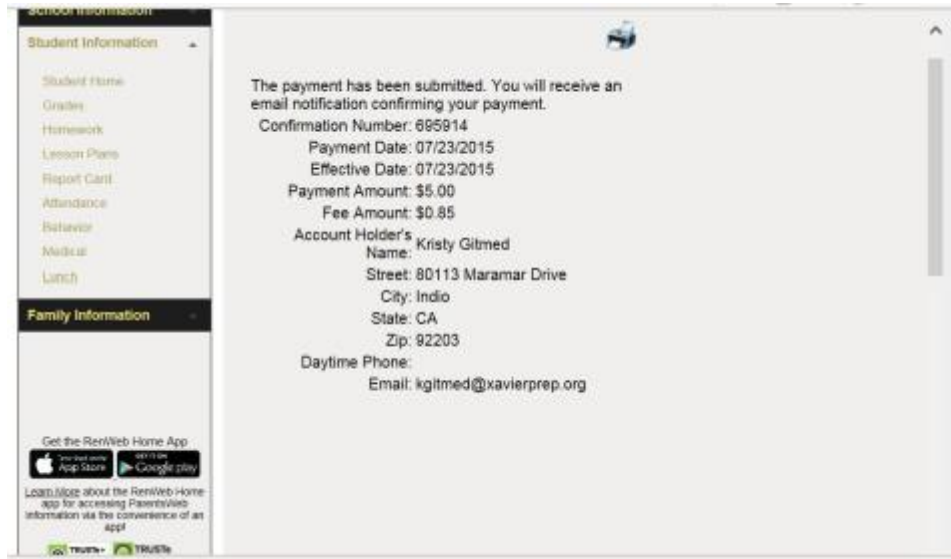
Use an existing account
 Checking -**49 [Remove](#)

Or pay with a new account:
 Bank Account

[Submit](#)

Submit your payment and print a receipt for your records.

Make sure you see a screen with the word "The payment has been submitted".



****To view your student's lunch items go back to the Lunch Menu screen and see the ordered items in **BLUE**. If they are in **RED** then the order did not go through.*

THIS IS VERY IMPORTANT BECAUSE IF THE ITEMS ORDERED ARE NOT BLUE THEN YOUR ORDER DID NOT GO THROUGH. PLEASE PRINT YOUR CALENDAR FOR VERIFICATION.

(ITEMS MUST BE IN BLUE FOR A VALID LUNCH ORDER) see example below

Lunch for Sean
Format: Time frame:

Red = items ordered and not yet paid through web payment
Blue = items ordered and paid through web payment

< Previous Month: 2015 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24 Carl's Cheeseburger (dry) Fries (\$5.00) Carl's Spicy Chicken Sandwich (lettuce/mayo) Fries (\$5.00)	25 KFC-3 pc tenders/mashed potatoes/biscuit (\$5.00) KFC-Famous Bowl (\$5.00)	26 Panda Chow Mein/Orange Chicken (\$5.00) Panda Fried Rice/Beef Broccoli (\$5.00)	27 Little Caesars- Deep Dish Pizza/Cheese (\$5.00) Little Caesars- Deep Dish Pizza/Pepperoni (\$5.00)	28	29
30	31 Carl's Chicken Stars/Fries (\$5.00) Carl's Beef Bean Cheese Bumbo/Fries (\$5.00)					

Please do not pay more than once. You can check your accounting screen under the Family Information to see that the charge and payment was applied to your account.

Any questions please contact the office and we will assist you in processing your order.

If the payment gets returned then the calendar will turn **red** and the accounting will show a return payment and you must pay the Business Office directly.

To fix the PayNow Payment Security Error in Safari (Apples Default Browser).

Lunch Ordering and Online Payments Now Available for RenWeb Home iPhone App and Android App