

## Managing your Lunch Account

**Lunch accounts will now be managed through your family's FACTS account. To add funds to your family's lunch account, follow the steps below:**

1. Click on STUDENT BILLING on the SACS App **OR** log into your FACTS account online and click FINANCIAL.
2. Click on "ADD FUNDS" under Prepay Accounts. Note that instead of adding funds for each child, all funds will be added to a parent's name and available to all your students.
3. Enter amount to add and click "Next - Payment Method".
4. Choose your payment method and click PAY NOW. *If you choose to pay with a debit or credit card you will incur a 2.95% processing fee. There is no fee for payments through Checking or Savings Accounts.*