

**A. PLACING AN ORDER –To place a lunch order for your student(s), follow steps 1-8 on the right.**

**Step 1:** Select "Lunch" under the "Student Information" section to view the MENU screen with items available for each day.

**Step 2:** Choose a student.

**Step 3:** Choose a Format (Calendar or List) and a Time Frame (Month, Week, or Day).

**Step 4:** Choose a Date for your order.

**Step 5:** Click "Create Web Order".

**Step 6:** Enter the quantity for each lunch item desired for any given day.

**Step 7:** Scroll to the very bottom of the page to see the total amount owed for your order(s).

**Step 8:** Click "Order Items" to submit your order.

**B. CHECK BALANCE OR ADD MONEY TO LUNCH ACCOUNT – To check the Lunch Balance owed or to add money to your FAMILY account, follow steps 1-8 on the right.**

**Family Information**

Jeff Harrison (Parent)

Karen Harrison (Parent)

Amanda Harrison (Child)

Kayla Harrison (Child)

Rebecca Harrison (Child)

**Contact Info**

Name: Jeff Harrison (Parent)

Address: 1517 Summer Ridge Ln  
Lawrenceville, GA 30044

Home: Cell: 678-524-6892  
Work: 770-921-3224  
Email: [jharrison@khcs.org](mailto:jharrison@khcs.org)

**Family Billing**

Account	Balance	Details	PayNow
Lunch	\$9.30	<a href="#">Details</a>	<a href="#">PayNow</a>
Total	\$9.30		

**Step 1:** Select “Family Home” under the “Family Information” section.

**Step 2:** View the balance OWED on your Family Account in the “Family Billing” box on the right.

**Step 3:** To view all transactions to your Family Account, click “Details” or continue to Step 4. (See Example 1 below)

**Step 4:** Click Pay Now to add money to your Family Account. (See Example 2 below)

**EXAMPLE 1:** If you choose to view Family Account “Details”, you will see the image below on your screen. Use the scroll bar to the right of the image to see additional transactions.

**Lunch - Family Account Statement**

04/29/2015	Corn Dog (Jeff)	\$1.35	\$2.80
04/29/2015	Gatorade (Large) (Jeff)	\$1.35	\$3.90
04/29/2015	Milk (Small) (Jeff)	\$0.75	\$4.65
04/29/2015	Milk (Small) (Jeff)	\$0.75	\$5.40
04/29/2015	NutriGrain Bar (Jeff)	\$0.65	\$6.05
04/29/2015	Pepperoni Hot Pocket (Jeff)	\$2.35	\$8.40
04/29/2015	Yogurt (Jeff)	\$0.90	\$9.30
Total			\$9.30

A negative amount indicates a credit.

**Example 2:**

Killian Hill Christian School  
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Welcome Back: Jeff Harrison [Logout]

School Information

Student Information

Family Information

- Family Home
- Family Profile
- Family Billing
- Username / Password

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### PayNow

Enter the amount you wish to pay into each appropriate fiscal year/accounting system and select Pay Now button at the bottom-

Accounting System	Fiscal Year	Balance	Amount
Lunch	2014-2015	\$9.30	\$1.00
Total		\$9.30	

A negative amount indicates a credit

Remember, **POSITIVE** amounts indicate a **BALANCE OWED**, **NEGATIVE** amounts indicate a **CREDIT** on your account.

Pay Now

\*To ensure proper access to the payment screen, please be sure your browser settings are set to allow, or not block, cookies.

**Step 5:** Enter the amount you wish to add to your Family Account in the box labeled "Amount."

**Step 6:** Click the Pay Now button.

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### PayNow

## Online Payment

Please Provide Payment Information:

You will pay \$1.00.

Email address:  
jharrison@khcs.org

Payment Information

Billing Name:  
Jeff Harrison

Bank Account  Credit Card

Submit

**Step 7:** You have the option of paying by ACH from your bank account or by credit card. Choose your preferred method of payment.

**Step 8:** Click the Submit button and follow the instructions to enter the appropriate financial information pertaining to your chosen payment method.

**NOTE:** Once your payment has been accepted, a receipt will be emailed to you.