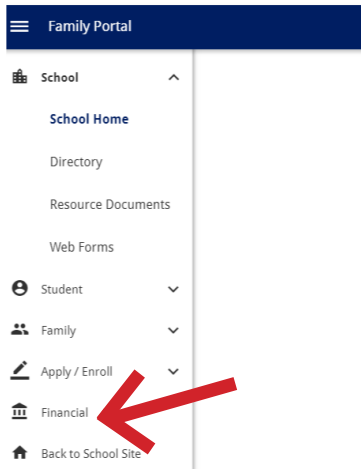


“How to” LUNCH (2020-2021)



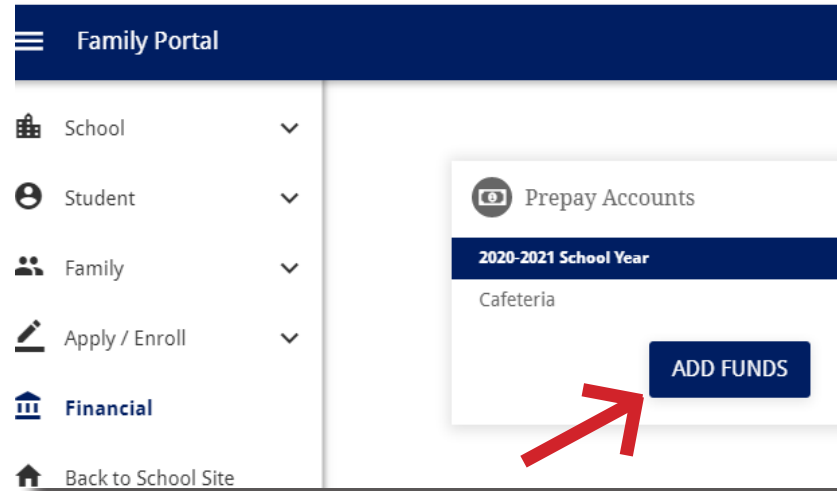
1. Family Portal

- www.lcstn.org
- School Life (upper left, blue banner)
- Family Portal
- Log in with your username and password
- Select “Financial”



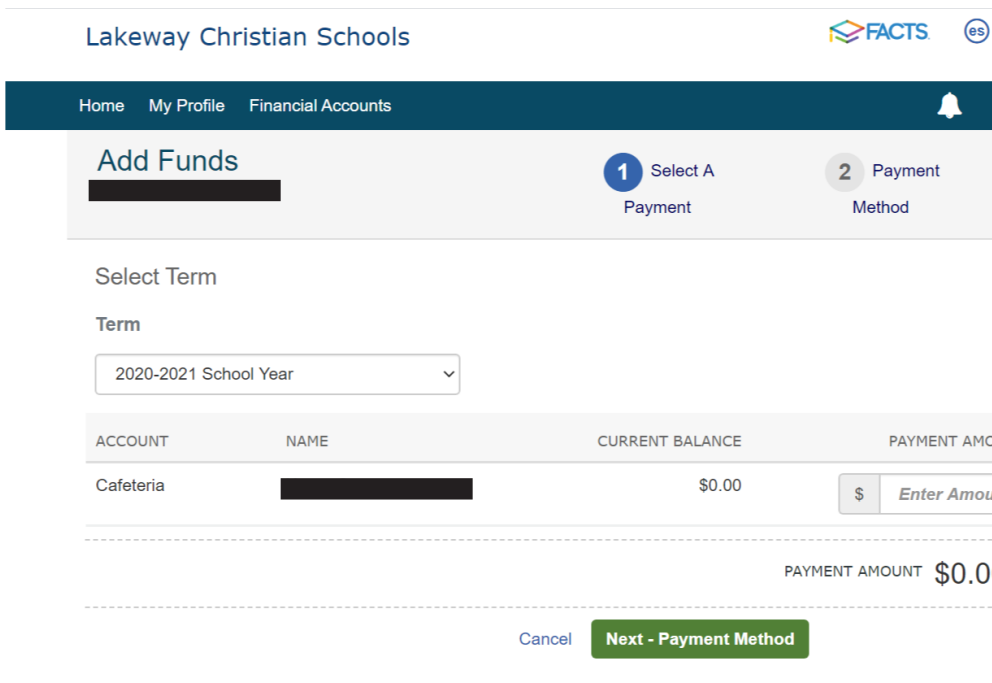
2. Financial

- Select “Add Funds” to prepay



3. FACTS - PrePay

- The first time minimum payment is \$20. After that, there is no minimum.
- Lunch charges will be applied to your account within a few business days of the purchase. If your account balance falls below \$10, you will be alerted and you must make a payment.
- A complete lunch is \$4 per day and A La Carte items are available for additional purchase.
- If you use a credit card, you will be charged a 2.85% service fee.
- If you use a checking or savings account, there is no fee.



4. Order Lunch!

- Family Portal
- Student Tab
- Lunch
- Create Web Order
- Fill out the order form for each student
- Click order items at the bottom

* The grand total will reflect the minimum amount of prepaid funds needed to cover the cost of the ordered lunches.